

**AIR FORCE JUNIOR ROTC
TEXAS 66
DEL RIO HIGH SCHOOL
DEL RIO, TEXAS 78842**

1. The Texas 66 Air Force Junior Reserve Officer Training Corps (AFJROTC) Program was established at Del Rio High School in September 1971 by agreement between the San Felipe Del Rio Consolidated Independent School District and the United States Air Force.
2. The AFJROTC curriculum includes aerospace related academic instruction and leadership training. The faculty includes a Senior Aerospace Science Instructor (SASI) and two additional Aerospace Science Instructors (ASIs). These faculty members have extensive professional education and experience in many facets of Air Force.
3. The cadet group is managed and operated by cadet officers and cadet noncommissioned officers. It is through this cadet organization that cadets learn leadership skills and how to direct corps activities.
4. This “CADET HANDBOOK” contains policy guidance, requirements, and rules of conduct for the AFJROTC cadets of Del Rio High School. Each cadet is required to study this guide and is responsible for its contents during examinations. The CADET HANDBOOK is intended to supplement San Felipe Del Rio Consolidated Independent School District Policy. School district policy and the cadet guide apply at all times; this includes any activities that are a part of any school organization regardless of location.
5. Our congratulations to each of you on your decision to enroll in the AFJROTC Program. We wish you much success and great personal satisfaction as members of the Del Rio High School AFJROTC Corps.

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CHAPTER ONE

MISSION, GOALS AND OBJECTIVES OF PROGRAMS

1.1. Mission

The AFJROTC mission is to “BUILD BETTER CITIZENS FOR AMERICA”.

1.2. Goals

The GOALS of this mission are to instill in high school cadets the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

1.3. Program Objectives

- 1.3.1. An appreciation for the basic elements of national security.
- 1.3.2. Respect and need for constituted authority in a democratic society.
- 1.3.3. Patriotism and understanding of a personal obligation toward national security.
- 1.3.4. Habits of orderliness and precision.
- 1.3.5. A high degree of personal honor, self-reliance and leadership.
- 1.3.6. cadets will gain knowledge in:
 - 1.3.6.1. Aerospace Science
 - 1.3.6.2. Basic military skills
 - 1.3.6.3. Appreciation and knowledge of and for the traditions of the Air Force
 - 1.3.6.4. Awareness of career opportunities available through the United States Air Force.

CHAPTER TWO

ADMISSION, TRANSFER AND DISENROLLMENT OF STUDENTS

2.1. ELIGIBILITY

- 2.1.1. Cadets must be physically fit, qualified, approved, or capable of participation in the school physical education (PE) program.
NOTE: Handicapped individuals may participate, with the concurrence of the appropriate principal.
- 2.1.2. Cadets must possess an academic level above the 8th grade.
- 2.1.3. A citizen of the United States or an alien admitted for permanent residence.
- 2.1.4. Special students not meeting citizenship requirements may participate with a letter from their respective government. Letter must be kept on file.
- 2.1.5. These cadets are not recorded as AFJROTC members.
- 2.1.6. Enrolled in/attending Del Rio High/Freshman School.
 - 2.1.6.1. Students from other schools may participate if both principals agree and if course counts towards graduation.
 - 2.1.6.2. Selected by the SASI and with the approval of the respective principal.

2.2. TRANSFER

- 2.2.1. Transfer of students for Army, Navy, or other AFJROTC units may be permitted with full credit for training already received.
- 2.2.2. Transfer of rank is determined by the SASI.
- 2.2.3. Ribbons from other service JROTC programs may be worn on the AFJROTC uniform to the left and below AFJROTC ribbons and or awards.

2.3. DISENROLLMENT POLICY

- 2.3.1. A cadet may be disenrolled for any of the following reasons:
- 2.3.2. Failure to maintain acceptable standards (haircuts, grooming, uniform wear, etc).
- 2.3.3. Ineptitude, indifference to training, disciplinary reasons or undesirable traits of character.
- 2.3.4. Failure to wear the Air Force JROTC “blue” uniform more than 3 times on “Uniform Day” in a semester or academic school year
- 2.3.5. Failure to suit out in the Air Force “PT” uniform (Air Force blue shorts and Air Force gray t-shirt) on PT/Wellness days more than 3 times in one academic semester or academic year.
- 2.3.6. Failure to remain in school.
- 2.3.7. Individuals request for release signed by parent or guardian.
- 2.3.8. Any other reason as deemed by the SASI.
- 2.3.9. Disenrollment can be administered at any time during the academic school.

2.4. CADET RESPONSIBILITIES

- 2.4.1. Each cadet will agree to accept responsibility for the proper care and maintenance of their uniform, textbooks and other equipment and to abide by the rules and regulations of the Aerospace Science Department.
- 2.4.2. Failure to fulfill cadet responsibilities may result in disenrollment.

CHAPTER THREE

CONDUCT AND MILITARY COURTESY

3.1. GENERAL

Cadets are expected to observe military conduct at all times. This will reflect credit upon themselves, their parents, the JROTC Program of Del Rio High School, Freshman School, and the United States Air Force.

3.2. CLASSROOM PROCEDURES

3.2.1. Classroom instruction will begin with cadets standing at **ATTENTION** and reciting the **PLEDGE OF ALLEGIANCE**.

3.2.2. The flight commander or the next person in line, in the chain of command are in charge of the flight. The person in charge will verify absentees by having the element leaders report to him/her in the following manner: “**Sir/Ma’am, (element designator) all present or accounted for**” to report absentees “**with the exception of Cadet (full name)**” is added. The flight commander or person in charge will then report to the instructor. After the exchange of salutes, the flight commander or person in charge will brief flight personnel on any appropriate group, squadron, or flight activities. After the briefing, the instructor will assume charge of the flight and begin the lesson. Promptness is an objective of the JROTC Program and the cadets are expected **TO BE IN THEIR ASSIGNED SEATS WHEN THE CLASS TARDY BELL SOUNDS.**

3.3. MILITARY COURTESY

The practice of saying “**YES SIR/MA’AM**” or “**NO SIR/NO MA’AM**” to instructors and to cadets of higher rank is always observed in JROTC Program. This is a long established military courtesy that may be difficult at first, but will soon become habit.

CHAPTER FOUR

APPEARANCE OF CADETS

4.1. GENERAL

- 4.1.1. Because you wear the official United States Air Force Uniform, objectionable behavior in public can create an unfavorable reaction of the public towards the AFJROTC Program and the United States Air Force. Conversely, proper conduct and actions can create a favorable public reaction that enhances the cadet corps.
- 4.1.2. Jewelry:
 - 4.1.2.1. Up to three rings may be worn. However, no more than two rings may be worn on any one finger.
 - 4.1.2.2. Wristwatches or a neat conservative, non-distracting bracelet may be worn on either wrist; in any case, no more than one item per wrist may be worn.
 - 4.1.2.3. Wristwatch bands must be gold, silver, brown, black, or dark blue in color.
- 4.1.3. Always wear the uniform properly – NEVER mix civilian and military items.
- 4.1.4. Cell phones and pagers are not to be worn while wearing the uniform.
- 4.1.5. When worn the uniform must be clean and pressed with all buttons buttoned
- 4.1.6. No ornaments or jewelry are to be worn in or on the face. This includes but is not limited to the eyebrows, cheeks or tongue.
- 4.1.7. No tattoos or body piercings will be visible at any time.

4.2. MALE CADETS GENERAL APPEARANCE

- 4.2.1. Male cadets must be clean-shaven. Beards and goatees **ARE NOT** permissible. If worn, mustaches are neatly trimmed, do not extend downward beyond the upper lip line and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth.
- 4.2.2. Sideburns may be worn, but must not extend beyond the lower opening of the ear and must end in a clean-shaven, un-flared, horizontal line.
- 4.2.3. Hair must be trimmed to prevent it from touching the ears or collar. Air Force Instruction (AFI) 36-2903 requires that hair have a tapered appearance when viewed from any angle. Bulk (thickness) may not exceed 1 ¼ inches overall nor ¼ inch at termination point of taper. Hair in front must be groomed so that it does not fall below the eyebrows and will not protrude below the band of the properly worn headgear. In NO case shall the bulk or length of hair interfere with the proper wear of Air Force headgear. Long or bulky hair will not support the flight cap properly and results in an appearance that does not meet Air Force Junior ROTC standards.
- 4.2.4. Hair must not be worn in an extreme nor fad style. Hair must not be dyed nor highlighted.
- 4.2.5. Hair must not contain nor have any visible foreign items attached to it.
- 4.2.6. Male cadets will NOT wear earrings while in uniform nor while at cadet sponsored events.

- 4.2.7. The uniform will not be issued to cadets who fail to meet these grooming standards.

4.3. FEMALE CADETS GENERAL APPEARANCE

- 4.3.1. Hair will be clean, neatly arranged and styled to present an attractive feminine appearance, but not worn in any style longer than the bottom of the collar.
- 4.3.2. If dyed, hair color must appear natural and complement skin tone. Hair color must be a natural shade.
- 4.3.3. Hairpins, combs or barrettes similar in color to the individual's hair may be worn.
- 4.3.4. Hair ornaments such as ribbons will **NOT** be worn.
- 4.3.5. Hairnets will **NOT** be worn.
- 4.3.6. Cosmetics must be conservative and in good taste; nail polish, the same, as well as uniform in color and not containing any ornamentation.
- 4.3.7. Females may wear small, conservative, spherical gold, silver, white pearl, black or round diamond earrings. If worn, there shall only be one earring per ear on the bottom center lobe of the ear.
- 4.3.8. The uniform will not be issued to cadets who fail to meet these grooming standards.

CHAPTER FIVE

PROPER WEAR OF THE UNIFORM

5.1. GENERAL

Each cadet must wear their uniform properly. The importance of this requirement cannot be overemphasized since the uniform, except for the insignia, is the same as that worn by United States Air Force personnel. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform you will wear is a symbol of that reputation. **WEAR IT PROUDLY!**

5.1.1. Wednesday is normal uniform wear day. Failure to wear the uniform will result in a FAILING GRADE/ZERO and is grounds for disenrollment consideration. **THREE ZEROS DURING A SEMESTER WILL BE GROUNDS FOR REMOVAL FROM ROTC.**

5.1.2. Only issued items are to be worn on uniform day. **Do not wear civilian garments with the uniform.**

5.1.3. Place and wear insignia properly--wear only authorized insignia.

5.1.4. Always wear your flight cap when outdoors on and off campus.

5.1.4.1. The flight cap (or any headgear) is not worn indoors **unless** as part of a color guard or under arms.

5.1.4.2. When not being worn the flight cap may be tucked under the belt with the opening to the rear.

5.1.4.2. Outdoors on campus and when involved in leadership training, hats will be worn.

5.1.5. The flight cap is worn slightly to the wearer's right with the vertical crease of the cap in line with the center of the forehead, in straight line with the nose. The cap will be approximately one inch from the eyebrows in the front. The flight cap will be placed firmly on the head, but not pulled down tightly. If worn in this manner the crest of the cap will be fully extended without a protruding tip at the back. If the cap does not fit in this manner, is not properly sized.

5.1.6. When worn, the windbreaker will be zipped at least halfway up. Do not hang the windbreaker on metal hangers; this will result in the transfer of rust to the shirt or blouse, as well as other items of the uniform.

5.1.7. **HANDS SHOULD BE KEPT OUT OF POCKETS - - ALL POCKETS ARE TO BE KEPT BUTTONED.**

5.1.8. Avoid carrying bulky items in pants pockets. Never have anything protruding from any pocket.

5.1.9. Trim loose strings and frayed seams on the uniform.

5.1.10. Keep the shirttail and sides neatly tucked into the trousers/slacks.

5.1.11. The "**GIG LINE**" is the line formed by edge of the shirt, the belt buckle, and the fly of your trousers/slacks.

5.1.12. Ladies will thread their belt through the loops to their **RIGHT**. When buckled, only the metal tip of the belt will show (no blue will be exposed between the buckle and the belt tip). The adjustable clamp is for proper length and fit. The belt should be cut to size at the time of issue.

- 5.1.13. Gentlemen will thread their belt through the loops to their **LEFT**. When buckled, only the metal tip of the belt will show (no blue will be exposed between the buckle and the belt tip). The adjustable clamp is for proper length and fit. The belt should be cut to size at the time of issue.
- 5.1.14.** The dark blue trousers, the service coat and the windbreaker are to be dry-cleaned only. **Washing will result in damage for which the cadet will be held liable.**
- 5.1.15. Shoes must have a highly glossed shine, including grout lines, heels, and the sides of the soles.
- 5.1.16. Replace missing buttons promptly. Buttons on the service coats are oxidized silver as are most of the insignias. ***DO NOT ATTEMPT TO SHINE THESE ITEMS.***
- 5.1.17. Buttoned pockets and shined shoes mark the degree to which a cadet pays attention to detail.
- 5.1.18. Wristwatches or a neat conservative non-distracting bracelet may be worn on either wrist; in any case, no more than one item per wrist may be worn. Wristwatch bands must be gold, silver, brown, black, or dark blue in color.
- 5.1.19. Up to three rings may be worn; however, no more than two rings may be worn on any one finger.
- 5.1.20. Necklaces, pendants and other conspicuous adornments are prohibited. Religious articles may be worn, provided that these items are not visible on the neckline.
- 5.1.21. When in uniform, carry items in the left hand and keep the right arm available for saluting.
- 5.1.22. Do not carry backpacks with straps over the shoulder as these will tend to ruin your ribbons and nametags.
- 5.1.23. Never place articles under the shoulder epaulet of the shirt, windbreaker, or service coat.
- 5.1.24. Hitchhiking, performing hard labor, engaging in sports, etc., while wearing the uniform is disrespectful to the uniform and therefore not allowed.
- 5.1.25. You must project the sharpest appearance at all times. The intent of the uniform is to present a neat, readily distinguishable standardized appearance.

5.2.1. MALE UNIFORM REQUIREMENTS

- 5.2.1.1. The shoes will be laced to the top and shined to a high gloss at all times.
- 5.2.1.2. The socks must be black. No other colors are authorized.
- 5.2.1.3. A plain, white, clean “V” neck undershirt will be worn with the light blue short sleeve or a plain white “muscle” shirt may also be worn.
- 5.2.1.4. The short sleeve shirt may be worn with the collar open. When a tie is worn, it will be tied so as not to expose the top button of the shirt. The shirttail is pulled down into the trousers tightly and tucked in at the sides to make a neat form fit.
No items are to be carried in the shirt pockets.
- 5.2.1.5. If wearing the long sleeve blue shirt, the shirt collar must be buttoned and a tie must be worn. Care should be taken to ensure that the tie knot covers the top button. The shirttail is pulled down into the trousers tightly and tucked in at the sides to make a neat form fit. **No items are to be carried in the shirt pockets.**
- 5.2.1.6. The nametag is worn centered over the right shirt pocket and flush with the top seam. The ribbons are worn centered over the left shirt pocket and flush with the top seam.

- 5.2.1.7. The bottom of the trouser legs will touch the shoes in a manner that will cause a small break in the crease.
- 5.2.1.8. Cuffs are not worn on military uniform trousers.
- 5.2.1.9. Alterations are provided at military expense and there will be no alterations beyond those authorized by AFJROTC.
- 5.2.1.10. Bulky items such as glasses will not be carried in the pants' pockets. Articles in pockets will not be visible
- 5.2.1.11. The zipper tab will be pressed down to permit the fly to close neatly.
- 5.2.1.12. The interior pocket of the service coat is for small flat items. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed, it will be carefully draped over the back of the chair. In no case is the tie to be loosened even if the coat is removed.
- 5.2.1.13. The coat will be put back on and buttoned before leaving the classroom.
- 5.2.1.14. ONLY THE SILVER WITH BLUE LETTERING NAMETAG IS TO BE WORN ON THE SERVICE COAT. Ribbons are worn centered and flush with the left breast pocket. Medals may be worn when wearing the service coat for "*semi-formal occasions*" such as the military ball or the awards banquet. Medals are not worn on a day to day basis.

5.3.1. FEMALE UNIFORM REQUIREMENTS

- 5.3.1. The shoes will be laced to the top and shined to a high gloss at all times.
- 5.3.2. The socks must be black. No other colors are authorized.
- 5.3.3. Low quarter shoes are issued with the uniform and are worn during leadership laboratory.
- 5.3.4. Care should be exercised when selecting undergarments to be worn with the blouses. Undergarments should be plain in nature, so that patterns or pictures are not visible through the material.
- 5.3.5. The short sleeve blouse may be worn with the collar open. When a tab is worn, it will be fastened in a manner that does not expose the top button of the blouse. The shirttail is pulled down into the slacks tightly and tucked in at the sides to make a neat form fit.
- 5.3.6. If wearing the long sleeve blue blouse, the tab must be worn and fastened in a manner that does not expose the top button of the blouse. The shirttail is pulled down into the trousers tightly and tucked in at the sides to make a neat form fit.
- 5.3.7. The nametag is worn on the right side of the blouse centered between the seam of the sleeve and the button line of the blouse, on a line drawn horizontal to the bottom of the second button. The ribbons are worn on the left side of the blouse centered between the seam of the sleeve and the button line of the blouse, on a line drawn horizontal to the bottom of the second button. The bottoms of the nametag and ribbons should form a horizontal line with the ground.
- 5.3.8. The bottom of the trouser legs will touch the shoes in a manner that will cause a small break in the crease.
- 5.3.9. Cuffs are not worn on military uniform trousers.
- 5.3.10. Alterations are provided at military expense and there will be no alterations beyond those authorized by AFJROTC. Bulky items such as glasses will not be carried in the pants' pockets. Articles in pockets will not be visible

- 5.3.11. The zipper tab will be pressed down to permit the fly to close neatly.
- 5.3.12. The interior pocket of the service coat is for small flat items. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed, it will be carefully draped over the back of the chair. In no case is the tab to be loosened even if the coat is removed.
- 5.3.13. The coat will be put back on and buttoned before leaving the classroom.
- 5.3.14. **ONLY THE SILVER WITH BLUE LETTERING NAMETAG IS TO BE WORN ON THE SERVICE COAT.** Ribbons are worn centered and flush with the left breast pocket. Medals may be worn when wearing the service coat for “*semi-formal occasions*” such as the military ball or the awards banquet. Medals are not worn on a daily basis.

CHAPTER SIX

CLOTHING AND EQUIPMENT ACCOUNT

6.1. GENERAL

Protecting government property is each cadet's responsibility. All uniform items and equipment are government property and are on loan to the cadet from the United States Air Force. These items remain property of the United States Air Force. Each item of the uniform and equipment must be accounted for at all times.

6.2. ISSUE

- 6.2.1. At the time of issue, the cadet must sign a custody receipt for all items issued. The cadet will place their initials on the line next to each item.
- 6.2.2. Upon signing for the property, each item then becomes the responsibility of the cadet that signed for it.
- 6.2.3. Willful neglect or irresponsibility for issued property will lead to payment for items lost or destroyed.
- 6.2.4. At the time of issue, the cadet will be advised of the cost of each item. However, the cost of replacement is the price in effect at the time that the item is scheduled to be turned in.
- 6.2.5. One complete uniform with accessories is issued to each cadet

6.3. RETURN

- 6.3.1. Clothing that does not fit properly, becomes worn, or otherwise unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear or normal use, the item will be replaced at no cost to the cadet. Bring the item in, as soon as possible, to the Logistics ASI to determine if the item will need to be cleaned and or paid for. Items deemed unserviceable need not be cleaned.
- 6.3.2. At the end of the school year or when leaving AFJROTC, all uniform items and equipment are to be turned in. The cadet is allowed to keep physical training clothing, the belt and buckle and socks issued only if the cadet completes an entire year in the program.
- 6.3.3. When turning in or exchanging uniform items or other equipment, deal only with the SASI or the ASIs.
- 6.3.4. All items of the uniform will be returned professionally cleaned with cleaners tags attached. The cleaners' tag should have the cadet's name on it.
- 6.3.5. Failure to return items or to have items properly cleaned will result in a charge being applied to the student's record. For senior cadet's this will mean that the grades will not be released and the AFJROTC Certificate of Training or Completion will not be awarded until all uniform and debts have been turned in or cleared. For cadets transferring out of the district, this may mean that grades are withheld until the uniform and/or equipment or debt is cleared.
- 6.3.6. To preclude unnecessary expense or delays to the cadet and to provide for efficient turn-in of uniform/equipment, note the following suggestions:

- 6.3.6.1. DO NOT leave uniforms in unsecured lockers or any other place in school.
This includes any place of the AFJROTC building.
- 6.3.6.2. DO NOT lend uniform items to other cadets or other persons.
- 6.3.6.3. DO NOT permit another cadet/person to turn in YOUR uniform/equipment.
- 6.3.6.4. DO NOT lend insignia or similar items to your girl/boyfriend.
- 6.3.6.5. DO NOT place your uniform items in the care of others.
- 6.3.6.6. PLACE your name/flight on each uniform item in an inconspicuous place on the inside clothing tag with an indelible ink pen.
- 6.3.6.7. BE ALERT for items of uniform/equipment left or misplaced by another cadet. Turn in such items to the SASI or ASIs.

CHAPTER SEVEN

SALUTING AND REPORTING RULES

7.1. GENERAL

The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute a courteous and respectful greeting between members, and it is one of the oldest traditions binding professionals together.

7.2. RULES FOR THE SALUTE

- 7.2.1. You will be taught the proper manner of saluting and the rules that govern its use among the military services. There are special rules in saluting with which you must become familiar.
- 7.2.2. Cadet officers and NCOs should correct improper saluting procedures in a courteous and helpful manner when violations are made by cadets junior to them. All cadets are expected to accept these corrections in a proper manner.
- 7.2.3. Saluting is required *OUTDOORS* when in uniform, in the Aerospace Science *CLASSROOM* when appropriate and in the *OFFICE* of the SASI or ASIs.
- 7.2.4. The salute is **never** given nor returned while running or when part of a work detail. If appropriate, the cadet will return to quick time (walk) and render the hand salute at three paces. When part of a work detail, if appropriate, the cadet in charge of the detail or the first cadet to recognize an officer will salute for the detail.
- 7.2.5. If a cadet reports to a formation after it has been formed, the cadet approaches the cadet or person in charge when the formation is at a "Halt", salutes, and requests permission to fall in.
- 7.2.6. The salute is rendered indoors only when cadets are reporting to cadet officers, the ASIs, or SASI. When reporting the saluting requirements are the same, whether in civilian clothing or uniform.
- 7.2.7. Saluting outdoors on campus is limited to leadership activities.

7.3. REPORTING PROCEDURES:

- 7.3.1. Report in a military manner with snap and precision. (Do not exaggerate the movements.) Speak in a clear, concise, and conversational tone of voice. The proper sequence of *REPORTING IN* is:
- 7.3.2. Render the hand salute. Begin the reporting statement at the same time the hand reaches the saluting position.
- 7.3.3. If you were told to report use the following statement when reporting: ***"Sir/Ma'am, Cadet (your last name) reports as ordered"***.
- 7.3.4. If reporting on your own use the following statement: ***"Sir/Ma'am, Cadet (your last name) reports"***.
- 7.3.5. Hold the salute until the reporting statement is complete **and** the officer has returned the salute.
- 7.3.6. Stand at attention, unless otherwise ordered.
- 7.3.7. When the conversation is completed or dismissed by the officer. Return to the position of attention and render the hand salute.

7.4. DEPARTURE PROCEDURES

- 7.4.1. Immediately after dropping the salute, execute the appropriate facing movement.
- 7.4.2. Exit by taking the most direct route. Walk or march out at the position of attention.

7.5. SALUTING THE COLORS

7.5.1. While in uniform:

If a cadet observes the American Flag being raised or lowered from the flagstaff, the cadet assumes the position of attention renders the hand salute and holds it until the flag has reached the summit or base of the flagstaff.

7.5.2. In civilian clothes:

The cadet will assume the position of attention and place their right hand over their heart. If wearing headgear, remove the headgear and hold it over the left shoulder so that the right hand is over the heart.

7.6. SALUTING DURING THE “*NATIONAL ANTHEM*” OR “*TO THE COLORS*”

7.6.1. In uniform:

If a cadet is outdoors in uniform and the “National Anthem” or “To the Colors” is being played, the cadet assumes the position of attention and faces the music (or the flag, if visible), and renders the hand salute until the music ends.

7.6.2. In civilian clothes:

The cadet will place the right hand over the heart to show proper respect until the music ends.

7.6.3. Indoors:

The cadet assumes the position of attention, faces the music or the flag, but **does not** render a salute **nor** place right hand over the heart.

7.7. SELECTION OF ELEMENT LEADERS AND GUIDE FOR BRAVO SQUADRON

7.7.1. The guide and element leaders are selected from the flight at large. To be considered a cadet must:

7.7.1.1. Demonstrate a clear of understanding of drill.

7.7.1.2. Possess a clear and distinctly audible command voice.

7.7.1.3. Have sound academics.

7.7.1.4. Have **no** uniform zeros.

7.7.1.5. Be available for meetings at the request of the squadron and flight commanders.

7.7.2. To apply for these positions:

7.7.2.1 Write a paragraph stating the cadet’s personal reasons for selection.

7.7.2.2. Be selected by the instructors and or flight commanders and flight sergeants.

CHAPTER EIGHT

PROMOTION OF CADETS

8.1. GENERAL

Promotion provides constant challenge and motivation to members of the Air Force as well as to members of the AFJROTC program. This attention and interest is proper since the insignia of promotion 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.

- 8.1.1 The promotion system conforms to guidance provided by Headquarters Air Force ROTC as contained within AF Junior ROTC Instruction 36-2001 entitled “Organizations of the Cadet Corps”
- 8.1.2 Following the successful completion of the first semester of Aerospace Science, regardless of course level the permanent grade for the first year is *cadet airman*; for second year, *cadet airman first class*; for third year, *cadet senior airman*; for fourth year, *cadet staff sergeant*.
- 8.1.3 Cadets serving in temporary ranks may revert to their permanent rank once the duty is completed. At the discretion of the SASI, graduating seniors may retain the highest rank to which they have been promoted.

8.2 ROTATION OF POSITIONS

- 8.2.2 The “Organizational Chart” (Chapter 10) and the “Unit Manning Document/UMD” (Chapter 11) reveal the number on a leadership positions authorized in the cadet corps. To give each cadet an opportunity in a leadership role, a system of job and temporary rank rotation is employed.
- 8.2.3 Normal rotation to lateral or lower position *is not considered* to be a demotion. According to AFJROTC Instruction 36-2001, cadets may have a temporary grade based upon a specific assigned position.
- 8.2.4 This use of temporary grade pattern is intended to serve as an administrative vehicle for rotation of responsibility and avoid gross imbalanced in grade structure.

8.3 ELIGIBILITY

- 8.3.1. Promotions are based on the “whole person concept” with consideration given to following criteria:
- 8.3.2 *ACADEMIC ACHIEVEMENT*: How well does the cadet perform on quizzes, examinations, class projects and presentations? Are assignments completed on time?
- 8.3.3 *ORGANIZATIONAL LEADERSHIP*: How well does the cadet function in position of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates?
- 8.3.4 *CO-CURRICULAR LEADERSHIP*: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?

- 8.3.5 *RESPONSIBILITY*: How well does the cadet accept job assignments and the responsibility for completing them? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of uniform? Is the cadet always on time? Is the cadet always prepared for class or leadership lab?
 - 8.3.6 *SERVICE*: To what degree does the cadet serve the school, community, and the cadet corps?
 - 8.3.7 *ORGANIZATIONAL SUPPORT*: Does the cadet perform above and beyond normal duty requirements? To what degree does the cadet participate in flag detail, color guard, drill teams, honor guard, parades, funds, drives, etc.?
- 8.4 Again in reference to AFJROTC 36-2001, all cadets will have a permanent rank grade commensurate with the number of years in AFJROTC satisfactory completed and will receive their permanent grade the second semester of each year. The retention of permanent grades in any cadet corps is contingent upon satisfactory performance and behavior as determined by the SASI. Once officer rank has been held for two or more grading periods, then that cadet will remain in officer status for the remainder of the time spent in the program; unless, personal actions on the part of the cadet deem it necessary for the SASI to remove the cadet from the officer role.

CHAPTER NINE

CADET PERSONNEL BOARDS

9.1. GENERAL

Cadet personnel boards may be formed at the direction of the **SASI** who may wish to make recommendations concerning cadet personnel actions.

9.2. MEMBERSHIP

- 9.2.1. The cadet personnel boards will consist of a president, recorder, and members appointed by the cadet Group Commander.
- 9.2.2. The Deputy Group Commander is appointed as president and the Personnel Officer will be the recorder of all cadet personnel boards.
- 9.2.3. Members will be the Operations Officer, Squadron Commanders, and other cadet officers and NCOs as appointed by the Group Commander.
- 9.2.4. One of the ASIs will be present with the board and act as an advisor.

9.3. CONVENING

The Board will be convened by publication of a special order establishing the time and place of the meeting and will announce board membership, purpose, and cadet(s) to appear before the board.

9.4. APPEARING BEFORE THE BOARD

Cadets appearing before the board will report to the president in a military manner at the time and place prescribed in the special order.

9.5. FINDINGS AND RECOMMENDATIONS

- 9.5.1. Findings and recommendations will be submitted in the writing to the Cadet Group Commander. After reviewing the report, the cadet commander may add comments or approve as presented and deliver the report to the SASI.
- 9.5.2 Findings and recommendations of the board, after the review and approval of the ASI, will be published by special order.
- 9.5.3 The special order will be posted in the center hallway within three school days of adjourning the board.

9.6. FINAL APPEAL

- 9.6.1. Upon publication of the special order, the affected cadet(s) has five school days to request appeal or relief from the SASI.
- 9.6.2. This appeal must be delivered by the specified date and must in written approved letter format.
- 9.6.3. Final approval of recommendations rests with the SASI.

CHAPTER TEN

CADET GROUP ORGANIZATION

10.1. GENERAL

The following chart reflects the Cadet Group Organization. *AN ORGANIZATIONAL CHART BREAKS THE FUNCTIONS OF THE GROUP INTO SPECIALIZED TASKS.* The responsibilities associated with these tasks are found in the job descriptions to gain a more complete understanding of specialized jobs as they relate to the total group mission.

10.2. THE ORGANIZATIONAL CHART

The organizational chart reflects a chain of command by the line connecting the functions or positions. Information, Guidance, and Decisions flow down the chain of command in the form of oral or written instructions. Information and recommendations also flow upwards. In addition, coordination between lateral functions is necessary for efficient staff action. Unless there is a free communication flow throughout the organization, the unit will quickly become ineffective.

10.3. AUTHORIZED LEADERSHIP POSITIONS

The authorized leadership positions are shown in the Unit Manning Document (**UMD**) found in the next chapter. Cadets should learn the duties and responsibilities of positions assigned. Promotions up the chain of command will be based on job performance and potential for more responsible positions.

CHAPTER ELEVEN

UNIT MANNING DOCUMENT (UMD)

FUNCTION	POSITION/TITLE	GRADE	AUTHORIZED
<u>Command (CC)</u>			
	Group Commander	Cadet Colonel	1
	Deputy Group Commander	Cadet Lt Colonel	1
	Command CMSgt	Cadet CMSgt	1
	Gp 1 st Sgt/ Guidon Bearer	Cadet SMSgt	1
<u>Operations (DO)</u>			
	Deputy of Operations	Cadet Lt Colonel	1
	NCOIC of Operations	Cadet MSgt	1
	Drill Team Commanders	Cadet Captains	2
	NCOIC Drill Teams	Cadet TSgt	2
	Color Guard Commander	Cadet Captain	1
	NCOIC Color Guard	Cadet TSgt	1
	Honor Guard Commander	Cadet Captain	1
	NCOIC Honor Guard	Cadet TSgt	1
	Model Av/Rocket Club Cmdr	Cadet Captain	1
	Model Av/Rocket Club NCOIC	Cadet TSgt	1
	E2C Commander	Cadet Captain	1
	E2C NCOIC	Cadet TSgt	2
<u>Logistics (LG)</u>			
	Deputy Commander of Logistics	Cadet Major	1
	NCOIC Logistics	Cadet MSgt	1
<u>Personnel Div (DP)</u>			
	Deputy Commander Personnel Division	Cadet Major	1
	NCOIC Personnel	Cadet MSgt	1
<u>Finance (AC)</u>			
	Comptroller	Cadet Major	1
	NCOIC Comptroller	Cadet MSgt	1
<u>Mission Support (MS)</u>			
	Deputy Commander Mission Support	Cadet Major	1
	NCOIC Mission Support	Cadet MSgt	1
<u>Public Affairs (PA)</u>			
	Deputy Commander Public Affairs	Cadet Major	1
	NCOIC Public Affairs	Cadet MSgt	1
	Briefing/Recruiting Team Chief	Cadet MSgt	1
	Librarian/Historian	Cadet TSgt	1
	Photography/Video	Cadet TSgt	1

Squadrons Alpha/Bravo

Squadron Commander	Cadet Major	2
Squadron Executive Officer	Cadet Lieutenant	2
Squadron 1 st Sgt / Guidon Bearer	Cadet MSgt	2
Flight Commander	Cadet SSgt – Cpt	12
Flight Sergeant	Cadet SrA – TSgt	12
Flight Guidon Bearer	Cadet A1C -SSgt	12
Element Leader	Cadet Amn –SSgt	12
Assistant Element Leaders	Cadet Amn –SrA	12

Cadet Corps

Airmen	Cadet AB – Cadet SrA	*
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(* Number determined by Group Strength)

CHAPTER TWELVE

CADET CORPS JOB DESCRIPTIONS

12.1. GENERAL

As with the active duty Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibility in order to assume the duties of higher positions. The following JOB DESCRIPTIONS outline the major duties of each leadership position contained in the UMD of the previous chapter.

12.2. The Group Commander is responsible for:

- 12.2.1. Command of the cadet corps using the staff and subordinate commanders
- 12.2.2. Ensuring the appearance, discipline, and training of the unit.
- 12.2.3. Assisting the SASI and ASIs in conduct of leadership training.
- 12.2.4. Establishing the goals to be attained by the group.
- 12.2.5. Recommending cadets for position and rank.
- 12.2.6. Inspecting and evaluating all staff positions.
- 12.2.7. Convening cadet boards as required.
- 12.2.8. Administering activities in accordance with AF principles and procedures.

12.3. The Command Chief Master Sergeant is responsible for:

- 12.3.1. Providing recommendations to the commander based on inputs from enlisted cadets and acts as liaison between the corps and group staff.
 - 12.3.2. Advising commander on problems with corps and suggesting solutions.
 - 12.3.3. Conducting at least one "Open Floor" meeting per six weeks grading period for all enlisted cadets.
 - 12.3.4. Performing other duties assigned by the group commander.
 - 12.3.5. The Cadet CCMS is not in the chain of command but advises the group commander in all matters relating to the cadet corps enlisted personnel.

12.4. The Deputy Group Commander is responsible for:

- 12.4.1. Assuming command of the group in the absence of the commander.
- 12.4.2. Assisting the group commander as directed.
- 12.4.3. Coordinating the group staff.
- 12.4.4. Presiding over cadet boards as required.
- 12.4.5. Establishing special committees and monitoring their progress.
- 12.4.6. Keeping the group commander informed of activities related to this position.
- 12.4.7. Coordinating details for reviews/parades and the military ball.

12.5. The Deputy of Operations Division is responsible for

- 12.5.1. Assuming command in the absence of the group and deputy group commanders.
- 12.5.2. Planning / coordinating co-curricular activities and assisting with trips.
- 12.5.3. Ensuring "Activity Sheets" are filled out for every event.
- 12.5.4. Keeping the group commander informed of all scheduled activities.

12.6. The Deputy of Logistics Division is responsible for:

- 12.6.1. Assuming command in the absence of the group and deputy group commanders.
- 12.6.2. Assisting the SASI in the receipt, issue, and accounting of all items of uniform, equipment, supplies, and academic materials.
- 12.6.3. Assisting the SASI in maintaining records in accordance with AFOATS 23-101.
- 12.6.4. Organizing and supervising the cleaning, maintenance and repair of AFJROTC facilities, uniforms, supplies, and equipment.
- 12.6.5. Assisting the SASI with inventories of supplies and equipment as directed.
- 12.6.6. Providing guidance to the cadet staff on proper supply discipline.
- 12.6.7. Training at least one junior and or sophomore in the duties / responsibilities of this office.

12.7. The Comptroller is responsible for:

- 12.7.1. Assisting the SASI in establishing financial management procedures.
- 12.7.2. Assisting the SASI in maintaining cadet funds.
- 12.7.3. Assisting the SASI and ASI in planning and organizing fund drives.
- 12.7.4. Maintaining records to support comptroller's end of year report.
- 12.7.5. Training one junior in the duties / responsibilities of this office.

12.8. The Deputy of Mission Support Division is responsible for:

- 12.8.1. Authenticating, publishing, distributing, and filing all group publications (special orders, cadet directory, cadet phone book, etc.).
- 12.8.2. Maintaining the log of special order numbers.
- 12.8.3. Serving in position of "Adjutant" for parades and reviews.
- 12.8.4. Keeping organizational charts, updating ID cards and the Official Cadet Handbook.
- 12.8.5. Keeping minutes of group staff meetings.
- 12.8.6. Serving on cadet boards as necessary.
- 12.8.7. Training one junior in the duties / responsibilities of this office.

12.9. The Deputy of Personnel Division is responsible:

- 12.9.1. Maintaining personnel files/data automation ("CIMS" System).
- 12.9.2. Making cadet assignments as directed by the commander.
- 12.9.3. Drafting special orders in regard to all personnel action.
- 12.9.4. Serving on cadet boards as necessary.
- 12.9.5. Training one junior in the duties / responsibilities of this office.

12.10. The Deputy of Public Affairs is responsible for:

- 12.10.1. Coordinating all matters of AFJROTC publicity with the SASI.
- 12.10.2. Coordinating with the school newspaper and yearbook staff.
- 12.10.3. Preparing publicity for public newspaper and AFJROTC Headquarters.
- 12.10.4. Developing briefing/recruiting teams for feeder schools or other events.
- 12.10.5. Printing /publishing a monthly TX-66 newsletter.
- 12.10.6. Training one junior in the duties / responsibilities of this office.

12.11. The Squadron Commanders are responsible for:

- 12.11.1. Command and control of their respective squadron using staff as well as subordinate commanders.
- 12.11.2. Appearance, discipline and training of all squadron personnel.
- 12.11.3. Assisting the SASI and the ASIs in the conduct of leadership training.
- 12.11.4. Assisting the Group/Deputy Commanders as required.
- 12.11.5. Keeping the Group Commander informed of all squadron scheduled activities and problems.
- 12.11.6. Acting as an advisor to the chain of command on matters pertaining to the squadron.
- 12.11.7. Training two junior in the duties / responsibilities of this office.

12.12. The Squadron Executive Officers are responsible for:

- 12.12.1. Assuming command of the squadron in the absence of the commander.
- 12.12.2. Assisting their respective squadron commander whenever it becomes necessary.
- 12.12.3. Keeping their respective commanders informed of squadron activities.
- 12.12.4. Training two juniors in the duties / responsibilities of this office.

12.13. The Squadron First Sergeants are responsible for:

- 12.13.1. Holding periodic NCO meetings to ensure that proper support is being given to the squadron commanders.
- 12.13.2. Direct support to the SASI in conduct of leadership/drill and ceremonies lab.
- 12.13.3. Forming all parades and other co-curricular activities for the squadrons.
- 12.13.4. Supervision and direction of the squadron guides.
- 12.13.5. Performing other duties as assigned by the squadron commanders or the executive officers.
- 12.13.6. Training two replacements in the duties of this office.

12.14. The Squadron Guides are responsible for:

- 12.14.1. Assisting the squadron commanders/flight sergeants as necessary.
- 12.14.2. Leading the rate and direction of march for the squadron.
- 12.14.3. Training flight guidon bearers IAW AFMAN 36-2203.
- 12.14.4. Assisting with training of cadets in drill and ceremonies.

12.15. The Flight Commanders are responsible for:

- 12.15.1. Appearance, discipline, efficiency and training of the flight and for the conduct of flight members during leadership lab/academic classroom.
- 12.15.2. Acting as advisors to the SASI and ASIs on matters pertaining to their flights.
- 12.15.3. Leading and directing the flights in all formations.
- 12.15.4. Advising their respective squadron commanders of discipline problems, *etc.*

12.16. The Flight Sergeants are responsible:

- 12.16.1. Forming the cadets for leadership lab training.
- 12.16.2. Preparing their flights for personal inspections.
- 12.16.3. Assisting the flight commanders as requested.

12.17. The Flight Guides are responsible for:

- 12.17.1. Assisting the flight commanders and flight sergeant as directed and serving in their absence.
- 12.17.2. Leading the rate and direction of march for their flights.
- 12.17.3. Being trained for guidon procedures in accordance with AFMAN 36-2203.
- 12.17.4. Assisting with training of cadets in drill and ceremonies.
- 12.17.5. Being in charge of “*start of class*” procedures for Bravo Squadron Flights.

12.18. The Element Leaders are responsible for:

- 12.18.1. Assisting the flight commander, sergeants and guides as directed.
- 12.18.2. Maintaining order of their elements in leadership lab and classroom.

12.19. The Assistant Element Leaders are responsible for:

- 12.19.1. Assisting the element leaders as directed.
- 12.19.2. Assuming responsibility for their elements in the absences of their element leaders.

12.20. The Librarian / Historian is responsible for:

- 12.20.1. Upkeep of the library and curriculum reference materials.
- 12.20.2. Upkeep of historical records and will write an historical summary/unit history at end of semesters to submit to Public Affairs and the SASI for approval.
- 12.20.3. Obtain pictures, news articles, *etc* of cadet activities and appropriately record them in the unit scrapbook.
- 12.20.4. Maintaining the unit scrapbook.

12.21. The Photographer / Video Recorder is responsible for:

- 12.21.1. Upkeep of all visual aids/equipment.
- 12.21.2. Operation of multi-media projectors, VCRs and cameras as required.
- 12.21.3. Collection and distribution of film materials.
- 12.21.4. Maintaining the unit picture album.

12.22. The Drill Team Commanders are responsible for:

- 12.22.1. Assisting the ASIs with organizing competitive armed/unarmed drill teams.
- 12.22.2. Training personnel on basic, as well as, exhibition drill procedures.
- 12.22.3. Scheduling / reporting all activities to the Operations Officer.

12.23. The Color Guard Commander is responsible for:

- 12.23.1. Providing color guards / flag details for school and community activities.
- 12.23.2. Having knowledge of care of, use of, and posting/displaying the colors.
- 12.23.3. Scheduling / reporting all activities to the Operations Officer.

12.24. The Honor Guard (Saber Team) Commander is responsible for:

- 12.24.1. Providing saber team support for parades, school and community activities.
- 12.24.2. Having knowledge of care of, use of and history of the saber.
- 12.24.3. Scheduling / reporting all activities to the Operations Officer.

12.25. The Extreme Excellence Challenge Team Commander is responsible for:

- 12.25.1. Ensures the physical fitness of the cadet corps.
- 12.25.2. Conducting physical fitness training for those cadets interested in obtaining their E2C Ribbon and service stars.
- 12.25.3. Conducting at least two physical training sessions, once per fall and once per spring semester.
- 12.25.4. Conducting testing for the award of service stars to the E2C Ribbon.
- 12.25.5. Recommending award of service stars to the E2C Ribbon.

CHAPTER THIRTEEN

AWARDS AND DECORATIONS

- 13.1. A number of distinctive awards are authorized for AFJROTC cadets to recognize outstanding performance in academics and leadership or for specific display of valor. Medals, ribbons, and certificates are awarded in the following categories: valor and humanitarian awards, national awards, AFJROTC awards, and special badges of recognition. Consult AFJROTC Instruction 36-2001 for complete descriptions.
- 13.2. Awards will be presented at appropriate ceremonies, usually the Annual Awards Banquet. The Public Affairs Officer will arrange for proper recognition and publicity.
- 13.3. Ribbons are worn on the left side uniform, centered and flush to the left breast pocket for males; even with the bottom of the nametag for females. See Chapter 16 “Preparation of the Uniform” beginning on page 31 for placement of other badges/devices.
- 13.4. Placement of the Distinguished Cadet Badge (c.f. pages 37 & 39).
- 13.5. Criteria for Award of the Letter Jacket
 - 13.5.1 A cadet must have successfully completed three or four years in AFJROTC (enrolled as a senior or as a graduating junior). Two year or first year cadets may be deemed eligible with the concurrence of the SASI.
 - 13.5.2 A cadet may be deemed eligible if that cadet:
 - 13.5.3 Holds a cadet major staff position or a leadership position by their senior (junior, where applicable) year.
 - 13.5.4 Competes and places 1st-3rd on a special team competition event(s) and/or completes 8 or more service projects (1 per semester)
 - 13.5.5 Academic Requirements: A passing grade in AFJROTC first semester of fourth (third, where applicable) year.
 - 13.5.6 In all cases, a cadet must be enrolled in AFJROTC and in good standing.
 - The SASI will validate requirements of all cadets designated to be awarded the letter jacket.
 - To be considered for any award, the cadet must meet criteria as specified IAW AFI 36-2001.
 - Once awarded, all awards/ribbons are considered as “earned” and may be worn for the duration of a cadet’s tenure in AFJROTC.
- 13.6. The following is a list of awards, sponsors, criteria, and eligibility:

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.

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.

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.

NOTE: Recommendations for the above awards must be submitted to Headquarters AFJROTC for review within 6 months of the incident and must include statements by victims or witnesses, newspaper clippings, or other material to validate eligibility.

SILVER STAR COMMUNITY SERVICE WITH EXCELLENCE AWARD. Award consists of a ribbon with Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

- The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.
- "Countable" hours must be logged into WINGS and be accomplished IAW published guidance (AFJROTCI 36-2001, Part 7)
- 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.

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.

Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon and is presented annually to the outstanding AS III cadet who possesses outstanding characteristics contributing to leadership and future value in positions of responsibility.

Daedalian Award. The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country,

and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

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

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

The SASI selects the recipient and requests the award from the nearest Daedalian Flight.

American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. Awarded annually to one AS III or IV cadet, who demonstrates leadership qualities, actively participates in constructive student activities, ranks in the upper 10% of the school class and in the upper 25% of the AFJROTC class.

American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. Awarded annually to one AS III or IV cadet who demonstrates outstanding qualities of military leadership, discipline, character, and citizenship.

Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon. Awarded annually to the AS IV female cadet who demonstrates qualities of dependability and good character, military discipline, leadership, and a fundamental and patriotic of the importance of ROTC training and ranks in the upper 25% of their ROTC class and high school.

American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon. Awarded annually to the cadet who possesses outstanding leadership characteristics such as: A positive attitude, outstanding personal appearance, initiative, dependability, self-confidence, and officer potential.

Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate. Awarded annually for military and academic achievement to an outstanding AS IV or AS III cadet who possesses outstanding characteristics contributing to leadership and ranks in the top 10% of the AS class.

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

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

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

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

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

Veterans of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon. This award recognizes an outstanding AS III or AS IV cadet who possesses strong positive personal attributes (such as courtesy, dependability, punctuality, respect and cooperation) and demonstrates patriotism and leadership potential. This cadet must be active in student activities and maintain a grade average of “B” or better in AFJROTC with an overall average of “C” or better in all subjects for the previous semester.

National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate. Recognizes an outstanding AS II or AS III cadet who contributed the most to encourage and demonstrate Americanism within the Cadet Corps and on campus. Must be in the top 25% of their academic class and demonstrate the potential for outstanding leadership.

Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies.

Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate. Recognizes an outstanding AS III cadet who contributed the most to encourage Americanism by participation in extracurricular activities or community projects. Must be in the top 25% of their academic class and demonstrate qualities of dependability, good character, self-discipline, good citizenship and patriotism.

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

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

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

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.

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

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

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

Sons of Union Veterans of the Civil War (SUVCW) Award. Recognizes one cadet annually (1st, 2nd, 3rd, or 4th year cadet) who displays a high degree of patriotism and who has demonstrated a high degree of academic excellence and leadership ability.

Sons of Confederate Veterans H. L. Hunley Award. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year.

Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. Presented annually to an AS I, AS II, or AS III cadet who attains a grade of “B” or better in their Aerospace Science class, be in good academic standing, actively participate in cadet corps

activities and participate in at least 50% of all unit service programs. This award is presented annually to two cadets.

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

The Celebrate Freedom Foundation. Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet.

National Society United States Daughters of 1812. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

Air Commando Association (ACA) Award. Awarded annually at the SASI's discretion for completing a one page essay based on historical AF Special Operations Mission possessing the thirteen critical attributes of success; integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgement, selflessness, leadership, skilled, physical fitness and family strength.

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

Leadership Ribbon. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Achievement Ribbon. Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.

Superior Performance Ribbon. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

Distinguished Unit Award (DUA). Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in the Cyber Campus HQ Library Distinguished Unit Award folder.

*If DUA is won by unit in multiple years then consecutive awards are denoted by single oak leaf clusters for each additional award.

*If during a Unit Evaluation the JROTC unit receives an “Exceeds Standards” as the overall evaluation and is identified by HQ AFJROTC as a unit “with merit” then unit is authorized the wear of a silver star on ribbon.

Aerospace and Technology Honors Camp Ribbon. Awarded for attendance at Honors Camp. This award consists of a Leadership School Ribbon with an “H” device and will be provided by HQ AFJROTC at the Honors Camp site.

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

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

A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

Academic Ribbon. Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term (one six weeks grading period), in addition to an “A” average in AFJROTC. There may be no grades below a “C” for that academic period.

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

Leadership School Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for outstanding

performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class.

Drill Competition Ribbon. Awarded to drill team members for placing first, second or third place in an Air Force or Joint Service drill meet.

Orienteering Competition Ribbon. Awarded to team members for placing first, second or third place in an orienteering meet.

Cocurricular Activities Leadership Ribbon. Awarded at the SASI's discretion for leadership in AFJROTC cocurricular activities (such as dining-in chairperson, military ball chairperson, Bataan Death March organizers, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This is not an award given to participants but to the key leader(s) of the project.

Drill Team Ribbon. Awarded for distinguished participation in at least 75 percent of all drill team events per academic year, or 2 drill team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Color Guard Ribbon. Awarded for distinguished participation in at least 4 color guard events (including flag detail/diamonds) in an academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Saber Team Ribbon. Awarded for distinguished participation in at least 2 saber team events in an academic year (includes VFW Float escorts, Homecoming and Military Ball Cordons). An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Marksmanship Ribbon. At the SASI's discretion, this ribbon at Del Rio High School Air Force JROTC is awarded to a cadet who has completed the 6 hours of marksmanship safety and range training, passed the marksmanship test with a 100% and who is actively involved with the marksmanship program (shooting on a regular basis) during one school semester.

Service Ribbon. Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.

Health and Wellness Ribbon. Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75- 84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device.

Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon.

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

- Attend and participate in at least one recruiting event
- Actively recruit at least one new ROTC member

Activities Ribbon. Awarded for participation in cocurricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction.

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

Good Conduct Ribbon. Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term (one academic semester), as approved by the SASI.

Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, as approved by the SASI.

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

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

13.6.48 Patriotic Flag Ribbon. May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising

ceremonies, flag retirement ceremonies, flag folding ceremonies, proper flag handling demonstrations to local scouts/elementary students, helping VFW hand out flags at parades or place flags on Veteran's graves and/or historical flag demonstrations. SASI's may award this ribbon based on local criteria which must be clearly published in the unit's Cadet Guide or Unit Operating Instruction. Cadet officers are expected to lead these events and all cadets are encouraged to continue volunteering for such events after their ribbon criteria has been met. The Color Guard Commander will be responsible for monitoring daily participation.

One or more of the local criteria listed below must be met to earn the ribbon:

- Participate in at least 5 flag reveille (flag raising) and 5 retreats (flag lowering events). Includes daily raising and lowering of flags at the different campuses adjacent to the ROTC Bldg.
- Participate in at least one flag instructional program to scouts or elementary students
- Participate in the annual VFW Memorial Day event of placing flags on veterans' graves
- Participate in helping VFW hand out flags at one of their parades
- Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

CAP Awards. The General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J.F. Curry Achievement Award earned by AFJROTC Cadets while members of the Civil Air Patrol may be worn on the AFJROTC uniform. Placement will be after the AFJROTC authorized medals / ribbons according to the AFJROTC Ribbon Chart.

Other Service AFJROTC Ribbons: Medals and ribbons earned while a member of another service JROTC program may be worn on the AFJROTC uniform. Placement will be after any AFJROTC and CAP authorized medals / ribbons in the order specified by the applicable service.

CHAPTER FOURTEEN

CERTIFICATE OF TRAINING AND COMPLETION

14.1. GENERAL

There are two types of certificates that may be awarded to AFJROTC cadets, the Certificate of Completion and Certificate of Training. Information concerning these certificates is provided below to enable cadets who will qualify for minimum for enrollment to access the value of each certificate. These certificates are not awarded automatically or solely on academic grades. Consideration is given to total performance and achievement as a member of the cadet group. It is possible to complete the course for academic credit but not considered to have met the total requirements. Final determination for awarding either certificate is made the Senior Aerospace Science Instructor.

14.2. CERTIFICATE OF COMPLETION

- 14.2.1. Presented to cadets of good standing who have completed at least three full years of AFJROTC program. Cadets must have this certificate in their possession upon signing for the Senior (college) ROTC program or upon enlistment in the Armed Forces to gain the benefits offered by completing JROTC.
- 14.2.2. With the Certificate of Completion, the cadet may be excused from either year of General Military Course (GMC) of the Senior ROTC program. This privilege must be arranged with the Professor of Aerospace Studies (PAS) at the time of enrollment in a college or university.
- 14.2.3. If the graduating cadets should wish to enlist in the armed forces, the Certificate of Completion will provide for promotion to pay grade E-2 or E-3 when accepted by that service. Pay grade E-2 is the second pay grade in all of the armed services and is equivalent to the grade of Airman; E-3 is equivalent to the grade of Airman First Class in the United States Air Force. In the U S Marine Corps this type of promotion is limited to E-2. These promotions at the time of enlistment provide an immediate monetary benefit and place the cadet ahead of other personnel enlisting at the same time.

14.3. CERTIFICATE OF TRAINING

Presented to cadets of good standing who complete two years of the AFJROTC Program and who graduate from high school or transfer to another school. Advantages of less than two years of JROTC are considered on an individual basis by the armed force involved.

CHAPTER FIFTEEN

SPECIAL ACTIVITY DAY

15.1. GENERAL

A special activity day may be designated by the SASI based upon the desires of a majority of the cadets. This policy is contingent upon class interest or urgency of the matters that are brought up for discussion

15.2. PARTICIPATION

Maximum participation in these discussions on the part of all cadets is highly encouraged. This makes possible a large contribution of varied views, opinions, and ideas.

15.3. SUBJECT MATTER

Subject matter that is presented should be based on corps operations and functions with a view toward improving the quality of both individual and group performance. Further, any existing problem areas that would preclude smooth operation regardless of scope or degree should be aired and resolved.

15.4. OBJECTIVE

The final objective would be to keep cadets informed to the greatest extent possible in all areas of AFJROTC activity and the United States Air Force/World issues through showing of the monthly "Air Force Television News" VCR synopsis.

15.5. MODIFIED SPECIAL ACTIVITY DAY

A modified Special Activity Day may be used by opening the classroom wall and presenting special instructors to each of the class levels, one period at a time.

Attachment 1

AIR FORCE JUNIOR ROTC BADGES



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



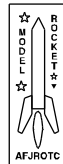
GROUND SCHOOL
BADGE



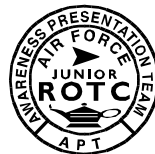
FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



AEF BADGE



SHOULDER TABS

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

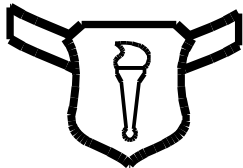


COLONEL

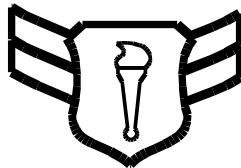
CADET AIRMAN RANK

(no rank insignia)

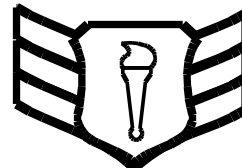
AIRMAN BASIC



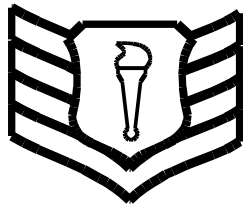
AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



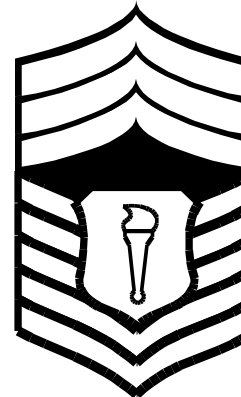
TECHNICAL
SERGEANT



MASTER
SERGEANT



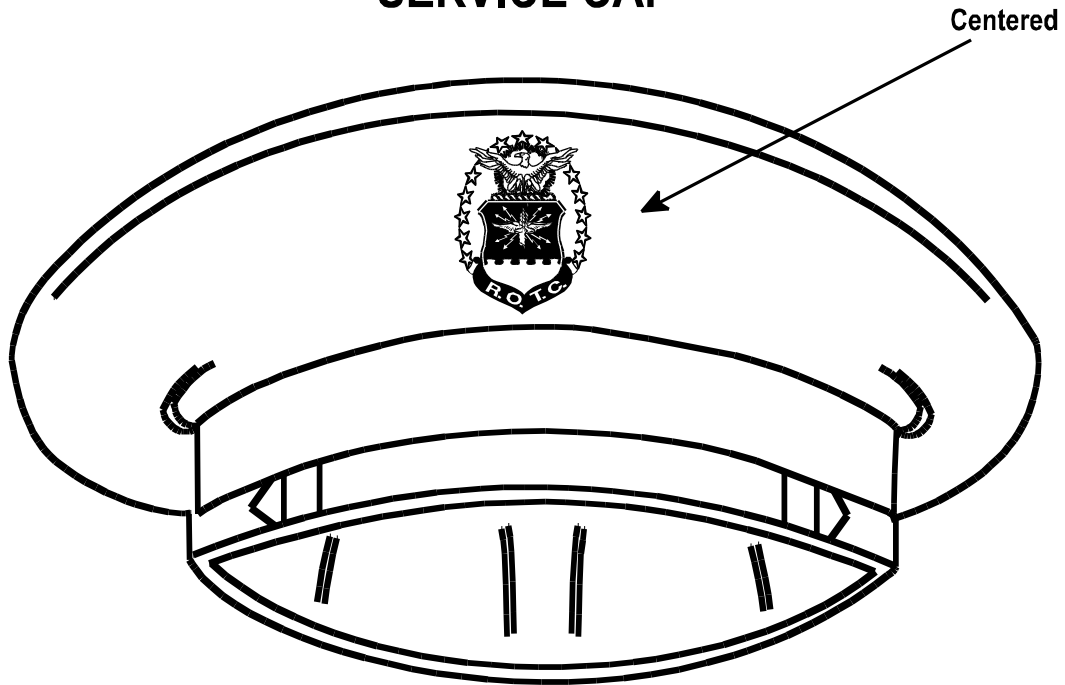
SENIOR
MASTER
SERGEANT



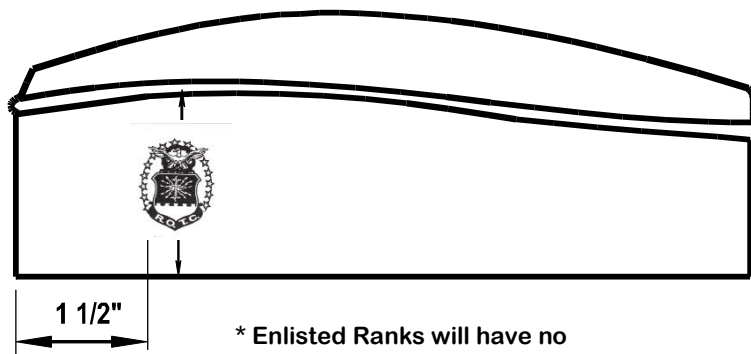
CHIEF
MASTER
SERGEANT

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP



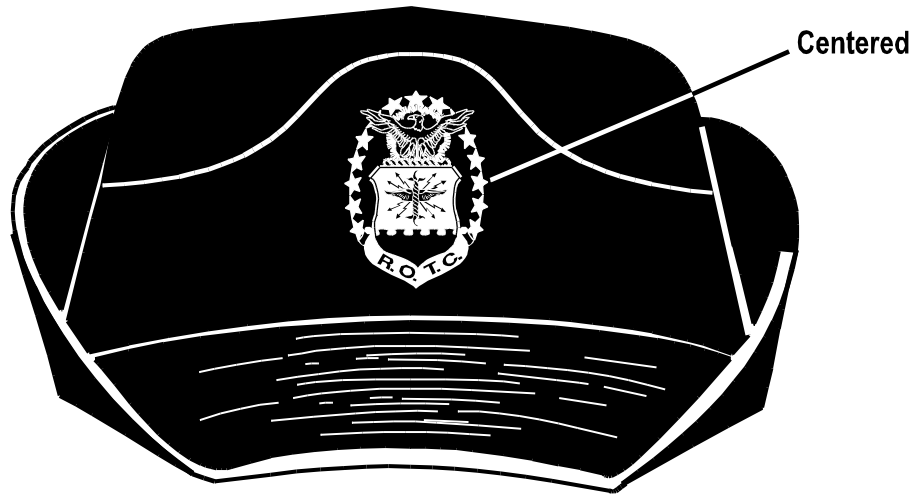
* Enlisted Ranks will have no hat insignia on the flight cap

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

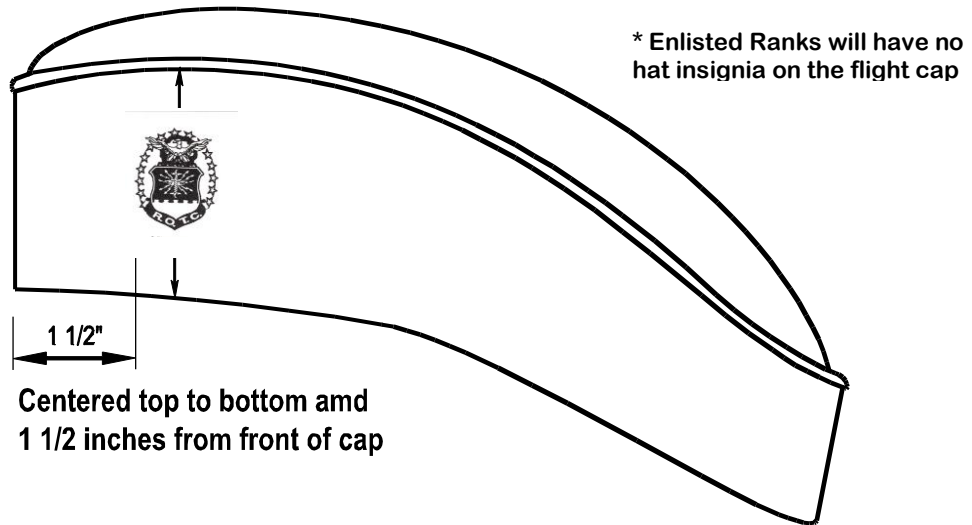
Officers wear hat insignia with stars

CADET FEMALE HEADGEAR

SERVICE CAP



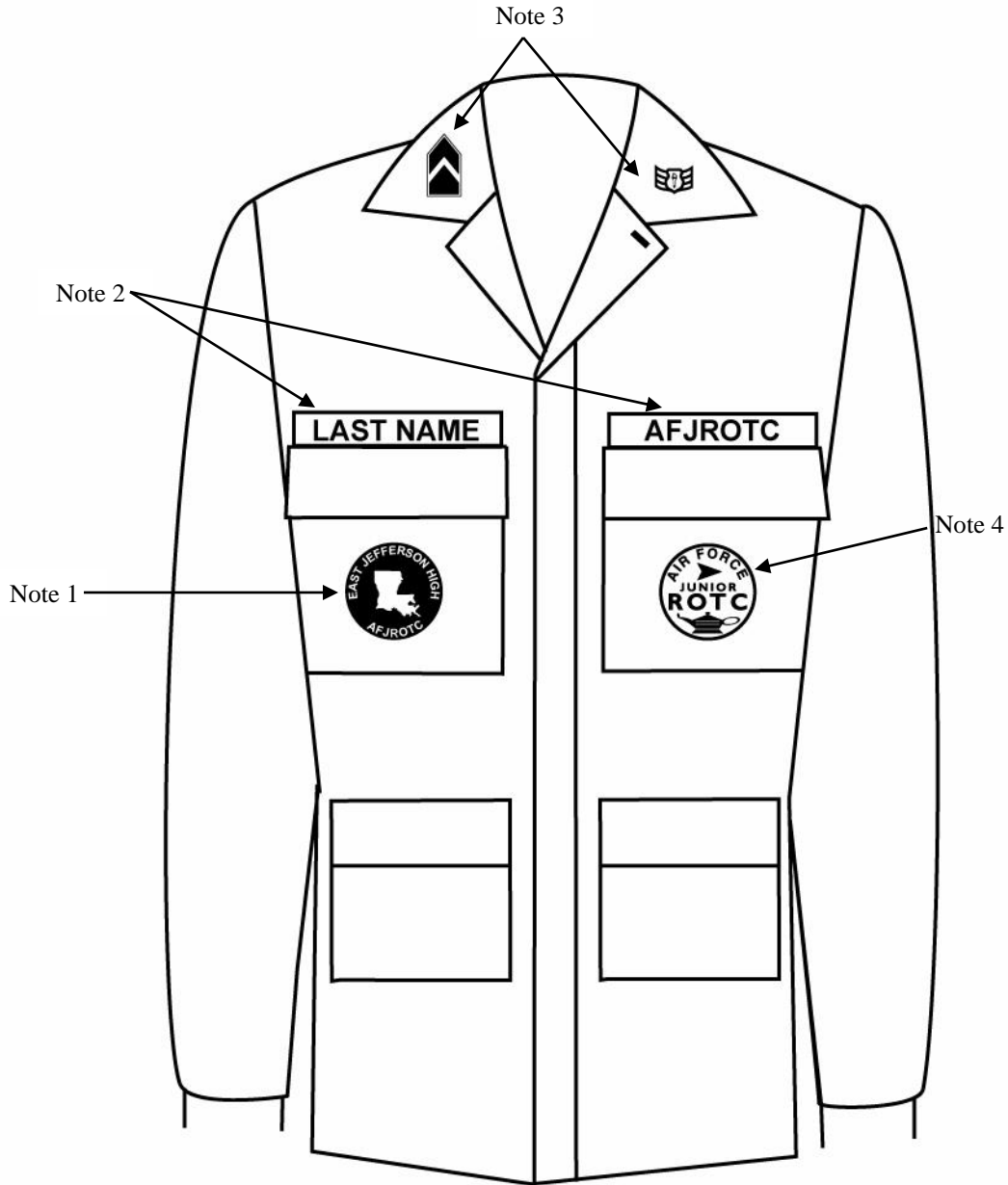
FLIGHT CAP



Officers wear hat insignia with stars

Attachment 5

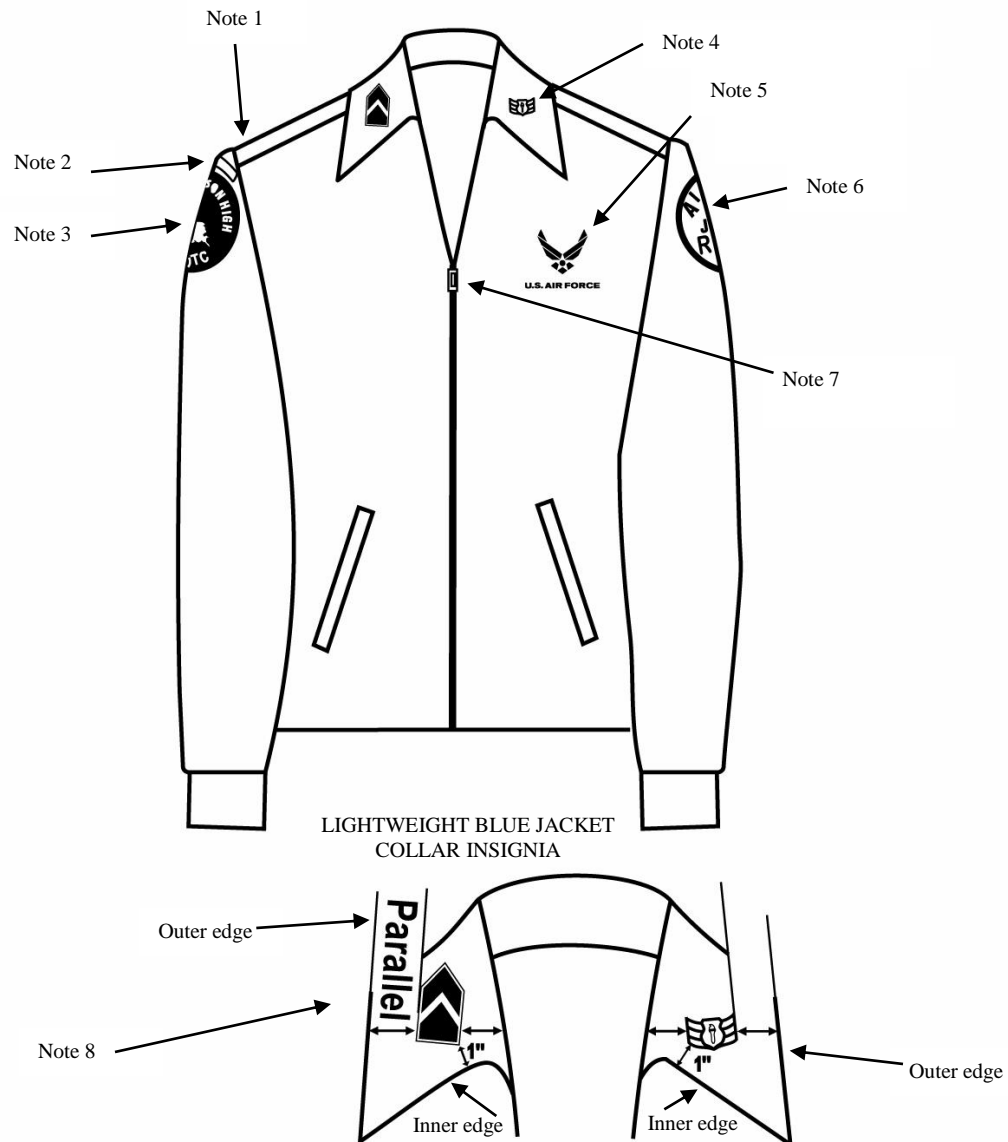
CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

Attachment 6

CADET LIGHTWEIGHT BLUE JACKET

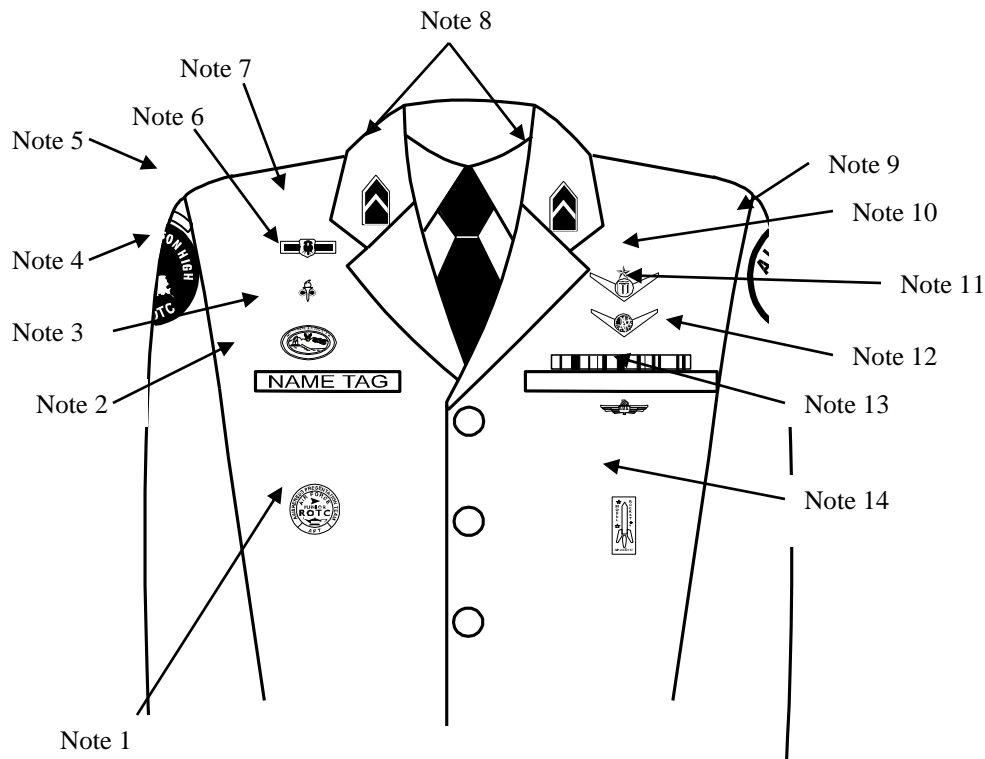


1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Attachment 7

CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

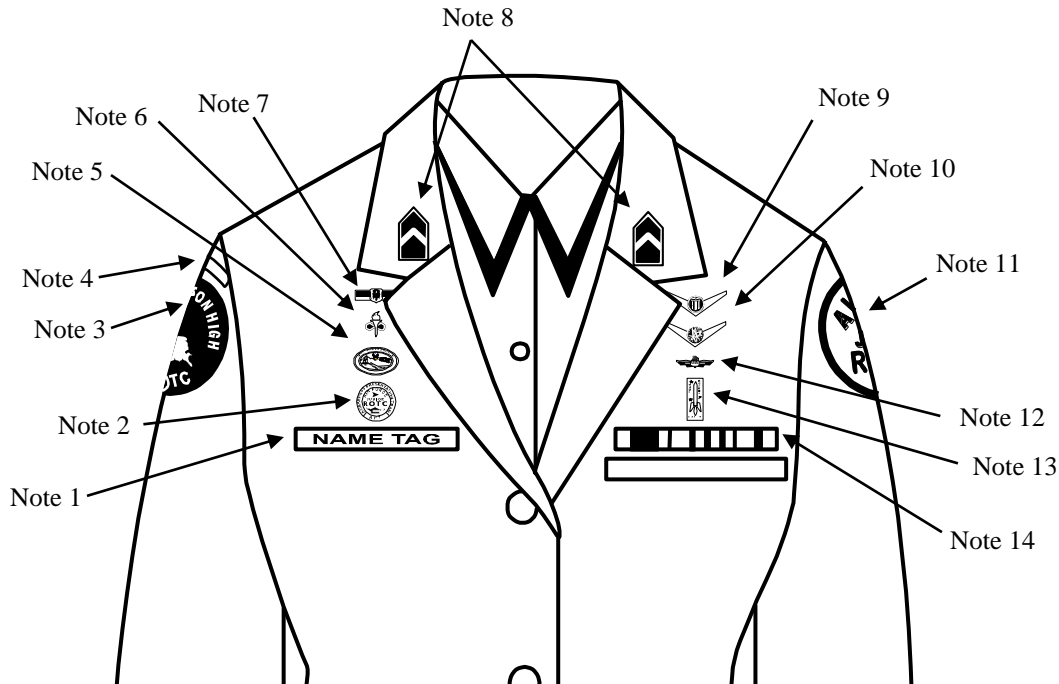


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: 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.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic 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 name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Attachment 8

CADET FEMALE 1620 SERVICE DRESS

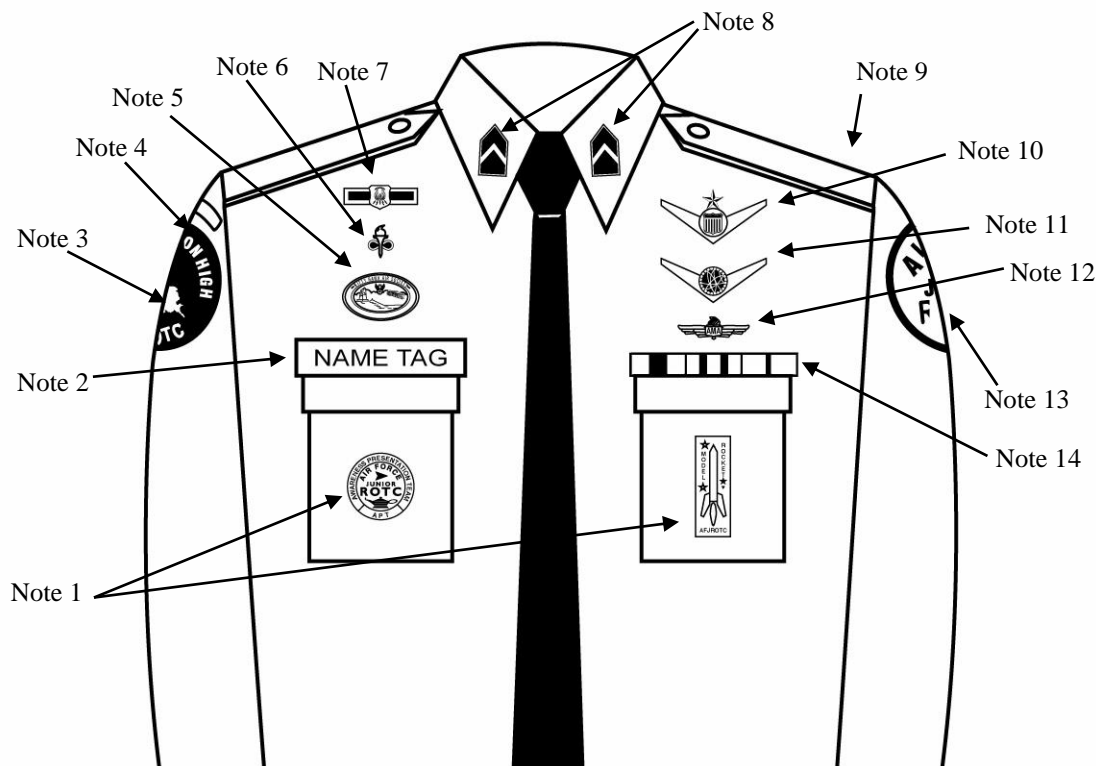
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Attachment 9

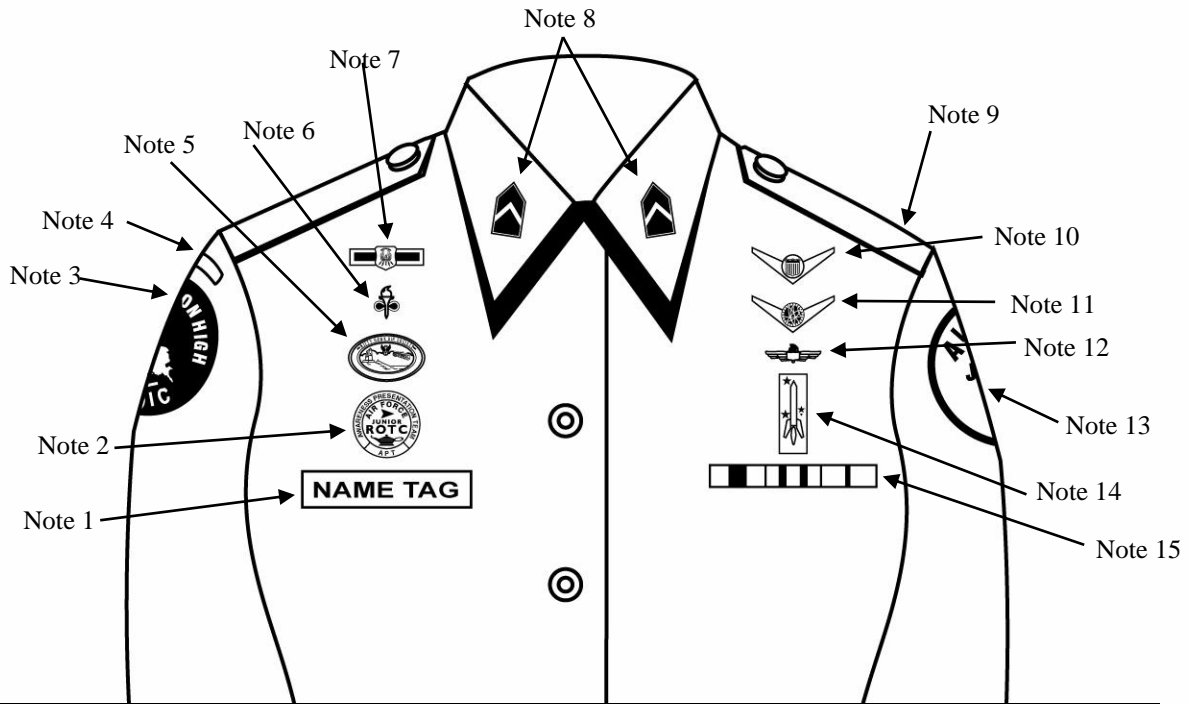
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman 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.
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: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
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.

Attachment 10

CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman 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.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.