

# **Peabody Veterans Memorial High School, Air Force Junior ROTC**

**MA-951**



## **Cadet Handbook 2023– 2024**

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## FOREWORD

Welcome to the exciting world of the Air Force Junior Reserve Officer Training Corps (AFJROTC). This guide will help you become a more effective Cadet in Peabody Veterans Memorial High School's AFJROTC Program, and an integral part of MA-951's proud history. Learn from and follow this guide and the program will reach new heights because of your excellence.

The provisions of this Cadet Handbook were not established arbitrarily. They come from a number of sources; US Public Law authorizing and establishing the AFJROTC Program, the agreement signed by the School District, the US Air Force (USAF), directives prepared by AFJROTC Headquarters of the Air Education and Training Command and from experience gained throughout many AFJROTC units.

Although these provisions form the foundation of MA-951, each provision of the guide was written in consideration of the academic and developmental objectives of Peabody Veterans Memorial High School (PVMHS). Your achievements in aerospace knowledge, leadership development, and contributions to PVMHS depend greatly on you and your dedication to the AFJROTC Program.

Understand that tomorrow's nation needs educated, proud and service-minded and community-minded citizens—you are the future. That's our mission, to give you the skills necessary to be successful in future endeavors.

**In keeping with “going green” our Cadet Handbook will now be on line and cadets may access through our shared Google Drive E-Binder and Google Classroom.**

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## History

- AFJROTC began in 1911 in Cheyenne, Wyoming. The father, Army Lieutenant Edgar R. Steevers, was assigned duty as an Inspector-instructor of the organized military of Wyoming. During his assignment he conceived the idea of a non-compulsory Cadet Corps in high school. His program was aimed toward making better citizens rather than soldiers. He wanted to teach the cadets the advantage of a strong body and a clean mind, the value of self-control and restraint, civic duties, and responsibilities.
- AFJROTC had a modest beginning of 20 units in 1966. Only boys were originally allowed as Cadets in 1966, but in 1972, 2170 females were admitted, making up 9% of the Cadet Corps. Since then, the number of females has increased to almost 40% of the Corps.

## Today

- JROTC is the Department of Defense's largest youth development program in high schools.
- The AFJROTC program enrolls approximately 102,000 cadets, employs more than 1,900 instructors and operates units in 48 states, the District of Columbia, Puerto Rico, Italy, Germany, Belgium, Netherlands, United Kingdom, Japan, Korea, and Guam. AFJROTC units are located within host high schools, public and private, and, by law, the program is limited to students in grades 9 – 12, but the Air Force recently authorized a conditional program for 8th graders. AFJROTC instructors are employees of the host school.
- JROTC is congressionally mandated to grow to 3,700 Units by 2020.

## Program Goals

- Promote citizenship
- Develop leadership and critical/creative thinking
- Teach effective communication
- Improve physical fitness
- Provide incentive to live drug-free
- Strengthen positive self-motivation and self esteem
- Train to work as a team member
- Stir interest in science, technology, engineering, and math
- Serve your communities
- Cadets promote/aspire to the PVMHS Vision of the Graduate

## Curriculum and Curricular Activities

- Accredited Regionally and Nationally (SACS/CITA)
- Subjects include Citizenship, Leadership, Wellness, Fitness, World Culture, First Aid, Civics, Government, Geography, History, Science, and Marksmanship
- Integrated Curricular Activities include Community Service Projects, Academic Bowls, Leadership, Field Trips, Marching Drill competitions, Color Guard Presentations, Rocketry and Robotics competitions, Marksmanship competitions, Physical Fitness and mountaineering competitions

**AFJROTC is not...** a military recruiting or pre-commissioning program.

**AFJROTC is...** the sole mission of AFJROTC is to build better citizens for America. The program builds character through guiding principles, beliefs and values. Our belief; a successful person possesses strong character, motivation, self-discipline and the desire to succeed. That's what AFJROTC does...breeds success.



## **Guiding Principles, Values and Beliefs**

### **Air Force Core Values**

Integrity First...Service before Self...Excellence in all we do.

### **AFJROTC Cadet Creed**

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who served 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 TANNER, a Leader, and a Wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC Cadet.

These simple words are the basis for a code to live by that will last the remainder of a Cadet's life. These are very simple words to live by. A Cadet should be HONEST in both words and deeds. A Cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet Corps goals. Trust worthiness not just in battle but throughout life is not only noble but also necessary for the welfare and continued existence of our civilized society. The code requires self-control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long-term success. Eventually living by the code will become an ingrained habit and part of the Cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that HONOR is a noble, moral standard that is the essence of not only the Corps but also our civilized society. A CADET NEVER SURRENDERS THEIR HONOR.

### **Cadet Code of Ethics**

- Maintain self-respect and respect others.
- Refrain from acts or derogatory words that discredit one's family, our school or the Corps.
- Abusive conduct and vulgar language are not socially acceptable and they hinder communication.
- Perform all assigned duties and meet all legal obligations.
- Strive for success in academics, athletics, extra-curricular activities and work.
- Display pride and commitment to PVMHS and "TANNER" Cadets.
- Be a role model for standards of conduct.
- Place the good of the Corps above personal gain.
- Cadets will not haze/bully one another or tolerate those who do.
- Discrimination towards one's sexuality, gender, nationality, religion, etc. will not be tolerated.

## **PVMHS Pride, AFJROTC style**

Take pride in your community and school and serve it well by being a responsible and respectable citizen.

## **AIR FORCE JROTC EMBLEM**

### **Significance:**

- Blue and yellow are the AFJROTC Colors.
  - Blue alludes to the sky, the primary theater of Air Force operations.
  - Yellow refers to the sun and the excellence required of AFJROTC personnel.
- The winged Torch of Knowledge symbolizes education and understanding of the JROTC organization and operation.
- The “thunderhead” cloud represents potential power.
- Four lightning bolts signify that reserve power is a force capable of defending the nation in time of national emergency.
- The two crossed olive branches symbolize the potential of the AFJROTC graduate as a proficient leader and worthy citizen.



## **AIR FORCE JROTC PATCH**

### **Significance:**

- The yellow arrow depicts high technology, supporting the goals of aerospace education and careers. Its direction points to the future.
- The lamp is the lamp of knowledge. The red flame represents that knowledge prevents one from traveling life in ignorance
- The blue and yellow are the colors of the Air Force- blue representing the sky and the yellow representing the sun.
- The white represents daylight, innocence, perfection, purity, truth, and wisdom.
- The red represents the blood of life, boldness, courage, hardiness, liberty, magnanimity, passion, patriotism, sentiment, strength, valor, warmth, and zeal.
- The disc shape is used because the AFJROTC is not a group or higher organization authorized its own flag.



## **Mind and Heart**

Far away and a long time ago a pupil trained in the ways of the martial arts. The training was by a master mentor. The attentive student toiled learning the arts, practicing the ways of the staff, sword, and other weapons. For years and years this pupil trained to achieve graduation status; to satisfy mastery of the arts and even more, the approval of the teacher and mentor.

Finally the mentor challenged the student. There was only one way to measure how much the pupil had learned---a combat between mentor and student. A final duel!

The eager pupil was reluctant. The student approached the master and boldly stated that the duel was unacceptable. The master was taken aback by such an absurd statement. How could this student not accept the challenge?

The student had trained for years and what's more the student had the freedom to use any weapon. The mentor was even willing to face the student with bare hands and feet.

The surprised mentor questioned the pupil, urging the student to accept this final battle. The student again rejected and said, "I am not willing to fight you. Although I mastered the sword, the staff, and hand combat I am not willing because no matter what I do I can never truly defeat you." By this time the master was truly bewildered. The pupil quickly answered the puzzled teachers' look. "I can never truly defeat you because I can never take away your Mind and your Heart." The master finally understood and realized the pupil had gained knowledge beyond mere mastery of the staff and the sword.

## **OUR "Family" DOES MATTER**

### **Our Goal.....YOU**

The MA-951 Corps of Cadets is a "family". You are now a part of that family. Our family consists of current Cadets, former Cadets, parents and instructors. As in any family, our focus is to ensure we succeed. Each member of the group wants other members to succeed in whatever endeavor they choose. Cadets should support and encourage each other as much as possible to create that atmosphere of success. It's about RESPECT. Everything a Cadet accomplishes is never on their own; working together helps everyone towards a common goal of bettering the unit.. The instructors are NOT focused on enlisting Cadets in the military; rather, giving them the skills that guarantee success. The Corps exists for you.

### **Family Rules**

Our family rules are our Core Values and the Cadet Code of Conduct. Each member of the family is expected to strive for, and honor, these rules. It's about DETERMINATION to "Get it done." If you have questions about any rule, ask a Senior Cadet or one of the instructors. Remember, we are in this together.

### **No One Does It Alone**

With this in mind, if any Cadet is struggling, help is available. A family does not operate as one but as a team. We have to learn and understand the basic premise of a family unit...no one does it alone. The worst thing a Cadet can do is fail because they don't want to ask for help or even admit they need help. **Remember: No one does it alone.**

We always need Cadets to be tutors. If any Cadet is strong in a subject, in drill, in dress and appearance, etc. we need volunteers...let the instructor know. There's nothing like the feeling of helping someone else succeed...that's the true definition of leadership.

## Rumors

Rumors and gossip will tear our family apart. It is unprofessional and immature to talk about others, in-person or on social media. There's an unwritten leadership rule...praise in public, criticize respectfully in private. If you have an issue with someone's ideas and or actions take it to the individual to discuss it. However, **NEVER** say negative things about anyone. 99.9% of the time people don't have the facts. For Example, if anyone hears a rumor about the AFJROTC Program, ask one of the instructors for the facts or if anyone hears a rumor about another Cadet, don't pass it on, ask the Cadet. If this makes you uncomfortable, work through it. Again, there will be so many situations that you will be out of your comfort zone, it's part of life.

If you would like to remain anonymous, and have a question, (not about a Cadet) submit your question to the Public Affairs Officer. They will answer your question in the next Newsletter.

## Chapter 1

### The AFJROTC Program, Admission, Transfer and Disenrollment

- 1.1. Public laws 88-647 and 93-165 authorize the Secretary of each military department to establish and maintain the Junior Reserve Officers Training Corps at both public and private high schools.
- 1.2. Department of Defense Directive 1205.13 prescribes policies for JROTC in secondary (high) schools.
- 1.3. AFJROTC 36-2001 sets policies and assigns responsibilities for planning and executing the AFJROTC. It covers such areas as the AFJROTC mission, objectives, organization and educational curriculum requirements. It also contains information on Cadet management to include the wear of uniform and enrollment/disenrollment of Cadets.
- 1.4. AFI 36-2010 outlines the overall responsibilities of personnel actively involved in the AFJROTC Program to include program management, funding, and staffing.
- 1.5. The Peabody School System has entered into a contractual agreement with the United States Air Force to operate and support the AFJROTC Program at PVMHS. The school system agrees to provide adequate facilities for the classroom, drill instruction, and storage of equipment, to provide a course of military instruction, and to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct prescribed by the Secretary of the Air Force. The Air Force will provide retired commissioned and non-commissioned officers to administer and instruct the program, necessary text materials, equipment and uniforms, and will establish acceptable standards of performance and achievement.
- 1.6. The Air Force program is headquartered at Maxwell AFB, Alabama. In addition to the JROTC Commandant and staff at Maxwell AFB, retired AF personnel such as the HQ Area Coordinator, are responsible for administering the program at each level. The direction and control of the AFJROTC Program and supervision of all instructors in the program is delegated to the Principal of each hosting high school.
- 1.7. **Admission.** To be eligible for enrollment and to continue in the PVMHS AFJROTC Program, each student must be:
  - A volunteer, willing to participate in and meet the requirements for good standing in AFJROTC
  - Selected by the SASI, in coordination with Guidance or a designated representative, to ensure enrolled students meet acceptable standards.
  - Enrolled in a full year AFJROTC course of instruction at PVMHS.(deviations are on case by case and reviewed by instructors and guidance in best interest of the student)
    - There will be two types of enrollment options **Full-Time Cadet** or **Red-Shirt Cadet**
    - Full-Time Cadets will be fully immersed in the program and will be afforded all benefits of being a part of the program but will be responsible for all requirements such as Uniform wear, Grooming Standards, conduct etc.
    - Red-Shirt Cadet is an option **Only** for First Year Cadets and will exempt them from some standards while prohibiting them from some events.

- Red-Shirt Cadets are exempt from uniform wear for the entire first year. RS Cadets will be exempt from hair and some piercing standards during the first quarter of school year.
  - Red-Shirt Cadets will not be considered for promotion nor will they hold ranks within the Cadet Chain of Command.
  - Red-Shirt Cadets may practice with all teams but will not be able to compete in competitions due to uniform wear requirements. RS cadets may also be exempt from certain community service activities due to uniform requirements.
  - A Red-Shirt Cadet may choose to change their enrollment status from Red-Shirt to Full-Time Cadet at any point during their first year in AFJROTC, However they may not choose to go from Full-Time to Red-Shirt once they have made the change. All Red-Shirt requests are pending SASI/ ASI approval.
- Above the 8th Grade
  - Qualified, approved or capable of participating in the PVMHS Physical Education program.
  - Wearing the appropriate uniforms when told so by the Instructor.
  - Complete a Physical Fitness/Wellness Consent form, signed by cadet and and a parent
  - **CADET CONTRACTS (see copy in appendix of this handbook).** All Cadets and parents or guardians will complete the contract which will then be filled in their Cadet Personnel Record. This contact states minimum corps expectations and outlines the uniform and equipment financial responsibilities that are a part of enrollment in Air Force Junior ROTC.

**1.8. Transfer.** Students from Army, Navy, Marine Corps or other Air Force JROTC units may be admitted with full credit for all academics satisfactorily completed.

**1.9. Disenrollment.** The decision to remove a Cadet from the PVMHS's AFJROTC Program is made by the SASI in coordination with the ADMINISTRATION and GUIDANCE. A Cadet may be removed for any of the following reasons:

- Failure to maintain acceptable AFJROTC standards.
- Inaptitude or indifference to training.
- Discipline problems.
- Undesirable character traits.
- Unwilling to perform Drill, PT, or Academics.
- Individual request.
- Unwilling to wear uniforms on required days
- Any other reason deemed appropriate by the Principal and SASI

**1.10. Reserve Cadets.**

1.10.1. Criteria: The following students can be enrolled as "Reserve Cadets," at the discretion of the SASI:

1.10.1.1 Students unable to fit AFJROTC academic classes into their schedule (determined by school guidance counselor)

1.10.1.2 Homeschooled students in Peabody, if they are unable to attend scheduled AFJROTC classes

1.10.1.3 Peabody PREP students if they are unable to attend scheduled AFJROTC classes

1.10.2 Reserve Cadet Requirements and Permissions

1.10.2.1 Reserve cadets are subject to uniform wear requirements, and are expected to comply with all wear, grooming, and uniform maintenance requirements.

1.10.2.2. Reserve cadets are encouraged to participate in LDR, CIA, team, and co-curricular activities

1.10.2.3 Reserve status is re-evaluated each semester to determine eligibility.

## Chapter 2

### Mission and Objectives

2.1 The mission statement of the Air Force JROTC is: “To develop citizens of character, dedicated to serving their nation and community.”

2.2. The goal of the AFJROTC Program is to instill in high school Cadets the values of: citizenship, service to their communities, personal responsibility, and a sense of accomplishment.

2.3. The Mission of MA-951: “Become a better you; learn...grow...do.” In order to do this we will develop informed citizens; stimulate interest in aerospace careers; strengthen character and self-discipline; encourage completion of high school and pursuit of higher education and vocational goals; promote understanding of the role of the citizen in a democratic society; teach aerospace science; teach leadership skills; promote community service; and teach social values and life skills. To accomplish this mission, the organization will meet the following objectives:

2.3.1. Understand the need for national security, authority, and military in a democracy.

2.3.2. Develop an understanding of patriotism.

2.3.3. Develop habits of order and discipline using the military training model.

2.3.4. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.

2.3.5. Be familiar with the aerospace age, doctrine, and career opportunities.

2.3.6. Be familiar with military customs, courtesies, and traditions.

2.3.7. Graduate from high school and pursue higher education or vocational goals.

2.3.8. Develop social skills and values and adhere to the Cadet Code of Conduct, Honor Code, and Code of Ethics.

2.3.9. Participate in community service activities.

2.3.10. Follow the rules of parents, teachers, school administrators, and community officials.

2.4. **Academic Objectives:** Each Cadet will endeavor to:

2.4.1. Develop attitudes for the highest degree of personal integrity, self-reliance, self-discipline and commitment to the responsibilities associated with a Cadet and a young, active United States citizen.

2.4.2. Become a better informed citizen.

2.4.3. Know vocational, educational and leadership opportunities offered by aerospace agencies.

2.4.4. Understand the potential impact of aerospace on the social, political, economic and systems of the United States.

2.4.5. Develop a list of beneficial effects that have occurred as a result of efforts in aerospace.

2.4.6. Become familiar with aerospace vehicles and the principles that govern their operation.

2.4.7. Become familiar with the purpose and structure of the U.S. Department of Defense, with detailed attention to the U.S. Air Force.

2.5. **Leadership Objectives** : Each Cadet will endeavor to:



- 2.5.1. Wear the uniform and insignias in accordance with the AFJROTC Cadet Guide, AFI 36-2903 Air Force Dress and Appearance standards, and AFJROTC OI. Cadets should recognize the insignia of other Cadets and active duty service grades.
- 2.5.2. Execute basic movements, positions, and facings of drill as an individual and in unison with the members of the squad, flight and Squadron.
- 2.5.3. Correctly, promptly and proudly execute the salute.
- 2.5.4. Demonstrate knowledge of Air Force customs and courtesies and conduct him/herself in a socially acceptable manner, in uniform and in civilian clothes.
- 2.5.5. Give appropriate commands at the proper pitch, volume and cadence. Be able to perform the duties of Element Leader, Guide, Guidon Bearer, Flight Sergeant, Flight Commander and other duties as required or assigned.
- 2.5.6. Understand why there must be respect for authority in any organization and demonstrate understanding by following orders promptly and to the best of one's abilities.
- 2.5.7. Develop a knowledge and respect for constitutional authority.
- 2.5.8. Develop knowledge of the procedure for honoring the **American flag**, the **National Anthem**, and to the **Colors** when participating in military ceremonies. In addition, learn the daily procedure to raise/lower the school flags.
- 2.5.9. Develop exemplary habits of orderliness and precision to prepare for responsibility and leadership.
- 2.5.10. To understand and learn the necessary skills for "problem solving, critical thinking, entrepreneurship and creativity."
- 2.5.11. Participate in a weekly physical fitness/wellness training session to give Cadets an opportunity to put into practice the wellness concepts that are taught in Leadership Education.
- 2.5.12. All objectives; hence, mission accomplishment, are met in the following ways:
  - 2.5.12.1. With the support and guidance of the instructors.
  - 2.5.12.2. Cadets in leadership positions guide and help fellow Cadets.
  - 2.5.12.3. Individual motivation to reach these objectives.
  - 2.5.12.4. Through an atmosphere of teamwork and esprit de corps.
- 2.5.13. Overall mission success is measured in Cadet graduation; in other words, graduation through cooperation.

## **2.6. Benefits to Each Cadet**

- 2.6.1. Cadets engaged in the learning process develop self-discipline and self-reliance.
- 2.6.2. Promotion, distinguishing, hardworking, experienced and superior Cadets.
- 2.6.3. Active Cadets are eligible for academic leadership and service awards, displayed on the uniform, highlighting achievement, participation and success.
- 2.6.4. Higher leadership positions to those Cadets who display the skills to lead and manage others.
- 2.6.5. The AFJROTC Aerospace Science and Leadership Education Course will help you gain a better understanding of the importance of the world around you and your other high school

courses. You will see how the knowledge one gains in each subject is applied to many segments of other studies.

2.6.6. In accordance with AFJROTCI 36-2001, Cadets who successfully completed 2 years of AFJROTC receive a **Certificate of Training**. Cadets who have dis-enrolled or failed to meet program requirements will not receive a Training Certificate.

2.6.7. In accordance with AFJROTCI 36-2001, a **Certificate of Completion** will be presented (upon completion of a student's senior year) for successful completion of 3 or 4 years of AFJROTC. Cadets who have disenrolled or failed to meet program requirements will not receive a Completion Certificate.

2.6.8. You will receive elective course credit for each Qtr/semester of a full year program of AFJROTC education successfully completed.

2.6.9. In accordance with Department of Defense Instruction 1205.13, a student presenting evidence of successful completion of at least 2 academic years of JROTC under any Military Department is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an Active or a Reserve component of a Military Service. At their discretion, the Military Departments may award the grade of E-3 for successful completion of 3 academic years of JROTC. A student presenting evidence of successful completion of 3 academic years of JROTC may be entitled to no less than 1 year of credit in the Senior ROTC Program. Further, AETCI 36-2002, Recruiting Procedures for the Air Force, Table 2.1, specifies the requirements for advanced enlistment into the Air Force. If Cadets present a "high school JROTC completion certificate or statement on official letterhead from a JROTC unit commander stating satisfactory completion, and is a high school diploma graduate (must be at least a 3-year JROTC program), and present the certificate or statement prior to Enter Active Duty (EAD) date," enlistees are entitled to the grade of A1C (E-3). Cadets are urged to contact their recruiter to determine their enlistment grade, due to possible changes in directives.

2.6.10. Completion of the AFJROTC Program may enhance the opportunity to gain an Air Force ROTC four-year college scholarship. This scholarship will pay for some fees, tuition, and a textbook allowance while in scholarship status. A \$250.00 per month tax-free allowance is also provided to the scholarship student during the first year. This stipend increases in the Cadets second, third and fourth year (interested Cadets should contact the Professor of Aerospace Science for specific details). Completion of AFJROTC may enhance the chances for acceptance to the Air Force or another service academy. HQ AFROTC sets specific academic and physical qualifications for the scholarship program(s). Specific information may be obtained from **afrotc.com** or the AFROTC Detachment 355, Boston University 118 Bay State Rd, Boston, MA @ 617-353-4705, or go to the internet at **<http://www.bu.edu/af-rotc/>**. Cadets should also consider applying for scholarships with the US Army and Navy. It should also be noted that qualified Cadets should consider applying for an appointment to the military service academies. Cadets interested in the service academies should contact the instructors for a point of contact.

## Chapter 3

### How to Succeed in AFJROTC

#### 3.1. Rules for Successful Completion of AFJROTC

- 3.1.1. Proper wear of the uniform.
- 3.1.2. Compliance with required appearance and grooming standards.
- 3.1.3. Participation in academics.
- 3.1.4. Participation in co-curricular activities, teams, and events.
- 3.1.5. Willingness to be challenged, learn, and grow.

#### 3.2 Course Interest, Attitude and Participation

3.2.1. In order to establish and maintain esprit de corps, all Cadets must take an active interest in all phases of the course. This will provide Cadets with the complete AFJROTC experience, ensure understanding of the program, and help establish a strong retention and recruitment program.

#### 3.3. Classroom Participation

3.3.1. It is each Cadet's personal responsibility to attend class each day, to actively participate in classroom activities, and to adhere to established standards of conduct and behavior in the classroom.

3.3.2. It is each Cadet's personal responsibility to contact the instructor(s) to make up any assignments missed due to absence, no matter what the reason for the absence.

3.3.3. It is each Cadet's personal responsibility to properly track his/her absences and attend make-up days made available by the school as necessary.

#### 3.4. Extra/Co-curricular Participation

3.4.1. The Cadet Corps offers a number of extra/co-curricular activities, which, while not required, are an important part of the AFJROTC Program. All Cadets are encouraged to get involved, and participate in as many of these activities as possible; many of the activities enable Cadets to earn certain team ribbons, future promotion consideration, and award consideration. There are several voluntary Cadet extra/co-curricular activities which supplement our aerospace and leadership experiences. Additionally, these activities bring Cadets together with common interests, build esprit de corps, create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values we live by as Cadets. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, parent chaperones may help monitor these activities. The following description of activities is **not inclusive**; we will participate in a wide variety of activities as opportunities arise and Cadet interest and participation merits.

3.4.2. **Kitty Hawk Air Society (KHAS)-when applicable.** The objectives of Kitty Hawk Air Society: A. To qualify for the KHAS one must attain academic excellence in AFJROTC and in overall academic studies, exhibit good character traits, and be willing to accept responsibility. Specific requirements are as follows:

3.4.2.1. Achieve a 90 average in AFJROTC during the previous academic quarter with no unexcused missed uniform wear.

3.4.2.2. Have an overall average of 80 for all classes with no failing grade in any class during the previous academic quarter.

3.4.2.3. Have no out of school suspension for the current academic quarter.

3.4.2.4. Qualified cadets are invited to participate in a “pledge” program to demonstrate their commitment to excellence. Cadets who are selected for the KHAS and successfully complete the pledge program will be inducted at an appropriate ceremony, where they will receive the membership badge and shoulder cord.

3.4.2.5. The KHAS may be called upon to participate in various extracurricular activities. Cadets are expected to attend meetings, actively participate in designated projects, and contribute positively to the KHAS and AFJROTC. The KHAS membership is the main core of the Presentation Color Guard

3.4.2.6. To remain in KHAS, cadets must meet the requirements in paragraph 2A and have no more than one unexcused missed meeting during the quarter.

3.4.2.7. Members who fail to maintain standards during an academic quarter will be placed on probation with no privileges lost.

3.4.2.8. Members who fail to maintain standards for a second consecutive quarter will remain on probation for the remainder of the school year, lose their voting privilege, and not be permitted to wear the KHAS shoulder cord.

3.4.2.9. When standards have again been met, the cadet will be reinstated to full membership in the KHAS.

3.4.2.10. Members who fail to meet standards by the end of the school year will be dropped from the KHAS rolls.

**3.4.3. Color Guard and Drill.** Participation in Drill and Color Guard are time consuming and will include trips away from school for performances; we want to ensure that a Cadet’s academics do not suffer. Any time a Cadet experiences difficulty in **any** classes, the Cadet will be suspended from participation until improvement is noted by the SASI. In addition, Cadets must not fail any subject and must maintain a school grade point of average of at least a 2.0 on a 4.0 scale. Uniform wear/personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for one grading period or, as a minimum, until the minimum standards are achieved. Failure to reach these standards during the probationary period will result in removal from the team; exceptional performance can result in earlier reinstatement to the team by the SASI.

**3.4.3.1. Color Guard (Community Service).** The Color Guard is an elite Cadet group that presents and posts the United States Flag, the State Flag, the school flag and other flags. Typically, these teams perform at school functions, unit functions, and community events. The highly visible Color Guard is broken down into two areas of presentation: flags and rifles. The most basic of Color Guard units consists of four individuals: presenters of the United States and POW/MIA flags, and two riflemen, one a guard of each flag. However, units can be as large as eight: presenters of the United States, POW/MIA, Massachusetts, Air Force, AFJROTC, and Peabody School flags, and a rifle person at each side of the formation.

3.4.3.1.1.2. The Color Guard Commander will perform other duties assigned by the Drill Team Commander and Unit commander.

3.4.3.1.1.3. The Color Guard Commander will write team operating instructions that include practice times, team standards, and distinctive uniform items. The operating instructions will be coordinated for review and approved by the SASI and ASI.

3.4.3.2. **Drill Team/Honor Guard.** Cadets who enjoy drill can “polish” the skills learned in the leadership by joining the competition drill team. This team performs in drill competitions and demonstrations. Drill practice will normally be at least one time a week before or after school (per team) I, decided by each drill commander (closer to drill competitions more practices will be necessary). Participation requires an extra commitment from Cadets since they will spend many hours learning the manual of arms, perfecting teamwork, practicing standardized movements, developing “free-style” movements, and taking care of their uniform. Drill Team Commanders will be Cadets recommended by the Unit Commander with final approval by SASI and ASI. Drill Commanders will have participated on the team in the past and must demonstrate the ability and mature leadership necessary for success. The team is constantly in the “public’s eye” and will consist of Cadets who are hard working and have the time and desire to commit themselves to these activities.

3.4.3.2.1. Drill Team Commander will command the drill team and assist in the planning and coordinating of all parades and ceremonies that involve the drill team. The drill team must be ready and prepared for all drill competitions.

3.4.3.2.1.2. The Drill Team Commander will write a drill team operating instruction that includes practice times, team standards, and distinctive uniform items. The operating instruction will be coordinated for review and approved by the SASI and ASI.

3.4.4. **Awareness Presentation Team.** This voluntary activity is for Cadets who enjoy talking to middle school students about such social issues as drug education and staying in school. Our involvement in these important, life-changing issues not only brings favorable publicity to MNA-951 and PVMHS but it serves as an invaluable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in three events.

3.4.5. **Physical Fitness RAIDERS Team (Special OPS Team).** Designed to promote leadership, teamwork and physical fitness within the Cadet corps. Satisfactory completion of all requirements results in the award of the Raiders Ribbon. More than two unexcused absences from scheduled practices could result in a non-award of the Raiders Ribbon. To be eligible for RAIDERS, Cadets must make satisfactory progress in all PVMHS courses with no Fs. Membership is evaluated at each grading period to determine continued eligibility.

3.4.6. **Marksmanship Team:** Designed to promote teamwork, attention to detail and perseverance in the craft of air rifle firing and safety protocols. Team members will shoot weekly in a practice/qualify round and top performers weekly will participate in the league competition weekly. Participants of this team will be awarded the Marksmanship Team Ribbon

**3.5. Field Trips/Curriculum In Action (CIA):** This is an important part of the AFJROTC curriculum. In the past, we have toured various flying operations, base support facilities, and aerospace/space museums. Each trip is planned for maximum impact and to avoid repetition. Annual trips are planned and coordinated by the squadron staff; one in the fall and one in the

spring. Given parental consent, the SASI reserves the right to limit Cadet participation for those who meet the following two criteria: (1) Cadets will be passing all classes; and (2) Cadets will not have a history of uniform/personal appearance violations. Ultimately the SASI and the ASI will have the final decision on who goes on the trips. The ASI will publish a field memorandum for each trip, providing trip agenda, dress requirements, and instructions which must be complied with to participate on the trip. Trips are approved by the school; hence, Cadets must comply with all district/school rules while on the trip.

**3.6. Fundraising Projects (when applicable).** Our Corps needs money to support many of its activities and community service projects. Various fundraising activities are done each school year to raise money. The success of these activities will determine the level of funding the Corps has to minimize costs for social and formal functions and to purchase items that will enhance unit esprit de corps. The Officer of Finance/NCO will serve as fundraising coordinator and will provide a monthly income/expenditure report.

**3.7. Cadet Newsletter.** The Program's Public Affairs (PA) Officer writes and produces a Cadet newsletter. Cadets with an interest or talent in art or writing can serve on the newsletter staff, duties designated by PA/NCO. The Public Affairs staff also is responsible for Cadet Corps publicity with local news media.

**3.8. Military Ball:** This formal Air Force traditional activity will occur annually (February). Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities. This formal meal followed by traditional activities is a fun filled activity for all participants. It includes recognition of cadets with awards such as the "Outstanding Cadet Award".

**3.9. Staff Meetings.** The Cadet Corps Unit Commander will schedule, publicize, and conduct a weekly/ bi-weekly staff meeting (Wednesdays). Meetings are open to any Cadet but attendance is mandatory for Officer corps. Staff meetings are held weekly. Cadet Top Five plans, organizes, coordinates, and directs the unit's activities. The Squadron Staff meeting attendees will be the Officer corps and any appointed NCOICs in respective sections. In addition, Flight Sgts, Special Team Commanders, and all other NCOs are highly encouraged to attend and the meeting is open to all cadets.

(CCs/OICs/NCOICs/Flight Commanders). Staff meetings provide face-to-face communication between the Commander and his/her staff. This team plans, implements and discusses all areas concerning the Cadet Corps, this includes but is not limited to the following: Cadet activities, fundraising, upcoming competitions and performances, schedules, Cadet academics, AFJROTC enrollment and areas of concern. These meetings are leadership labs to develop communications, management, and leadership skills. Minutes will be accomplished, published, and posted after each meeting; minutes are recorded by the Public Affairs Officer/NCO. An agenda should also be published and posted prior to the meeting. The AFJROTC Cadet Operations Center (Classroom) will be set up to ensure that an orderly meeting is conducted. The SASI and/or ASI will attend this meeting.

**3.10. Current Events.** (GRADED ITEM) An important part of AFJROTC and life (properly informed citizens) is current event awareness. Each Cadet needs to stay current and informed on the rapidly changing aerospace industry through media sources.

3.10.1. A current event is a recent, or ongoing occurrence or happening gathered from a newspaper, magazine article, or obtained over the radio or through television, that is important to the general knowledge and understanding of all students in the class. Current events will normally be covered at the start of the aerospace class. Current events topics will be decided on by SASI.

3.10.1.1. In order to earn credit for a current event item, a Cadet must submit a brief outline/summary of the event in writing and be prepared to present it to the class orally once a month.

**3.11. Community Service Projects.** An important part of growing up is learning to do things for others; the primary purpose of our service projects. Cadets perform a service to the school and/or community by ushering, escorting, tutoring, performing work details, etc. Involvement can mean credit towards service ribbons. Cadets who take on leadership roles during activities may be considered for special leadership awards, possibly increasing opportunities for promotion. Failure to honor your commitment for a service project will result in a loss of merit points. After all, actions, not promises get the job done. You should remember and honor all your obligations/commitments. Failure to honor your commitments will result in loss of merit points, which could affect your future promotions, awards, and opportunities to participate in field trips or off campus events. Always remember: a Cadet's word must be honorable; accountability must be learned.

3.11.1. Community Service Officer will plan and coordinate at least one community service event per each month in school

### **3.12. Rocketry and Robotics Club**

Introduce and continue to explore capabilities, usage, and ways to build, maneuver and begin to complete friendly competition with the Robotics equipment from VEX and further Rocketry experimentations.

## Chapter 4

### Uniforms, General Guidelines and Personal Appearance

#### 4.1 Wear of the Uniform

4.1.1. PVMHS Administration and the United States Air Force agree students enrolled in AFJROTC will wear the prescribed uniform at least one day each week (Tuesday) while attending classes and when participating in AFJROTC activities. Only the SASI or ASI will grant exceptions to this policy.

4.1.1.1 First year cadets will have the option to utilize a “Red-Shirt” year making them exempt from uniform wear. These cadets can attend practices and be involved with most activities but will not be allowed to compete in competitions or attend field trips where the uniform is required. A first year cadet may choose to “Red-Shirt” at the beginning of the year and then take off the Red-Shirt to compete and be a full member but they cannot put the Red-Shirt back on once it has been removed.

4.1.1.2. Uniform wear is a weekly assignment. If uniform day is missed due to a school absence, a student’s new uniform day is his/her next school day, for full-credit; this student has only two additional school days after the first day of return to make up the miss (10% lost per day after the first day of return). If attended uniform day is missed due to a reason not previously coordinated with an instructor (i.e. “I Forgot.”), the student has only the next two school days to make up the missed assignment at partial credit (10% lost per day).

4.1.2. The AFJROTC uniform is worn correctly and with pride. The uniform is the distinctive dress of a proud and honorable profession. With a few insignia exceptions it is the same uniform as the USAF uniform. Everyone will notice you in uniform. You can’t be missed! Because you will be so noticeable you will make a favorable or unfavorable impression every moment you are in uniform. If a Cadet has good bearing, is courteous, well groomed, and wears the uniform correctly, then a good impression is made. If a Cadet is ill-mannered, unkempt, loud and boisterous, or wears the uniform in a careless or sloppy manner, then a poor and damaging impression is made. The uniform is a symbol of your country and must be treated with respect. As a Tanner Cadet, you must present an overall appearance of neatness and pride. Remember when in uniform, you become a representative of the USAF – a proud service with an outstanding reputation and history of sacrifice.

4.1.3. Correct wear of the AFJROTC uniform is contained in Cadet Leadership Education curriculum, this guide, AFJROTCI 36-2001, Air Force Instruction (AFI) 36-2903 and AFJROTC Uniform and Award Guide. The fitting standards, wearing instructions, and personal grooming standards prescribed in AFI 36-2903 are applicable. It is the Cadet’s responsibility to maintain all uniform items in a clean and orderly condition during the school year. If your uniform does not fit properly, see your ASI. Do not wait until someone else calls attention to it. Remember that how you look influences others.

**4.2. What Uniform to Wear.** The instructors or Unit commander will prescribe the appropriate weekly uniform to wear. The guidelines used by the instructors to select the appropriate uniform are (1) the formal or ceremonial participation of Cadets in uniform, (2) the attire of other participants or guests, (3) the day’s activity, and (4) the weather.

**4.3. When to Wear/and Not Wear the Uniform.** The uniform is to be worn by all Cadets on the day specified as Uniform Day. Unless otherwise instructed, each Tuesday will be Tanner Cadet Corps Uniform Day. All Cadets will wear the uniform from when the first bell rings until when the final bell rings dismissing students from class. Uniforms may also be required on other days due to special occasions, such as visitors, or activities. On scheduled uniform days, each Cadet will



be inspected and graded on their appearance/grooming and shoe shines. Points will be deducted for discrepancies. Students involved in work-study must get an exception to the uniform wear policy from the SASI/ASI or wear the uniform as required.

4.3.1. As previously stated, on uniform day, Cadets are required to wear the uniform during AFJROTC class. Prior permission from an instructor must be obtained for any exceptions. Also, Cadets are expected to protect the uniform by changing out of it or wearing protective clothing during any class that may cause soiling or damage to the uniform, per teacher recommendation.

4.3.2. IN UNIFORM means the complete uniform for the full day. Uniform day is not optional unless otherwise directed by the SASI/ASI. When the dress blue coat is worn, it must be buttoned up at all times. Ties or tie tabs MUST be worn at all times with the long sleeve shirt or dress blue coat, but may be removed when the short sleeve shirt/blouse is worn without the coat. Hats are not required when walking to and from your car or bus. School is a NO Hat zone. However, any time you are outside off campus and in uniform a hat must be worn properly. When wearing the jacket, it must be zipped up at least halfway at all times. Trench coats must be buttoned and if equipped the belt must be used.

4.3.3. Friday AFJROTC classes are dedicated to Physical Fitness and wellness, Physical Training style clothing should be worn, unless otherwise prescribed.

#### **4.4. Uniform Wear Restrictions.**

4.4.1. Cadets WILL NOT wear the uniform if engaged in any disrespectful activity which might give an observer an unfavorable impression of the Cadet Corps, PVMHS or the USAF. Cadets will keep in mind at all times that while wearing the uniform, they are representatives of all three organizations. For example, Cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC Cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc. at the discretion of the SASI.) Conversely, proper conduct and pride reflects favorably upon the Cadet and enhances the Corps image throughout the community. Wear the uniform PROUDLY and constantly strive to present a neat, clean, and well groomed appearance at all times.

4.4.2. Public Political Activity. Parts of the **Hatch Act** bar military personnel from engaging in any form of public political activity—such as attending rallies and political speeches or passing out political flyers—while in uniform. Since AFJROTC Cadets wear a form of the U.S. Air Force uniform, they should also follow the Hatch Act terms while in uniform.

4.4.3. Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel, also forbids those in military uniform from participating in public speeches, rallies, interviews, picket lines, marches, or any other public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment while in uniform is also banned..

#### **4.5. Uniform Inspections**

4.5.1. Uniform inspections are graded and count as a part of your Leadership grade; points will be deducted for discrepancies. A weekly uniform grade will apply. In addition, merit points will be lost for discrepancies that do not get corrected and are continually repeated (ASI monitors).

4.5.2. Bonus points (with/without notice) **may be** awarded by the SASI/ASI for above and beyond; e.g., highly pressed uniforms, fresh haircuts, and highly shined shoes. Although an incentive...substandard appearance is unacceptable.

4.5.3. If a uniform day is missed due to an **excused absence or another acceptable reason (approved by SASI/ASI)**, Cadets may “make-up” the missed day by wearing the uniform on the designated make up days for that week.. It is the Cadet’s responsibility to contact an instructor to get credit for a uniform make-up day; otherwise, a ZERO grade will be given.

4.5.4. Failure to wear the uniform when required is grounds for disciplinary action. Failure to wear the uniform on Tuesday or designated day will result in a **ZERO** grade for that day. Overall uniform grade for the week will be degraded pending the length of time of the missed uniform. Grades received from the weekly wear and inspections make up a significant portion of your Leadership academic grade.

4.5.5. Repeated failure to wear the uniform may lead to a failing grade, non-promotion, non-consideration for awards, and disenrollment from AFJROTC. Failure to wear the uniform 3 or more times in one semester will result in a disenrollment decision by the SASI.

4.5.6. If you are ill and dismissed from school early, you must be inspected by either the SASI/ASI to receive full credit for the uniform inspection. If not inspected before you are dismissed from school you will be required to wear the uniform on the next day back to class.

4.5.7. **DO NOT MIX CIVILIAN AND MILITARY CLOTHING!!** (Unless advised personally by the SASI/ASI). The result will be a loss of points from your inspection score. Cadets should not wear personal jackets or other items with the AFJROTC uniform unless given explicit permission by the SASI/ASI.

4.5.8. Cadets will plan ahead for wearing the uniform. If it needs cleaning, it should be cleaned immediately so that it will be available for wear on the following uniform day. “My uniform is in the cleaners” or “I forgot.” are not a valid excuses.

4.5.9. Cadets are always expected to wear their uniforms on uniform days. Only exceptions are for first year cadets who are exempt from wearing the AFJROTC uniform or people waiting for uniforms to be issued.. If any **Cadet Officer** misses or fails 2 uniform days per grading period, the Cadet’s current rank and staff position will be reevaluated.

4.5.10. To ensure compliance with established standards, Cadet “open ranks” inspections are normally conducted in conjunction with uniform wear day.

#### **4.6. Uniform Accountability**

4.6.1. Protecting government property is everybody's responsibility. All uniforms (with the exception of PT t-shirts and shorts, socks) and equipment items are loaned to Cadets by the United States Air Force. These items remain the property of the Air Force. At any time Cadets must be able to account for each item of uniform equipment issued to them.

4.6.2. At the time Cadets are issued your uniform and items of equipment, they will be required to sign (with parent or guardian) a Uniform Issue Receipt (on file in the classroom). Each item then becomes the **Cadet’s personal responsibility** and if you lose it or negligently destroy it, you will be required to pay for it. At the time of issue of uniforms and equipment, you will be advised of the unit cost of each item issued. However, the cost of replacement will be a cost that is in effect when the account is cleared. Cadet and Cadet’s parents/guardians will be asked to sign the AFJROTC uniform contract/receipt shown on **(see appendix)**. This parent/guardian signature indicates that they understand each item is Cadet property and Cadet’s are responsible for its care throughout the school year.

4.6.3. Cadets will be issued one complete, clean uniform with all accessories and insignia.

4.6.4. Cadets will return all items issued except for PT t-shirts and shorts, socks, or pay for them at the end of the school year or upon disenrollment during the school year. They will return a clean uniform in a dry cleaning bag, pressed, and on hangars. A Return **Date will be announced**. Service dress coats, pants, skirts, ties, tabs, flight caps, windbreakers and all-weather coats are DRY CLEAN ONLY and must be returned with a cleaning receipt. Cadets can wash/dry blue shirts, socks, t-shirts, and PT clothing at home in accordance with the instructions on the tag. ABU/OCP trousers and blouses should be dry cleaned prior to return for the school year.

4.6.5. CERTIFICATES OF COMPLETION FOR MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL JROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR. IF NECESSARY, GRADES WILL BE WITHHELD AND COLLECTION ACTIONS WILL BE INITIATED THROUGH THE APPROPRIATE SCHOOL DISTRICT AGENCY.

4.6.6. To prevent paying for uniforms, books, and equipment, we encourage Cadets to:

4.6.6.1. NOT leave items unattended or in unlocked or shared lockers

4.6.6.2. NOT lend items to other Cadets

4.6.6.3. NOT allow others to turn-in accountable items

4.6.6.4. Carry flight caps under the belt on the left side (see regulation)

4.6.6.5. TURN IN any found uniform items to an AFJROTC instructor or to the main school office

4.6.6.6. RETURN uniform items that become worn or otherwise unserviceable to the instructors. If unserviceable due to normal wear and tear the item will be replaced at no cost. If a uniform item does not fit, return it promptly for replacement.

4.6.7. When turning in or exchanging uniform items or other equipment, **deal only with the SASI/ASI after speaking to the Logistics Officer/NCOIC**. No cadet is allowed to take any equipment or uniforms from the classroom or support room without permission from the SASI/ASI or Logistics Officer/NCO.

4.6.8. We receive limited funding for Cadet Uniforms. Therefore all Cadets **must** take care of these items.

4.6.9. If Cadets are issued a flight suit or air battle uniform during the school year, SASI/ASI will issue verbal and written guidelines that apply to these specific uniforms.

4.6.10. SASI/ASI will designate uniforms to be worn during all Cadet activities.

#### **4.7. Male Uniforms (See below)**

4.7.1. There are three combinations of male Cadet uniforms. They are: the Service Dress Uniform which includes the coat, long sleeve shirt, tie, trousers, and accessories; the long sleeve light blue shirt, tie, trousers, and accessories; and the short sleeve light blue shirt, trousers.

4.7.2. Coat, Service Blue. With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in the outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, commons, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and BUTTONED before leaving the classroom. The

coat will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in AFJROTC Guide.

4.7.3. Shirt, Light Blue, Long Sleeve with Epaulets. Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. This shirt is always worn with a tie and the top button is always buttoned. The shirtsleeves will remain buttoned.

4.7.4. Shirt, Light Blue, Short Sleeve with Epaulets. With the arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with an open collar. If worn with an open collar, a "V" neck t-shirt must be worn so that no top of the t-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirt tail is pulled down into the trousers tightly and tucked at the sides to make it neat and form-fitting. The only creases on the shirt are down the sleeves.

4.7.5. Trousers, Dark Blue. Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

4.7.6. Tie, Blue. The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line.

4.7.7. Jacket, Light Weight, Blue Windbreaker. Must be zipped up at least halfway. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in Cadet Uniform and Award Guide.

4.7.8. (Discontinued) Cap, Blue Service ("Wheel Cap"). This is an optional item for AS-III and AS-IV Cadets that may be purchased by the Cadet from clothing sales. It is worn squarely on the head with two finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

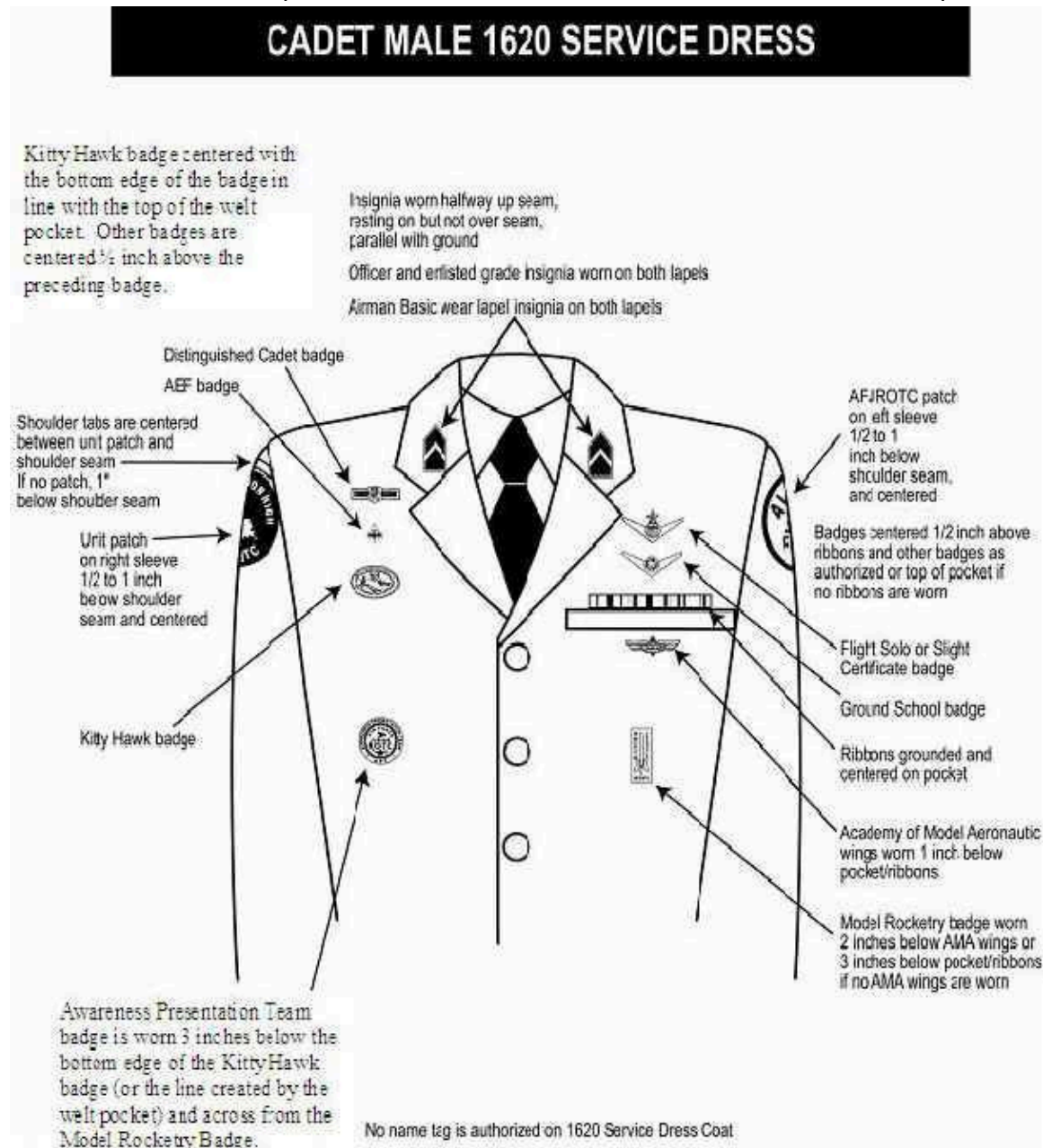
4.7.9. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with a vertical crease at the center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. The flight cap will not have an officer silver braid.

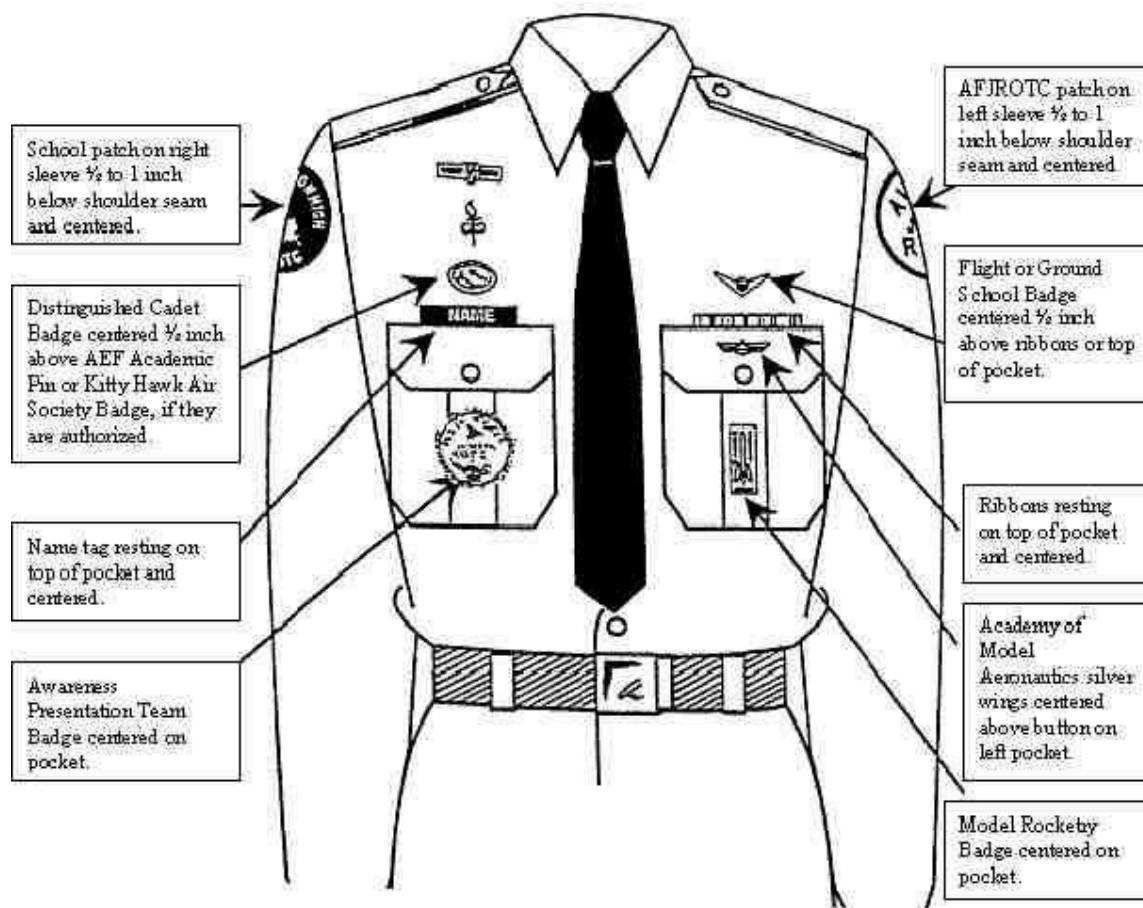
4.7.10. Belt. Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male Cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

4.7.11. Socks. Socks must be BLACK. Other dark colors are not authorized.

4.7.12. Shoes. Black, male oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with black polish. Optional high gloss black corfam shoes or patent leather are authorized at the Cadet's own expense or issued to the drill/ honor guard team.

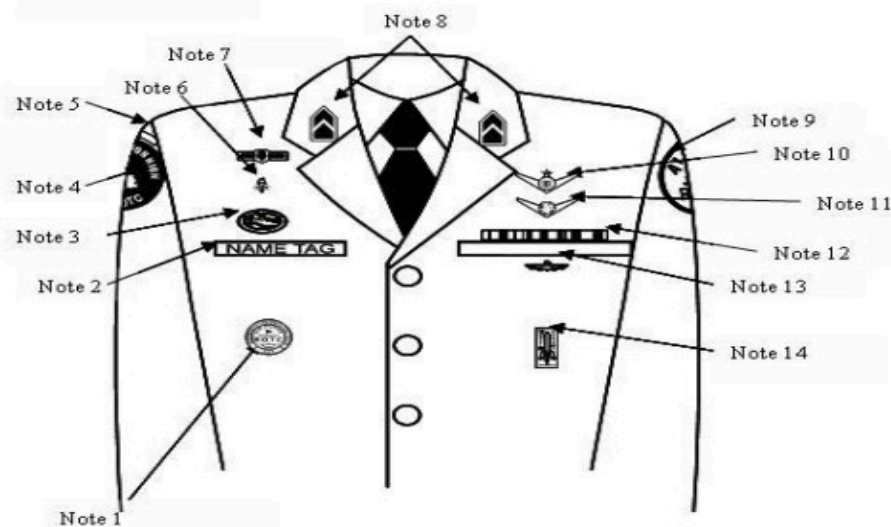
4.7.13. Undergarments will be worn with the uniform and will be conservative, commercial style, and white in color, the options are v-neck or athletic cut. The t-shirt will not be exposed.





## 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.



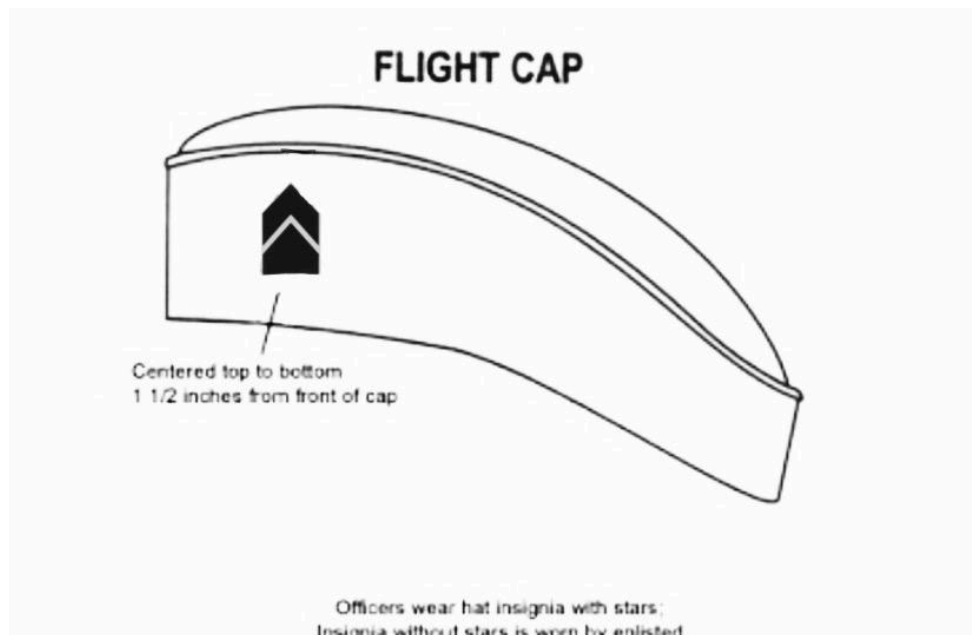


### **Four-in-hand Knot**

Start with the wide end of the tie on the right side: then cross the wide end over the back and to the left: bring it completely around the front to your right: bring it back and up through the center: pass it through the loop in front: tighten the knot neatly, forming a “dimple” with your index finger.

### **Windsor Knot**

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated: turn the wide end up and put it through the loop of the tie: pull the wide end through the knot and shape carefully.



#### **4.8. Female Uniforms (See below)**

4.8.1. The three female uniform combinations are: the Service Dress which includes the coat, blouses, trousers or skirt, and accessories; the long sleeve blouse with trousers/skirts and accessories; and the short sleeve blouse with trousers/skirts. Authorized accessories are placed and maintained as outlined in AFJROTC Guide.

4.8.2. Service Coat, Blue. Coats should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in public areas such as hallways, the commons, etc. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center.

4.8.3. Blouse, Light Blue, Short Sleeve, and Pointed Collar. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouses should be tucked into pants waist for a form-fitted appearance. The Princess Blouse is not required to be tucked into pants/skirt.

4.8.4. Blouse, Light Blue, Long Sleeve, and Pointed Collar. Must be worn with a tab at all times and must be worn tucked into pants/skirt waist for a form-fitted appearance. The Princess Blouse is not required to be tucked into pants/skirt.

4.8.5. Slacks, Blue. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of the slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to



straight hanging and any alterations to modify the leg shape must be approved by the ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

4.8.6. Skirt, Blue. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight.

4.8.7. Jacket, Light Weight, Blue Windbreaker. Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Blouses should not be seen below the jacket. The jacket must be zipped up at least halfway.

4.8.8. Service Cap. (AS-III & IV Cadets only) Worn squarely on the head; center large insignia on the front of the hat. (Note: Purchased at Cadet's own expense).

4.8.9. Flight Cap, Blue. Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

4.8.10. Hose. Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the Cadet's skin color. Patterned hose is not allowed.

4.8.11. Socks. Black, commercial socks without design will be worn with slacks and oxfords.

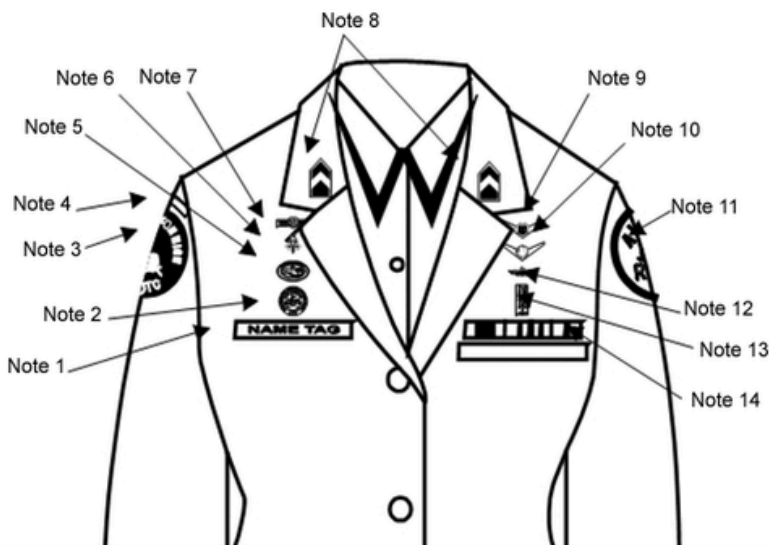
4.8.12. Undergarments will be worn with the uniform and will be conservative, commercial style, and white in color.

4.8.13. Shoes. Issue black oxford shoes will be worn with the uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female Cadets at their own expense. Optional high gloss black corfam shoes are also authorized at the Cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any bows, buckles, or straps.

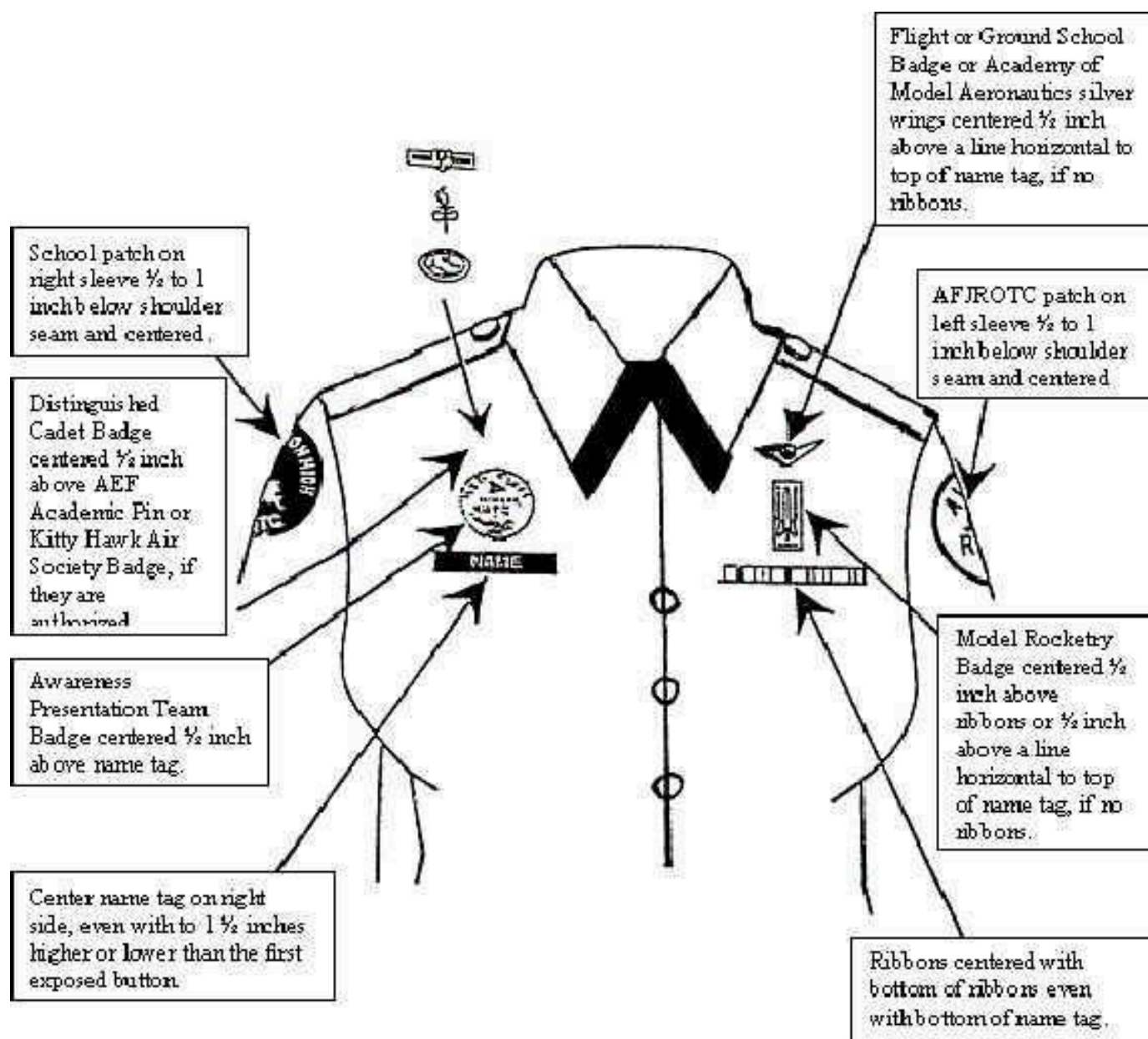
4.8.14. Purse. Female cadets may carry a small, black purse. The standard Air Force purse may be purchased and carried at the Cadet's expense.

## CADET FEMALE 1620 SERVICE DRESS

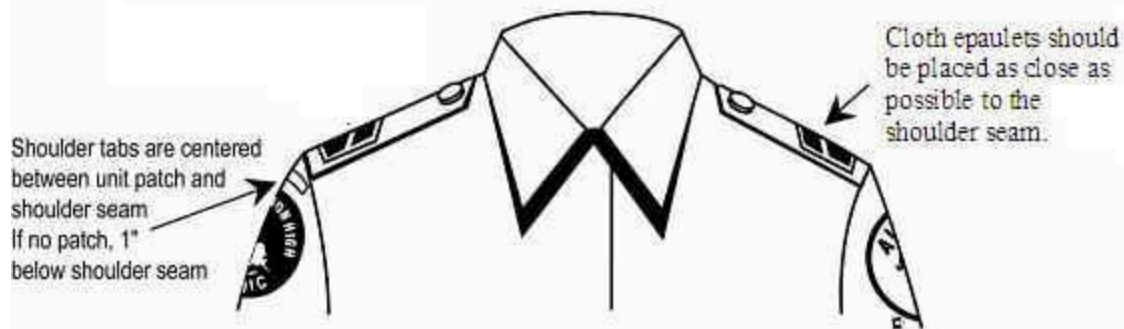
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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 seams.
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.
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.

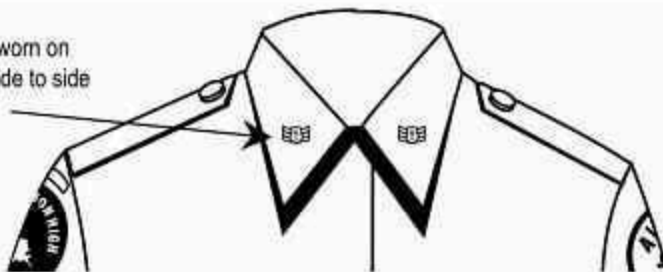


## CADET FEMALE BLUE SHIRT (OFFICER)



## CADET FEMALE BLUE SHIRT (ENLISTED)

Enlisted grade insignia worn on both collars, centered side to side and top to bottom with point of torch pointing toward the point of the collar



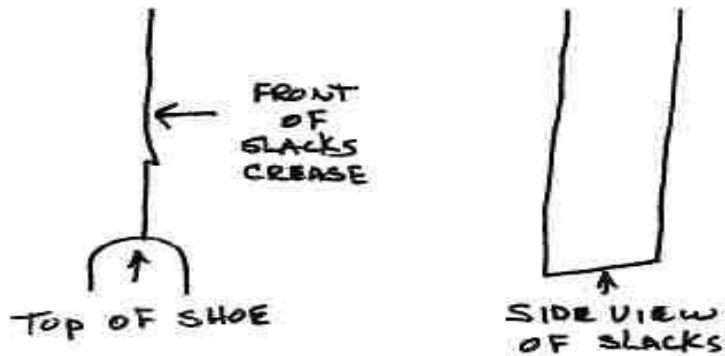
## CADET FEMALE BLUE SHIRT (AIRMAN BASIC)



Airman Basic have no insignia of any kind on the collar

## WOMEN

**Women's Blue Slacks.** Slacks will fit naturally over the hips with no bunching at the waist nor bagging in the seat. Bottom front of slacks legs rest on the top of the front of the shoe with a slight break in the crease. The back of the slacks will extend approximately  $\frac{7}{8}$  of an inch longer than the front.



### Women's Blue Skirt

The women's blue skirt hangs naturally over the hips with a slight flare; skirt length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap; and be the approved U.S. Air Force skirt. The skirt will be a straight style with belt loops, a kick pleat in the back, two pockets and a pleated front. The skirt will also have a back zipper and lining attached to the waist.



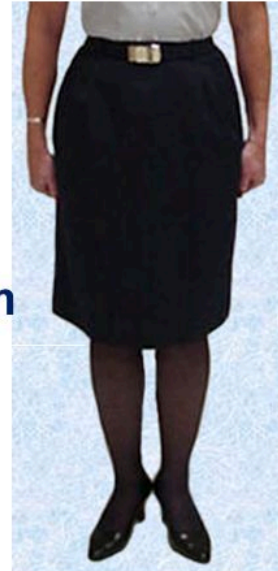
# Service Uniform

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## Skirt



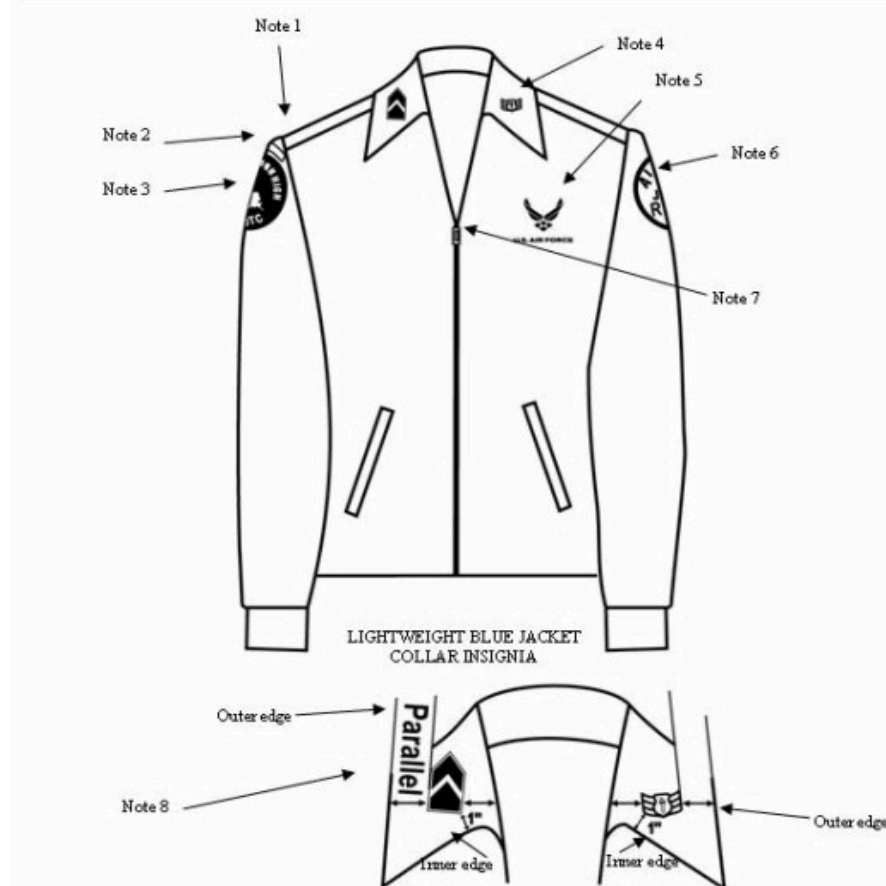
**Top**



**Bottom**

**No patterned hose**

## CADET LIGHTWEIGHT BLUE JACKET



### 4.9. Cadet Appearance and Grooming Guidelines (Includes Ops Supplement Chapter 7 changes, May 2022)

**Personal Grooming Standards.** This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed are **MINIMUM** standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

4.9.1. Hair-male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural hair color regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.** SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

4.9.1.1. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (**Note:** Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hairstyles.

4.9.1.2. Hair-Nets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hair-nets are only authorized when performing related duties as determined by applicable SASI.

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

4.9.3. 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 may be worn on the thumb.

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

4.9.5. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are



not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). No rubber or fabric type bracelets are allowed.

4.9.6. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logos on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.\\]

4.9.7. 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.

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

4.9.9. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Be sure to not wear backpacks over ribbons, nametags, or other accouterment on the blues uniforms. Backpack straps are the number 1 cause of broken nametags and lost ribbons/ badges.

4.9.10. Wear/use of an earpiece, any bluetooth 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.

#### **4.10 Specific Female Cadet Grooming Guidelines**

4.10.1 Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front

to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

4.10.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

4.10.1.2. 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) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

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

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

4.10.1.3. Unauthorized: Mohawk, mullet or etched design.

4.10.2. Hair accessories. If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hair nets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance

standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).



**Scrunchie**



**Hair Clips**

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

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

4.10.5. Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

4.10.6. Undergarments (Mandatory).

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

4.10.7. Cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.

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

#### **4.11. Body Piercing and Ornamentation**

4.11.1 In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

4.11.2. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.

4.11.3 Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

Figure 3.2. Female Hair Style Examples

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



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius

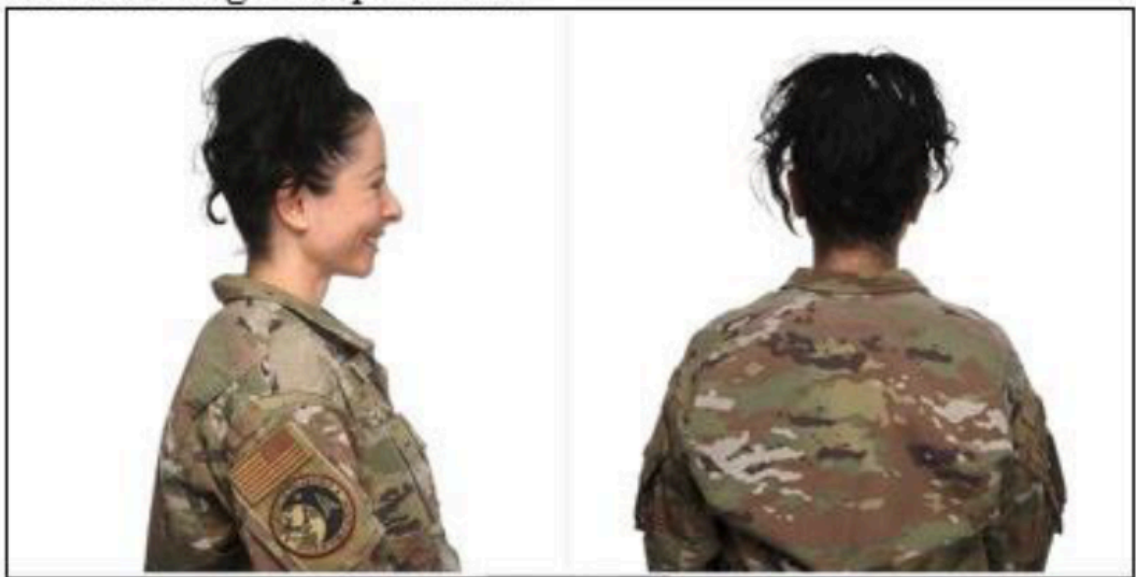


Two Braids Looped Underneath/Two Braids

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples





**Braids**



**Twists**



**Locs**

**4.12. Specific Male Cadet Guidelines** Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized to have hair extensions. See Figure 3.1

4.12.1. 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.

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

4.12.3. 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

4.12.4. 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

4.12.5. Fingernails. Male Cadets are not authorized to wear nail polish.

4.12.6. Cosmetics. Male Cadets are not authorized to wear cosmetics.

4.12.7. Undergarments (Mandatory)

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



Figure 3.1. Male Hair Grooming Standards.



**Sideburns**

**Mustache**

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

#### **4.13. Other General Uniform and Personal Appearance Guidelines**

4.13.1. The SASI will prescribe in a memorandum who can wear specialized uniform items such as cords, berets, and ascots, when they can be worn, and how they will be worn and maintained.

4.13.2. Each Cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform and polish shoes the night before. "The uniform is in the cleaners, It is too small, or I didn't have all of my uniform items" are not excuses for not wearing the uniform.

4.13.3. The SASI will consider dismissal from the Corps after three failures to wear the uniform during a trimester. The fourth failure to wear the uniform in a semester will be the cause for course failure.

4.13.4. If you have a legitimate reason not to wear the uniform due to medical conditions, you must present medical documentation and receive an ASI waiver.

4.13.5. Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners. Name Tag size is 3 3/16 x 5/8 inches with 1/4 inch lettering. Males wear it over the right breast pocket, parallel with the top seam of the pocket. Females place it on an imaginary line parallel to the ground, 1 to 1 and 1/2 inches above the top button and centered. 4.3.41. Replace buttons promptly.

4.13.6. Trim loose strings ("cables") and frayed seams on the uniform.

4.13.7. Necklaces, pendants, and other adornments are prohibited.

4.13.8. Cadets will only wear prescription glasses while in uniform in formation.

4.13.9. Cadets will not put flight caps in the shoulder loops (epaulets) of their coats/shirts. They can be stowed in the belt on the left side with no more than one inch protruding above the belt and the top of the cap facing forward.

4.13.10. All authorized ribbons must be worn when in service dress. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn.

4.13.11. Physical Education/Woodshop/Small Engine/Ceramic teachers will determine whether Cadets in uniform are excused from dressing out for class on AFJROTC uniform day.

4.13.12. Gum chewing, playing of portable tape recorders, stereos, and CD players are prohibited while in uniform.

4.13.13. Cadets may wear the pullover all wool, V-neck, long sleeved, with cuffs sweater or cardigan as optional items if purchased by the Cadet.

4.13.14. Umbrellas. Optional, commercial, plain solid dark blue or black without ornamentation are authorized when weather conditions dictate their use.

4.13.15. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (except as noted in paragraph 4.3.37), nose, tongue, or any exposed body part (including anything that might be visible through the uniform).

4.13.16. Tattoos/Brands    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.

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

4.13.18. The following uniform items are DRY CLEAN ONLY: Class A service coat, lightweight blue windbreaker jacket, trousers/slacks, skirts, neck tabs, neckties, and caps. Shirts can be laundered or machine washed and ironed (NO military creases). Martinizing is not an acceptable option for dry cleaning.

4.13.19. Hats that are worn squarely on the head, e.g., service cap, ABU cap, etc. will have no hair protruding in front of the cap.

4.13.20. ABU Uniform. The SASI/ASI will prescribe when ABUs can be worn. They will be worn in accordance with this guide and Cadet Uniform and Award Guide. Purchase of ABUs is at the Cadet's option.

4.13.20.1. ABUs may only be worn by current Cadet Staff Members, Drill Team, and Raiders.

4.13.20.2. When the ABUs are worn, the following requirements must be met:

ABU shirts will be worn at all times.

ABU shirtsleeves may be rolled up in warm weather.

ABU undergarment will be a sand-colored, crew-neck shirt.

ABU pants will be bloused.

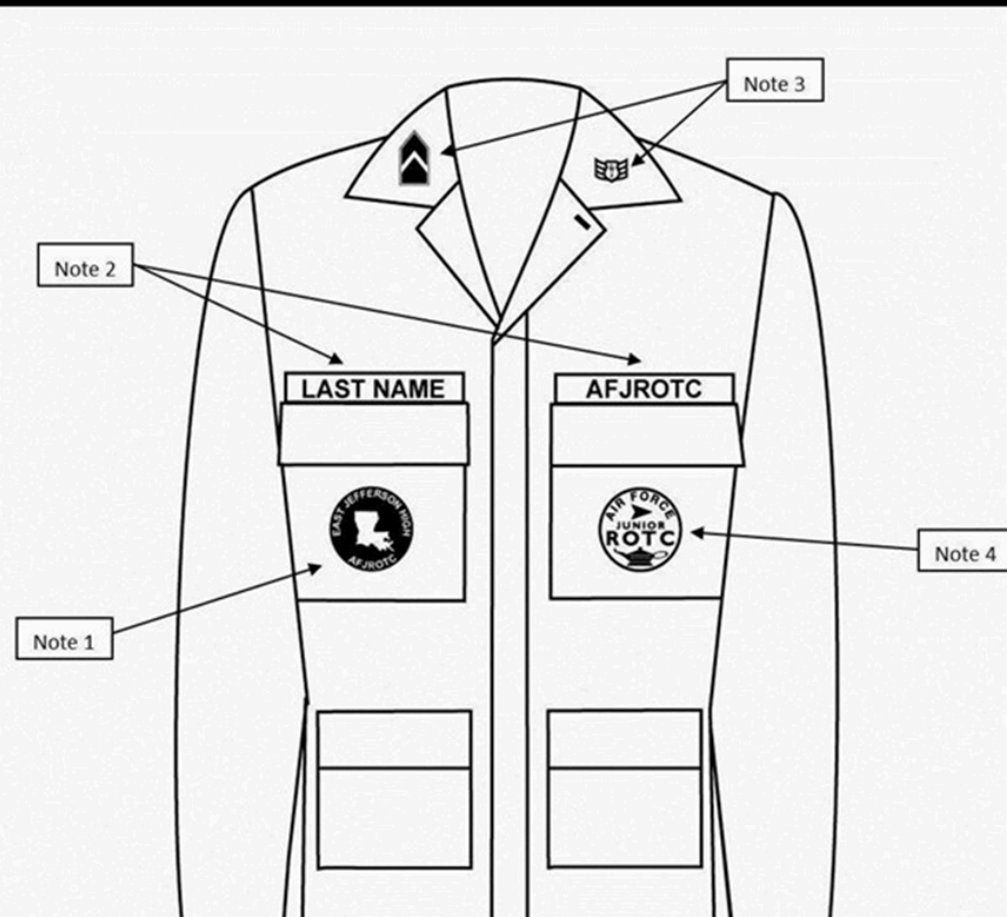
ABUs will be worn with sage boots only.

The ABU cap or Beret is the only authorized headgear. Berets are reserved for special teams

Normal Special Team requirements for wear of cords, white boot laces, beret and ascot will be followed. Special Team Cadets who have not completed a formal team activity (e.g. Color Guard) will wear the ABU cap, sage boots, and will not wear the ascot nor white cords with aiguillettes.

## Attachment 7-6a

### CADET ABU Male and Female



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

4.13.21. Personal Hygiene: Cadets are expected to observe high standards of personal health, cleanliness, and sanitary practice. Cadets should bathe/shower daily; leave the ring in your bathtub, not your shirt collar. Launder your clothes frequently, & use deodorant!

4.13.22. Physical Conditioning: Your physical condition is important in AFJROTC. Because of the marching and exercise programs, Cadets must be physically fit to withstand sometimes-lengthy periods of standing or marching in formation. The AFJROTC Health Screening Questionnaire must be completed. Cadets should eat a nourishing meal to start each day. Exceptions to the aforementioned are at the discretion/judgment of the School Principal and SASI/ASI

#### **4.14. Quick uniform recap**

##### **4.14.1. Do's:**

- Wear the uniform the entire designated uniform day. Change out your uniform for classes requiring a different uniform (i.e. gym, band, culinary, cosmetics, etc.), but change back into your uniform immediately after the class.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.
- Wear the flight cap when outdoors (PVMHS has a no hat/no salute policy on campus, so caps are only required during special details on campus or special events off campus).
- Wear black socks.
- The belt should be adjusted so the silver tip of the belt is fully visible but with none of the belt visible between the tip and the buckle. While looking down; the right edge (left for women) should be in line with the shirt seam and fly seam.
- Gig Line: The vertical bottom edge of the shirt, the right edge of the silver belt buckle ((left edge for Women) and the vertical edge of the "fly" on the pants should be in a straight vertical line.

##### **4.14.2. Don'ts:**

- Wear the uniform with other clothing.
- Lend your uniform to anyone who is not a member of the AFJROTC Program.
- Allow articles such as wallets, pencils, pens, cell phones, sunglasses, etc. to be visible.
- Wear earphones or headphones while in uniform (Exception: Headphones and earphones (iPods, MP3 type players, etc.) are authorized while wearing the physical training uniform (PTU) during **individual or personal PT** in the fitness center).
- Show public displays of affection (PDA) while in uniform.
- Wear the flight cap when indoors, unless performing a special detail.
- No items protruding from head/hair; e.g., pens, pencils, sunglasses, etc.
- Necklaces will not be exposed.
- Backpacks can be worn in uniform on one or both shoulders. points will be deducted and

name tags and ribbons will not be replaced using unit funds due to improper wear of backpacks. **If name tags or ribbon bars are rendered unserviceable due to backpacks Cadets must purchase replacements (SASI or ASI only needs to note and correct one-time that a backpack is being worn improperly with the uniform; infraction will be placed in Cadet's personnel file as an MFR).** In addition, the carrying of attaché' cases, gym bags, etc. must not interfere with the requirements for saluting commissioned officers.

#### **4.15. How to Care for the Uniform**

4.15.1. The uniform should be stored clean and on a hanger.

4.15.2. Funds are available for the minor repairs of uniforms such as: hems, zippers, replace buttons, alterations etc. Simply exchange the item or have it repaired and give the paid receipt to the ASI for reimbursement. Do not repair the uniform unless approved by ASI.

4.15.3. If an item no longer fits it should be professionally cleaned and turned in to the ASI and refitted as appropriate. If the item is unserviceable due to fair wear and tear, then the item will be replaced at no charge to you. If it appears that reasonable care was not used then you will be charged with the replacement cost i.e. pet stains, ink stains, ring around the collar.

4.15.4. Be alert for uniform items left lying around or misplaced by another Cadet. Turn them in to the ASI/SASI.

4.15.5. Do not alter the style or fit of the uniform, i.e., taper the shirt or trousers/slacks. Only hemming may be done.

4.15.6. When you have gym class on uniform day, extra care must be taken in the locker room to safeguard it and keep it clean.

4.15.7. Be extra careful to watch where you sit, lean or walk so that the uniform (including shoes) do not become excessively untidy or worn.

4.15.8. When exchanging or turning in a uniform item due to growth, gain/loss of weight, Cadets should make sure it is dry cleaned or laundered as appropriate.

#### **4.16. Enforcement Policy:**

4.16.1. Cadets of higher rank have the authority and responsibility for enforcement of uniform wear standards and proper behavior while in uniform. Should on-the-spot corrections be required, they will be made in a non-threatening, non-hostile manner. Teach proper uniform wear DO NOT DEMAND IT BE DONE!

4.16.2. Corrections must be done in private and as discreetly as possible. Any Cadet who feels they have been treated unfairly has the right and duty to report the incident to their Flight Commander or an Aerospace Science Instructor. On the other hand, those receiving the correction are encouraged to accept it in the proper spirit. Any form of disrespect to a superior Cadet will not be tolerated and such behavior could result in dismissal from the Cadet Corps!

4.16.3. All Cadets must be aware of the importance of wearing the uniform properly. Any infractions must be reported to the SASI/ASI for appropriate actions, in accordance with directives.

#### **4.17. Insignia and Badges.**

4.15.1. Cadets are authorized to wear the cap, lapel and rank insignia, patches, nametags, ribbons, medals, and badges. Special orders authorize the wear of these items and particular attention must be paid to placement of these devices on the uniform. **(Review pages 74-86)**

4.15.2. Badges and insignias are accountable items that must be turned in with the other uniform items.

Officers (ea):	1 pr regular size cloth & 2 miniature size metal insignias
Officers:	1 Garrison Cap insignia
Enlisted (ea)	2 mini size metal insignias

4.15.3. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below the bottom row of ribbons. See Uniform and Award Guide for specific prohibitions.

#### **4.16. Distinctive Uniform Items**

4.16.1. Members of the Cadet Staff, Kitty Hawk, Color Guard, Drill Teams, and certain other Cadets may be authorized to wear distinctive uniform items such as berets, ascots, shoulder cords, colored/white gloves and belts, while performing as a member of that team. These items are accountable and use of them will be prescribed at the time of issue. Cadets who are authorized to wear several shoulder cords will wear them with the highest honor. Shoulder Cords are earned per SASI recommendation and are for Top 5 and other cadet staff members only. **See chapter 8 of this handbook for a complete list of badges and insignia.**

## Chapter 5

### Conduct, Classroom Procedures, Courtesy, and Saluting

#### 5.1. Conduct

5.1.1. **Suitable conduct** (consistent with Peabody School District and Peabody Veterans Memorial High School guidelines) will be observed by Cadets at all times. Your behavior reflects directly on JROTC and the USAF. **It is imperative that we all establish a safe environment, both physically and emotionally.** Military department, a trait similar to civilian courtesy, will also be observed at all times.

5.1.2. **"Cutting down, making fun of, hazing or harassing" fellow Cadets will not be tolerated.** The Air Force, AFJROTC, PVMHS have ZERO TOLERANCE. Any type of physical or mental abuse will not be condoned.

5.1.2.1. Hazing is defined as the practice of directing someone of the same or lesser rank to perform a humiliating act, which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Hazing is the act of harassing an individual by extracting unnecessary or disagreeable work, to harass by banter (teasing or joking), ridicule or criticism.

5.1.2.2. Racial and Sexual Harassment is particularly serious. The rules are the same as the rules for hazing...UNACCEPTABLE.

5.1.2.3. Any Cadet experiencing such treatment from another Cadet at any time should **immediately report such an incident to the SASI or ASI.**

5.1.2.4. Cadets guilty of such conduct will be disciplined and removed from any command positions and possibly the Cadet corps.

5.1.3. **Fraternization.** The dictionary defines fraternization as "the association with others in a friendly way." However, within the JROTC environment, it pertains to the public display of affection (PDA) (i.e. cuddling, embracing, kissing, etc.). While wearing the JROTC uniform, both on- and off-campus, close physical contact (including holding hands) and PDA is a violation of military traditions and will not be tolerated. In addition, there will be no PDA during class time or any JROTC activity, whether you are in or out of uniform.

5.1.4. **Classroom procedures.** Promptness and disciplined behavior are objectives of AFJROTC; thus:

5.1.4.1. Cadets are expected to be by their seats and ready for roll call at the sound of the "final" class bell.

5.1.4.2. Classroom instruction begins with the Flight Commander calling the entire flight to "*attention*," The flight commander or designated rep will then complete a changing of the class guidon and give class announcements. Upon completion of the above the Flight Commander or designated rep will give the command *at ease* or *class be seated*.

5.1.4.3. When addressing visitors, Cadets will stand and introduce themselves before engaging in conversation.

5.1.5. **Classroom Conduct.** Cadets will *not*:

- Annoy or harass any other student with insulting, inflammatory, sexual, insinuating, defaming, hazing, or obscene remarks or gestures.
- Indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior patterns.



- Fighting will definitely not be tolerated.
- Use profane, vulgar or abusive language.
- Eating and drinking will be subject to the discretion of the SASI/ ASI
- No gum chewing in the classroom or while in uniform.
- No sleeping in class. If ill, you will be issued a hall pass to the nurse. If groggy or sleepy you should rise and proceed directly and quietly to the rear of the room and stand at parade rest until refreshed. The SASI/ASI will request Cadets to follow this procedure if not done voluntarily.
- Arguing among Cadets in the classroom or drill area will not be tolerated. However, Cadets will learn the art of debate.
- No walking around during class unless given permission. Sharpen your pencils before the class starts and hold your waste paper until after the period.
- No writing on or defacing desk tops and classroom walls.
- Keep the classroom clean, deposit all waste paper in waste baskets.
- There will be limited **bathroom breaks** during the period unless it's an emergency.
- All desks will be aligned in a neat manner at the end of each period.
- When proceeding to a drill area/ Raiders areas, Cadets are reminded that the hallways are extensions of the classroom. Therefore, there will be no talking or stopping. Exit/enter the school building quietly so as not to interfere with other classes.
- No talking during instruction. If you have a question, raise your hand for recognition.
- Do not talk while someone else "has the floor."
- AFJROTC supply closets are OFF LIMITS to all Cadet personnel unless given permission to enter by the SASI/ASI or Logistics Officer or NCO.
- Proper standards of Cadet uniform wear, conduct, and appearance will be enforced.
- Computers – Classroom computers are Air Force Property and are to be used by Cadets for official AFJROTC projects only. The computer by the SASI/ASI desk is OFF LIMITS to Cadets. Misuse, abuse, or damage of any computer equipment will result in repayment to the Air Force and removal from the AFJROTC Program.
- Rifles - These rifles are Air Force controlled items and must be protected at all times. Special procedures are in place for signing out these rifles, and the Cadet who signs them out will be personally responsible for the security of the rifles until they are returned to storage.
- Wearing sunglasses or any type of headgear (hat, scarf, rags, etc.).
- Leaving the classroom without a pass.
- Any other type of disruptive behavior.
- Check the bulletin board and activities calendar daily.

## **5.2. Courtesy:** a military tradition practiced in AFJROTC

5.2.1. When the SASI or any other uniformed officer of any military service enters the classroom, the first Cadet who sees the officer enter will call the room to attention, unless there is already an officer in the room of equal or higher rank. This courtesy is waived when there is a

guest speaker addressing the class and calling the room to attention would disrupt the presentation.

5.2.2. When addressing officers orally, use their correct military title. Colonels and Lieutenant Colonels are addressed as "Colonel." You may also use "Sir" or "Ma'am," depending on gender.

5.2.3. Address a Chief Master Sergeant as "Chief Master Sergeant" or "Chief." All other NCOs are addressed by their full title "Senior Master Sergeant," "Master Sergeant," etc. or "Sergeant," not Sarge.

5.2.4. Responding with a "yes/no /sergeant/Chief," or "yes/no ma'am" when addressed by your instructors is a courtesy that is always observed. Initially, you may find this funny or difficult; however, it is a trait you'll come to learn and appreciate as you gain experience in the Cadet Corps and approach adult life.

5.2.5. Conversation etiquette. Words like "please", "thank you" and "may I," etc. are important for everyone to use, Cadets and Instructors. Do not interrupt others and respect other people's opinions, as you would want them to respect yours. While in formation, it is proper to request permission to speak by saying "Sir/Ma'am," request permission to speak.

5.3. Saluting: another military custom and courtesy that will be observed by all Cadets. It is considered a military greeting and a symbol of respect known around the world.

5.3.1. Cadets in uniform will salute Cadet Officers and all Commissioned Officers and Warrant Officers of all branches of service while outdoors regardless of location.

5.3.2. The salute is rendered indoors only when Cadets are in formation, participating in ceremonies or when reporting to Cadet Officers, the SASI or ASI. The proper sequence of reporting includes the rendering of the salute and the statement "Sir, Cadet (LAST NAME) reports as ordered" or appropriate statement. 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 then sharply turn to the most direct exit and leave.

5.3.3. A salute is never given or returned while running. The Cadet will come to a walk and render the salute when approximately three paces from the officer.

5.3.4. For formal reporting Cadets not in uniform will salute as if they were in uniform.

5.3.5. If a Cadet in uniform is outdoors and the American flag is being raised or lowered from any flagstaff, the Cadet assumes the position of attention, renders the salute and holds it until the flag reaches the summit or base of the flag staff. If the Cadet is in civilian clothes, the Cadet will assume the position of attention and place the right hand over the heart. If a Cadet is wearing a hat or cap, he/she will remove it and hold the hat or cap over his/her heart.

5.3.6. When indoors, Cadets in uniform will stand at attention during flag raising ceremonies and recitation of the Pledge of Allegiance. Color Guard members who wear hats will salute.

5.3.7. If the Cadet is outdoors and the National Anthem or "To the Colors" is played, the Cadet in uniform will stand at attention, face the music or the flag and render the salute until the music ends.

5.3.8. When a Cadet is late for a formation, the Cadet will approach the person in charge and, when the formation is at halt, salute and request permission to fall in.

5.3.9. Cadet Officers and Cadet NCOs should correct saluting violations in a courteous and helpful manner when violations are made by junior Cadets. All Cadets are expected to accept these corrections properly.

5.3.10. As a general rule, whenever in doubt, always render the salute -- it is no more than a friendly gesture and formal greeting between Cadets.

#### **5.4. Behavior**

5.4.1. Cadets must be well behaved and in control of their actions! Misbehavior will not be tolerated! Cadets must exhibit more self-discipline, respect, and maturity than expected of their non-Cadet peers. Cadets who are suspended give AFJROTC a bad name and those suspended while in uniform create an embarrassment for the program. If Cadets are scheduled for DETENTION THEY WILL NOT SERVE THEIR TIME IN UNIFORM. This causes embarrassment to the Cadet and the Cadet Corps. Cadets will be expected to make up the uniform inspection on the **next class day only**, or receive a "0" for their weekly uniform grade.

5.4.2. Misbehavior while on a field trip will not be tolerated. Violators will be reported to the school administration for appropriate action. In addition, Cadets will not be allowed to participate in future field trips unless specifically recommended by Cadet Evaluation Board and approved by SASI.

5.4.3. Swearing, cursing, using inappropriate language, or other disrespectful language will not be tolerated in uniform. Cadets are to act proudly and respectfully. Vulgar language is disrespectful and gives AFJROTC a bad image.

#### **5.5. Group Probation.**

5.5.1. When a Cadet fails to measure up in the area of academics, self-discipline, or to meet his/her commitments, he/she will be placed on restriction from certain AFJROTC activities. That restriction is known as Group Probation and the following are restrictions that apply to Cadets on probation.

5.5.1.1. Cadets may not participate in AFJROTC field trips, in any after school Cadet activity, or any function for which service project credit is given.

5.5.1.2. Cadets will be notified by letter of their placement on Squadron Probation. It may be necessary for Cadets to obtain their guardians/parents signature acknowledging assignment to probation.

**5.6. Attendance.** Attendance is part of the grade. Frequently it will reflect a person's attitude and interest.

5.6.1. If you anticipate being absent, inform the instructors; keep up with your work.

5.6.2. The Unit Commander will review the Cadet's excuse.

5.6.3. It is required that Cadets who have staff positions attend staff meetings (unless approved by SASI/ASI).

5.6.4. If a Cadet Officer is suspended from school on uniform day, they will be put on probation.

5.6.5. If a Cadet is absent due to illness, hospitalization, he/she will still have the opportunity to make up the full graded uniform inspection, provided the uniform is worn before the next scheduled uniform day. **Exception:** If it is at the end of the term it must be made up before the last day of the term, or receive a "Zero" for the scheduled uniform day.

**5.7. Positive Attitude.** Your attitude is a state of mind that affects your thoughts and actions. Since your thoughts and actions affect others, it is important that your attitude be positive and helpful. Be respectful, courteous, pleasant, and aggressively ambitious (yet cooperative), follow the instructions, and seek out responsibility. Having a proper attitude is probably the single most important ingredient of a successful Cadet.

**5.8. Cadet Obligations.** As a Cadet you are expected to meet obligations and commitments. If you are unable to meet a commitment notify the SASI and ASI as soon as possible either via voicemail or in person! After all, actions, not promises to get the job done. You should remember and honor all your obligations/commitments. Failure to honor your commitments will result in loss of merit points, which could affect your future promotions, awards, and opportunities to participate in field trips or off campus events.

**5.9. In Good Standing.** Cadets must remain in good standing at all times. To remain in good standing you must know and/or maintain the uniform, your personal appearance, and the behavior standards of the Cadet corps. As well as being Socially eligible through the school (no ISS or OSS) Again, if you are not in good standing for the below reasons, your promotions and awards may be affected by your lack of self discipline.

- Owe a uniform make up. (Wear it the next school day)
- Owe a permission slip, form, etc. (Turn it in)
- Need a haircut. (Cut it)
- Have poor attendance. (Fix it)
- Suspended/Detention. (Improve behavior)
- Poor citizenship. (Contribute)
- Homework not turned in on time, missing/incomplete tests. (Get it done)

## Chapter 6

### Unit Designation, Organization, Positions, Rotation and Rank Cadets

This is only a guide and does not address all situations. The SASI will evaluate and approve unique situations on their own merit. The positions, the number of positions, and the grades authorized for the PVMHS AFJROTC Squadron is covered in the Unit Manning Document (UMD) (**See page 106**).

#### 6.1. Unit Designation

**6.1.1. The designation of the PVMHS AFJROTC Unit is MA-951. It means that it was the first unit in MASSACHUSETTS (MA) to be established in 1995.**

6.1.2. At the beginning of each year, each AFJROTC class is identified by a flight letter designation. For example: Hour 1 of AFJROTC will be designated as "A" Flight and consecutive flights will be B, C, or D Flights.

#### 6.2. Structure/Organization of the Cadet Corps

6.2.1. Unit structure. Whenever two or more people combine their efforts to do a job, an organization exists. Every AFJROTC unit is organized to specifically illustrate the line of responsibility and authority that extends from top to bottom. The Cadet Corps organization resembles that found in active duty units of the Air Force.

6.2.2. PVMHS AFJROTC Cadet Corps is functionally organized as a Squadron with subordinate structures attached. All terminology, references and acronyms are specifically used to increase familiarity with the flavor of the real Air Force.

**6.3. Command and Staff Functions:** MA-951 Squadron is organized into command and staff functions.

- Command section consists of Cadet (Unit) Commander, Deputy Commander, Director of Staff, Mission Support Commander, Operations Commander, Logistics Officer, Finance Officer, Public Affairs Officer, Personnel Officer, Recruiting & Retention Officer, Academic Officer, Technology Officer, Fitness Officer, Community Service Officer, Raiders Team Commander, Marksmanship Commander, Drill Team Commander, Robotics Team Commander.
- Enlisted Positions are as follows: Chief Enlisted Advisor/ 1st Sergeant. Each Officer positions outside of the top 5 may have a Non-commissioned officer in charge as well.
- Staff positions are established at each level of command to perform the committee work of the organization.
- Additional positions may be created as needed when authorized by the SASI.
- Job descriptions for each staff position (or function) are found in **Chap. 9**. Every Cadet occupying a position must know his/her job description and should become familiar with the responsibilities of the other positions. It is important that each Cadet knows how the group and flight is to function and how tasks are divided and related to one another.
- Staff meetings are held bi-weekly. Cadet (Unit) Commander plans, organizes, coordinates, and directs group activities. The Unit Staff meeting attendees will be the top 5 and all officer positions plus any selected cadet are mandatory attendees. All other cadets are encouraged to attend.

## **6.4. Positions/Rotations**

6.4.1. Selection of the Unit Commander, Subordinate Commanders, and their staff is dictated by the organizational structure of the Squadron.

6.4.2. To ensure an equitable appointment and rotation system, Cadets are assigned to leadership positions at the discretion of SASI/ASI, normally once per school year (i.e., Change of the Unit commander and staff will normally occur after each school year. More frequent changes may be made if necessary per SASI/ASI).

6.4.3. The SASI and ASI consider the strengths and weaknesses of individual Cadets in assigning them to positions where they can gain the greatest leadership benefits. The final decision is, however, up to the SASI.

6.4.3.1. Nominees for all leadership positions must have satisfactorily completed the following prerequisites:

- Show good followership and leadership traits.
- Exhibit outstanding military customs and courtesies.
- Eligible for promotion.

6.4.3.2. Cadets may be removed from their staff position and/or demoted for:

- Failure to maintain the above criteria
- Failure to abide by the leadership principle of Lead by Example
- Violation of the Core Values
- Violation of the Cadet Honor Code
- Or for any other reason determined by the SASI/ASI.

## **6.5. Selection Process**

6.5.1. At the beginning of each selection process, the SASI solicits candidates for the Cadet Unit Chain of Command positions. Candidates submit a “talking paper”, containing a brief biographical sketch, reason(s) for wanting the position, goals to be accomplished during their tenure, and recommendations for key staff positions. The SASI and ASI will then select the most qualified candidate; however, if a disagreement exists between SASI and ASI, the ultimate decision rests with SASI.

6.5.1.1. The Unit commander is selected from among third year and fourth year Cadets. Exceptions may be made in rare cases. The Unit commander holds the rank of Cadet Lieutenant Colonel and will serve for one semester unless otherwise directed by the SASI..

6.5.1.2. The Deputy Commander is normally selected from among third year or fourth year Cadets and holds the rank of Cadet Major.

6.5.1.3. The Director of Staff, Mission Support Commander, and Operations Commander will be selected from third and fourth year Cadets and hold the rank of Cadet Captain.

6.5.1.4. The Sq Staff Officers must be recommended by both the Commander and Deputy Commander and may be selected from Cadets in their second, third or fourth year. They normally hold Cadet Officer rank and may be retained on staff following the change of the Unit commander.

6.5.1.5. Flight Commanders should be a second year Cadet or higher for the first semester. Flight Commanders will be subject to change at Cadet Leadership and/ or SASI/ASI

discretion at the semester break. This change allows for the development of future leaders. The rank held will be the enlisted rank held by the cadet.

6.5.4.6. Additional duties may be assigned to Cadets if the duty is not normally part of another job description. The approval of the SASI is required in establishing additional duties.

## **6.6. Cadet Rank and Rotation**

6.6.1. A significant part of AFJROTC is the recognition of Cadets for their seniority in the program. The military tradition of giving its members officer and airman rank insignias is followed in AFJROTC by use of a permanent and temporary rank system . The rank insignia is a device used to identify Cadets who because of their experience or excellence have earned additional respect and recognition.

6.6.1.1. All permanent ranks will be established based on the Cadet Airman Promotion System

6.6.1.2 All Temporary ranks will be established based on the Cadet Chain of Command and will be held throughout the entirety of holding that position.

## Chapter 7

### Cadet Promotions and Job Assignments

**7.1. The Cadet Promotion System** promotes Cadets to permanent grades commensurate with the effort and merit each cadet has shown while being a member of AFJROTC.

**7.2. Responsibilities.** The SASI/ASI will facilitate a Permanent and Temporary promotion system. The promotion system tracks will both be merit based but will have different selection criteria for ranks. The permanent system will follow the enlisted force structure and pathway. The Temporary will follow the officer force and will be based on time and position.

#### 7.3. Permanent Promotions

7.3.1. Each Full time cadet will start out as an AB when they enter the program and the first day of school will be their date of rank and start the clock for consideration for promotion to the next rank.

7.3.1.1 Red-Shirt cadets will remain as an AB until they decide to become a Full Time Cadet, at that date their promotion clock will start.

7.3.2. Permanent Promotions will use the attached chart to determine eligibility requirements for testing for the next rank. Each rank has it's own academic test followed by a performance of task and or duties to include drill, PT, knot tying, community service, etc

**Cadet Airman Basic C/AB / E1** Cadet Airman Basic is the initial rank given to each cadet upon joining the program. It is the basic rank and has no insignia.

**Cadet Airman C/AMN / E2** Cadet Airman is the first testable rank for the airman tier. A cadet testing for Airman must have been in the program for at least three weeks. A minimum passing score of 75% is required in addition to meeting grooming standards to obtain a uniform. If a uniform has been issued, it must be worn and have zero missing uniform days. Cadets must be able to demonstrate the position of attention and parade rest. Cadet Airman has an insignia of 1 stripe.

**Cadet Airman First Class C/A1C / E3** Cadet Airman First class is the second testable rank. A cadet testing for A1C must have been a C/AMN for a minimum of 6 weeks. A minimum passing score of 75% is required in addition the cadet must have zero missing uniform days, and have a minimum grade of 70% in JROTC. Cadets must be able to demonstrate all movements above and in addition left face, right face, about face, present arms, and dress right dress. Cadet A1C has an insignia of 2 stripes.

**Cadet Senior Airman C/SRA / E4** Cadet Senior Airman is the third testable rank. A cadet testing for SrA must meet all above criteria to include a minimum 3 months in JROTC. A minimum passing score of 75% is required on the exam. Cadets must meet grooming standards and have zero missing uniform days. Cadets must be able to demonstrate all movements above and in addition to Forward March, Column Left, Column Right, Change Step, and Flight Halt. Cadets testing for SrA must have also completed at least 3 hours of community service. Cadet SrA has an insignia of 3 stripes.

**Cadet Staff Sergeant C/SSGT / E5** Cadet Staff Sergeant is the fourth testable rank. A cadet testing for SSgt must meet all above criteria to include a minimum of 6 months in JROTC. A minimum passing score of 75% is required on the exam. Cadets must meet grooming standards and have zero missing uniform days. Cadets must be able to demonstrate all movements above in addition to To The Rear,



Left Flank, Right Flank, Left Step, Right Step. Cadets testing for SSgt must have also completed at least 10 hours of community service. Cadet SSgt has an insignia of 4 stripes.

**Cadet Technical Sergeant C/TSgt / E6** Cadet Technical Sergeant is the fifth testable rank. A cadet testing for TSgt must meet all above criteria to include a minimum of 1 school year in JROTC. A minimum passing score of 80% is required on the exam. Cadets must meet grooming standards and have zero missing uniform days. Cadets must be able to demonstrate all movements above in addition to 15 Count Manual. Cadets must achieve a PT test score of at least 25. Cadets testing for TSgt must have completed at least 20 hours of community service. Cadet TSgt has an insignia of 5 stripes.

**Cadet Master Sergeant C/MSgt/ E7** Cadet Master Sergeant is the sixth testable rank. A cadet testing for MSgt must meet all above criteria to include a minimum of 1 school year and four months in JROTC. A minimum passing score of 80% is required on the exam. Cadets must meet grooming standards and have zero missing uniform days. Cadets must be able to demonstrate all movements above in addition to be able to perform as a commander of a color guard team. Cadets must achieve a PT test score of at least 35. Cadets testing for MSgt must have completed at least 30 hours of community service and participated on at least 1 LDR team. Cadet MSgt has an insignia of 6 stripes.

**Cadet Senior Master Sergeant C/SMSgt/ E8** Cadet Senior Master Sergeant is the seventh testable rank. A cadet testing for SMSgt must meet all above criteria to include a minimum of 2 school years in JROTC. A minimum passing score of 80% is required on the exam. Cadets must meet grooming standards and have zero missing uniform days. Cadets must be able to demonstrate all movements above in addition to be able to perform as a commander of a 30 step team. Cadets must achieve a PT test score of at least 35. Cadets testing for SMSgt must have completed at least 40 hours of community service and participated on at least 2 LDR teams. Cadet SMSgt has an insignia of 7 stripes.

**Cadet Chief Master Sergeant C/CMSgt/E9** Cadet Chief Master Sergeant is the highest enlisted rank in the cadet squadron. The Chief Master Sergeant rank will be reserved for a cadet that has completed all of the previous rank requirements, has passed all exams to include the officer promotion test and has been chosen for this position by the outgoing Top 5. The Cadet CMSgt is also the Senior Enlisted Leader and an advisor to the Top 5 along with the unit 1st Sergeant. Cadet CMSgt has an insignia of 8 stripes.

#### **7.4. Temporary Promotions**

7.5.1. Temporary promotions will comprise the entire Chain of Command and will be based on a board process every year. Cadets must apply for and complete an interview with the outgoing Top 5 leadership group and if selected they must pass an academic test and will be evaluated on basic fundamental tasks and items by the SASI/ ASI prior to assuming rank and position.

7.5.2. Officer positions will be tied to the position and 1st year officers will enter as 2nd lieutenant. Officers holding two years of experience on the chain of command will hold the rank of 1st lieutenant. The ranks of Captain, Major and Lt Colonel are reserved for the following positions.

**Lt Colonel** rank is reserved for the Cadet Unit Commander

**Major** rank is reserved for the Cadet Deputy Commander

**Captain** rank is reserved for the Cadet Director of Staff, Mission Support Commander, and Operations Commander.

7.5.3. Cadet Officers will be held to a higher standard of conduct and performance than other members of the cadet squadron and deviation from or failure to uphold the standard will result in review and possible removal from the chain of command which will revert this cadet back to their permanent Rank.

**7.5** Cadet ranks are not to be confused with or used interchangeably with USAF rank and grade designations. The term 'Cadet' will be an integral part of any written or spoken reference to a specific rank.

**7.6.** Cadets will be called "Mr/Ms," or by their Cadet rank. Cadets are expected to address all superiors as "Sir" or "Ma'am, ' or by their rank. The following list shows the Cadet rank title, appropriate abbreviations and title to be used when addressing a Cadet of that rank.

<u><b>RANK TITLE</b></u>	<u><b>ABBREVIATION</b></u>	<u><b>ADDRESSED</b></u>
Basic Cadet	C/AB	Cadet
Cadet Airman	C/AMN	Cadet Airman
Cadet Airman First Class	C/A1C	Cadet Airman
Cadet Senior Airman	C/SRA	Cadet Airman
Cadet Staff Sergeant	C/SSGT	Cadet Sergeant
Cadet Technical Sergeant	C/TSGT	Cadet Sergeant
Cadet Master Sergeant	C/MSGT	Cadet Sergeant
Cadet Senior Master Sergeant	C/SMSGT	Cadet Sergeant
Cadet Chief Master Sergeant	C/CMSGT	Cadet Chief
Cadet Second Lieutenant	C/2LT	Cadet Lieutenant
Cadet First Lieutenant	C/1LT	Cadet Lieutenant
Cadet Captain	C/CAPT	Cadet Captain
Cadet Major	C/MAJ	Cadet Major
Cadet Lieutenant Colonel	C/LTC	Cadet Colonel

## AIR FORCE JUNIOR ROTC INSIGNIA

### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

### CADET ENLISTED RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

## Chapter 8

### Awards and Decorations

**Please note the following: 2 semesters = 1 Academic Year**

**8.1 Awards/Decorations/Ribbons.** The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes the 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 HQ AFOATS/JR and listed in the Uniform and Awards Guide may be worn. Detailed Guidance can be found in AFJROTC Operations Supplement, Chapter 7, Feb 2021)

8.1.1. Authorized to wear. The awards and decorations are authorized for wear based upon demonstrated performance of academic and leadership excellence of valor in a number of areas. There are two categories of awards with accompanying medals, ribbons, and certificates as the charts.

8.1.1.1. **National Awards.** Presented to Cadets by the SASI or a Sponsoring Organization Representative at the Annual Awards Ceremony in the spring.

8.1.1.2. **AFJROTC Awards.** Authorized by AFJROTC and presented to Cadets selected by the SASI.

8.1.2. Placement of awards. Medals and ribbons will be worn above the left pocket for males and in a similar location for females. **Review pages 74-86 for exact locations of the awards.**

8.1.3. Award recipient. The SASI and ASI will review Cadet Records and award criteria to determine recipients.

8.1.4. The SASI will ensure that awards are made according to the requirements.

8.1.5. Award Presentation. The presentation of awards will be accompanied by appropriate ceremonies. Advance publicity will be arranged by Public Affairs, and, where possible, families of the recipients will be invited to attend the ceremony.

8.1.6. The following national awards and ribbons are authorized for AFJROTC Cadets:

#### Quick Reference Award/Ribbon Chart

Award	Sponsor	Criteria	Recipient
Valor Award (Gold)	USAF	Valor, Risk Of Life	Any Cadet
Valor Award (Silver)	USAF	Valor, No Risk Of Life	Any Cadet
Cadet Humanitarian	USAF	Distinguished Humanitarian Act	Any Cadet
Community Service W/Excellence	USAF	Leadership In Major Community Service	Any Cadet
Air Force Association	AFA	Top 5% AS Class Top 10% Of Class	AS-2/3
Daedalian	Daedalians	Top 10% AS Class Top 20% Of Class	AS-3
American Legion (Scholastic)	American Legion	Top 25% AS Class Top 10% HS Class	AS-2/3/4
American Legion (Military Excellence)	American Legion	Top 25% AFJROTC Leadership	AS-2/3/4
Daughters Of American Revolution	DAR	Top 25% AS Class Top 25% HS Class	AS-3/4
American Veterans	AmVets	"A" In AS Class	Any Cadet

Reserve Officers Association	ROA	Top 10% AS Class	AS-3/4
Military Order Of World Wars	MOWW	Service To Unit	Returning Cadet
Military Officers Association	MOAA	Morale, Loyal	AS-2/3
Veterans Of Foreign Wars	VFW	"B" In JROTC "C" Average	AS-2/3/4
National Sojourners	NSoj	Top 25% Academic Class	AS-1/2/3
Sons Of American Revolution	SAR	Top 10% JROTC Top 25% Class	AS-2/3
Scottish Rite	SR	Top 25% Class	AS-2/3
Military Order Of The Purple Heart	P Heart	"B" Or Better All Subjects	AS-2/3/4
Air Force Sergeant Association	AFSA	Top 25% JROTC	AS-2/3/4
Sons Of Union Vets Of The Civil War	SUVCW	Patriotism Academic Excellence	AS-1/2/3/4
Tuskegee Airmen	TAI	"B" In AS Class 50% Of Service Project	AS-1/2/3
Retired Enlisted Association	TREA	Outstanding Enlisted Cadet	AS-1/2/3
Celebrate Freedom Foundation	CFF	Academic excellence	Any Year
Air Commando Association Award	ACA	Program excellence and essay contest	Any Year
Distinguished Unit Award with Merit	DUAM	RD-selected unit; 11hr/cadet avg in CS; exceeds standards on eval	All cadets enrolled that year; streamer from HQ
Distinguished Unit Award	DUA	RD-selected unit; 11hr/cadet avg in CS	All cadets enrolled that year; streamer from HQ
Outstanding Organization Award	OOA	RD-selected unit; 11hr/cadet avg in CS	All cadets enrolled that year; streamer from HQ
Outstanding Flight	ROTC	Outstanding Flight For Semester	Each Flight Member <b>(See OI-03)</b>
Top Performer	ROTC	Outstanding contribution for eval	2% of Corps
Outstanding Cadet	ROTC	Outstanding Overall Cadet Each Class	Any Cadet Per Class
Leadership	ROTC	Outstanding Leadership	Up to 5% of Leaders
Superior Performance	ROTC	Single Or Sustained Performance	Up to 10% of Cadet Corps
Achievement	ROTC	Outstanding Achievement	Up to 5% of Cadet Corps
Academic	ROTC	"A" Average AFJROTC "B" Average Overall	All Cadets Who Qualify
Cadet Leadership Course (CLC)	ROTC	5-Day Summer School	All Cadets Who attend
Special Teams Placement	ROTC	Place 1, 2, or 3 In Competition or event	All Cadets on the team
All-Service National Competition Award	ROTC	Compete in any all-service national competition event	All cadets on the team

Air Force Nationals Competition Award	ROTC	Compete in any AF national competition event	All cadets on the team
Orienteering Competition	ROTC	Place 1, 2, or 3 In "O" Meet	All Cadets Who Qualify
Leadership Development Requirement (LDR) Leadership Ribbon	ROTC	Exceptional Leadership in on an LDR team	All Cadets Who Qualify
Drill Team Color Guard Sabre Team Marksmanship Team	ROTC	75% Or 10 Events	All Cadets in good standing for the entire year/season
Joint Leadership Academic Bowl (JLAB) ribbon	ROTC	Compete in JLAB level I, II, or III	all teammates; no seniors
Cyber Patriot Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
StellarXplorers Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
Raiders Team Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
Military Model Building Team Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
Unmanned Aircraft Systems (UAS) Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
Robotics Team Ribbon	ROTC	75% of activities or events on team	all teammates in good standing for the entire season
Good Conduct Ribbon	ROTC	No Suspensions, Detentions, No Adverse Reports or No Disciplinary Actions During the year (awarded one time annually)	All Cadets Who Qualify
Service	ROTC	Community Service; 12+ hrs/yr, or lead a CS project/event	All Cadets Who Qualify
Health & Wellness w/Star	ROTC	Bronze 75-84% PFT Silver 85-95% PFT Gold 96-100% PFT	Any cadet who scores high on Fall or Spring PFT
Health & Wellness Ribbon	ROTC	Satisfactory Wellness Participation and effort	All Cadets Who Qualify
Recruiting	ROTC	Recruit For Corps, min 3 events in yr	Up to 10% of Cadet Corps

Activities	ROTC	LDR activities not covered by a team ribbon	All Cadets Who Qualify; one award per year
Attendance	ROTC	No More Than 4 Excused And No Unexcused Absence During the	All Cadets Who Qualify

		year(Awarded once annually)	
Dress And Appearance	ROTC	Good Military Image At All Times And No Missed Uniform Missed. 90% or Better On All Inspections	25% of Cadet Corps; one per semester
Longevity	ROTC	Complete Each Year	All Cadets Who Qualify
Bataan Death March Ribbon	ROTC	Complete a 14 mile Bataan Death March hike	Cadets who complete 14-mile hike
Patriotic Flag Ribbon	ROTC	Awarded for participation in non-color guard flag ceremony	Any event-flag raising, flag folding ceremonies
CAP Awards: Gen Carl Spaatz Gen Ira C. Eaker Amelia Earhart Gen Billy Mitchell Gen J.F. Curry	CAP	The only 5 ribbons that may be worn on the AFJROTC uniform	
COVID-19	ROTC	Resiliency	Enrolled 1 Mar 20-30 June 2022

# Air Force and Space Force JROTC Ribbon Chart



Version: 15 May 2022



**Note:** This chart is a quick reference **only**; refer to Cadet Uniform and Cadet Guide for exact guidance. Certain awards have additional criteria that include personal character traits and program involvement. In addition, eligibility of recipients depends on the AFJROTC Program.

8.1.7. AFJROTC Cadets are authorized to wear ribbons earned while enrolled in the United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC Cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards (see exception in Cadet Uniform and Awards Guide). Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

8.1.8. 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.

8.1.9. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

## **8.2. Badges. See Cadet Uniform and Award Guide for additional badges.**

**8.2.1. Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. The Awareness Presentation Team writes and performs skits a wide range of subjects that may be of interest to elementary students, such as but not limited to History, folding and care of the flag, Stranger Danger, Abuse, Drug use. Cadets must participate in 75% of all practices and performances and practices to be awarded this badge.

**8.2.2. Kitty Hawk Air Society Badge.** Awarded to Cadets who are members of the Kitty Hawk Air Society. This is an academic honor society of AFJROTC. Its purpose is to promote 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. Interested students should consult with the Kitty Hawk Commander for membership qualifications (must have an "A" average in JROTC and a "B" average in their school classes) and pledging.

**8.2.3. 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 recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

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

**8.2.5. Ground School Badge.** Awarded for completion of an aviation ground school program prescribed by the FAA.

**8.2.6. Flight Solo Badge.** Awarded to any Cadet who possesses a solo flight certificate signed by an FAA certified flight instructor for either powered or non-powered aircraft.

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

**8.2.8. Model Rocketry Badge.** Cadets need to be a current member of the Model Rocket Club and complete a series of tests, building rockets and launching rockets. The Cadet must build and successfully launch two different sized rockets (4 flights total, 2 flights each, and pass the National Rocketry tests).

**8.2.9. Other Badges.** Wearing badges from other services beyond their intended purpose, badges from the regular Air Force, or other organizations on the AFJROTC uniform is prohibited. Example: Unit cannot designate Army Signal Corps or Infantry badges to signify membership in the unit color guard or drill team. However, badges earned by Cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

**8.3. AFJROTC Shoulder Patch.** Wear of the AFJROTC official shoulder patch is mandatory on all uniforms except the all-weather coat. 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 and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

**8.4. Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on a light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord is described above in Cadet Guide. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

**8.5. Shoulder Tabs.** Shoulder tabs are cloth arches denoting participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket 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, the tab should be worn 1 inch below the shoulder seam. If a unit patch is worn, the shoulder tab should be centered between the unit patch and the shoulder seam. Only cloth shoulder tabs are authorized. Shoulder tabs are optional. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

# AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA  
(METAL)



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



FLIGHT CAP  
AND BERET  
INSIGNIA



SERVICE CAP  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



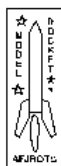
GROUND SCHOOL  
BADGE



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

**NOTE: ENLISTED FLIGHT/ SERVICE CAP INSIGNIA and LAPEL INSIGNIA ARE NO LONGER AUTHORIZED AS OF 22 JUN 11**

## **Chapter 9**

### **Staff Job Descriptions**

**9.1. Job descriptions.** Job descriptions are required for each Cadet corps position. Titles and office symbols will conform to standard Air Force nomenclature. The UMD clearly indicates unit structure and the organizational chart depicts a chain of command and how each position fits into the “Big Picture.” It is imperative that each Cadet selected for a leadership position understand their duty description and how their roles play a vital role in the overall success of the program. Leaders must understand the necessity of enforcing standards, discipline, efficiency, training and appearance. Failure to comply with overall responsibilities could result in removal of temporary rank/positions. Job descriptions will be reviewed annually.

#### **9.1. Cadet Unit commander will:**

- Be responsible for the whole unit.
- Monitor the moral, welfare and discipline of the group and report to instructors
- Create and enforce appearance, discipline, efficiency, training and conduct standards
- Consult with instructors on policies and codes
- Review all cadet incident/excuse reports
- Develop cadet evaluation board
- Attend all cadet events possible
- Give all cadets opportunities to gain leadership qualities
- Set and conduct staff meetings
- Assist instructors in planning banquet
- Recommend cadets for awards
- Set goals and direction for School Year
- Direct legacy tile creation
- Provide training and expertise to all subordinate officers and cadets throughout the unit

#### **9.2. Cadet Unit Deputy Commander will:**

- President of Cadet Evaluation Board
- Ensure currency of regulations, directives, policies and procedures
- Establish controls for proper accounting of all corps money, maintenance of administrative and personnel files and public affairs division
- Develop SQ/CC/DC continuity folder; comply with monthly inspections
- Ensure all services/projects have adequate volunteers and equipment
- Command the group and accomplish unit commander responsibilities in their absence
- Work on Cadet Handbook (keep it updated)
- Assist Unit Commander
- Provide training and expertise to all subordinate officers and cadets throughout the unit

#### **9.3 Cadet Director of Staff will:**

- Prepare room for weekly staff meeting
- Collect and assemble work products requested by unit commander for weekly staff meeting
- Develop and/or help maintain websites, newsletters, rosters, calendars (only if needed)
- Maintain chain of command board (update as needed)

- Develop continuity folder; comply with monthly inspections
- Perform duties assigned by unit commander and/or deputy commander
- Collect/assemble reports for Cadet Evaluation Board meetings, ensure products are available for review
- Provide training and expertise to all subordinate officers and cadets throughout the unit

#### **9.4. Cadet Mission Support Commander will:**

- Oversee the operations of the Logistics, Public Affairs, and Recruiting and Retention Officers and their respective programs
- Provide feedback and guidance to their subordinate officers on performance
- Relay and be a conduit of information between the Top 5 and their subordinate organizations
- Provide training and expertise to all subordinate officers and cadets throughout the unit

#### **9.5. Cadet Operations Commander will:**

- Oversee the operations of the Community Service and Fitness Officers, as well as all LDR team Captains and their respective programs
- Provide feedback and guidance to their subordinate officers on performance
- Relay and be a conduit of information between the Top 5 and their subordinate organizations
- Provide training and expertise to all subordinate officers and cadets throughout the unit

#### **9.6 Cadet Logistics Officer will:**

- Provide as close as possible real-time information regarding inventory, locations, stock on-hand, and health of Cadet Squadron supply items i.e Uniforms, uniform accessories, consumable items, LDR equipment, and all other equipment required for AFJROTC functions
- Recommend supply policies and procedures to Top 5 and or SASI/ASI
- Establish guidance on supply procedures and times for equipment issue, replacement, turn-in, and inventory throughout school year
- Maintain a neat and efficient Cadet supply area
- Set standards for cleanliness and maintenance of all AFJROTC structures and rooms to include recurrent GI party schedule
- Develop and ensure signature of hand receipt for all issued items to cadets
- Update wings/ Google Sheet with proper equipment issued to each cadet in unit
- Assist Finance Officer with obtaining cost for supply and or Transportation items needed for Cadet operations throughout school year
- Perform all other duties assigned by unit commander, deputy commander, and mission support commander

#### **9.7. Cadet Public Affairs Officer will:**

- Develop team to capture all Cadet events through photo / video and interface these digital media forms with outreaching social media, websites, and local media

- Provide guidance to Cadet squadron on proper photo/video etiquette
- Maintain a robust and engaging social media footprint to showcase what Tanner Squadron JROTC is all about
- Work with Recruiting and Retention Officer to provide clear messaging for prospective new members
- Spearhead the Unit and individual cadet picture operation
- Ensure robust messaging on Squadron bulletin boards and trophy areas
- Update the events & activities board
- Perform all other duties assigned by unit commander, deputy commander, and mission support commander

**9.8. Cadet Recruiting and Retention Officer will:**

- Develop and maintain plan for recruiting of new cadets from pools at Higgins Middle School and from existing student body at PVMHS
- Plan and implement plan to retain cadets currently in program for subsequent years
- Work in conjunction with PA team to build robust and enticing social media footprint to inspire new membership and retain current members
- Plan and execute aggressive school visit schedule to the Higgins Middle School and any additional schools that can provide potential new cadets
- Provide guidance to Cadet Corps on how to engage school population to foster interest and encourage membership in unit
- Attend all career fairs, open houses, club nights, and other opportunities to engage with student body
- Update the events & activities board
- Perform all other duties assigned by unit commander, deputy commander, and mission support commander

**9.9. Cadet Community Service Officer will:**

- Suggest/Organize community service events
- Encourage attendance of Cadet Corps at community service events
- Coordinate assignments at community service events and head up football security assignment
- Maintain continuity folder of previous community service events
- Track attendance of cadets present for events and/or activities and be sure to load into wings
- Attend all community service events/activities or send a designated representative
- Produce and disseminate sign up sheets for all Community Service events
- Update the events & activities board
- Perform all other duties assigned by unit commander, deputy commander, and operations commander

**9.10. Cadet Fitness Officer will:**

- Plan, Organize and publish a quarterly PFT schedule for the school year
- Produce and disseminate physical training warm-up schedule for all environments to each Flight Chief

- Produce list of required attire for PT days
- Assist SASI/ ASI with input of PFT results
- Track overall PFT average for Cadet Squadron
- Perform all other duties assigned by unit commander, deputy commander, and operations commander

**9.11. Cadet Personnel Officer will:**

- Build and maintain digital and physical records file on each Cadet in entire Cadet Corps
- Ensure completion and recording into wings of cadet contracts and liability release for all cadets
- Ensure emergency data sheets are completed and returned for all cadets
- Track, update, and advise cadets of Date of Rank, promotion eligibility, and promotion timelines for cadet corps
- Update and track awards and decorations for all assigned cadets
- Maintain file of all permission, field trip, and parental consent forms for all assigned cadets
- Advise SASI/ ASI on missing, incomplete, or fraudulent personnel documents for all assigned cadets
- Maintain all Logistics hand receipts in personnel files for all assigned cadets
- Perform all other duties assigned by unit commander, deputy commander, and director of staff

**9.12. Cadet Academic Officer will:**

- Develop and maintain robust tutor/ academic assist list for JROTC
- Spearhead delivery of academic responsibilities messaging and incorporate these messages in with weekly announcements through each flight chief
- Manage and maintain computer lab area in JROTC to include flight sim game and ensure computers available to those in need
- Advise SASI/ ASI and chain of command of any potential academic pitfalls for cadet squadron
- Ensure cadet squadron is aware of key dates like MCAS, ASVAB, Pre SAT/ACT, SAT/ACT, and other college prep opportunities
- Perform all other duties assigned by unit commander, deputy commander and/or director of staff

**9.13. Cadet Finance Commander will:**

- Maintain and update MA951 Finance Spreadsheet
- Present fund reports to commander and staff at staff meetings
- Prepare budget projections as required throughout school year
- Maintain lists for payment of Uniform Landing Fee, Military Ball, other future Cadet functions
- Develop and publish rules for fundraising activities
- Publicize fundraising opportunities to cadet squadron
- Present fundraising opportunities to Top 5 and SASI/ASI monthly
- Perform all other duties assigned by unit commander, deputy commander and/or director

of staff

**9.14. Cadet Drill Team/ Honor Guard Commander will:**

- Lead Drill and Honor Guard functions at all competitions and Honor Guard events
- Inspire, engage and recruit new team members each year to maintain robust program
- Organize, train, and ensure team members have all items required for practice and events
- Organize training plan for new and returning members for drill season
- Assign members to teams and appoint commanders for each individual event
- Prepare for and organize home drill meet
- Make decisions for direction and goals for drill team for the school year
- Publish dates of drill competitions for cadet squadron information

**9.15. Cadet Raiders Team Commander will:**

- Lead Raiders team functions at all competitions, retreats, and events
- Inspire, engage and recruit new team members each year to maintain robust program
- Organize, train, and ensure team members have all items required for practice and events
- Organize training plan for new and returning members
- Assign members to teams and appoint commanders for each individual event
- Prepare for and organize home Raiders meet
- Make decisions for direction and goals for Raiders team for the school year
- Publish dates of Raiders competitions for cadet squadron information

**9.16. Cadet Academic Team Commander will:**

- Lead Academic team functions at all competitions, retreats, and events
- Inspire, engage and recruit new team members each year to maintain robust program
- Organize, train, and ensure team members have all items required for practice and events
- Organize training plan for new and returning members
- Assign members to teams and appoint commanders for each individual event
- Make decisions for direction and goals for Academic team for the school year
- Publish dates of Raiders competitions for cadet squadron information

**9.17. Cadet Marksmanship Team Commander will:**

- Lead Marksmanship team functions at all competitions, retreats, and events
- Inspire, engage and recruit new team members each year to maintain robust program
- Organize, train, and ensure team members have all items required for practice and events
- Organize training plan for new and returning members
- Ensure all members have completed safety training prior to admission to range
- Assign members to teams and appoint commanders for each individual event
- Make decisions for direction and goals for Marksmanship team for the school year
- Publish dates of Marksmanship competitions for cadet squadron information

**9.18. Cadet Robotics Commanders will:**



- Lead Robotics team functions at all competitions, retreats, and events
- Inspire, engage and recruit new team members each year to maintain robust program
- Organize, train, and ensure team members have all items required for practice and events
- Organize training plan for new and returning members
- Inventory and ensure all robotics items are accounted for and returned after use
- Maintain and ensure good working order of Robotics equipment to include arena set-up
- Assign members to teams and appoint commanders for each individual event
- Make decisions for direction and goals for Robotics team for the school year
- Coordinate with technology class robotics to consolidate teams
- Publish dates of Marksmanship competitions for cadet squadron information

**9.19. Cadet Chief Enlisted Advisor / 1st Sergeant will:**

- Fills role as senior Enlisted person in Cadet Squadron
- Vocal voice of Enlisted Corps in Top 5 meetings
- Develop communication tunnel for all enlisted to funnel questions, concerns, and feedback through CEL/ 1stSgt to Squadron Commander
- Advise Squadron Commander on enlisted issues and corrective actions
- Work with Finance to plan, coordinate, and execute MA-951's portion of Military Ball
- Organize and execute Cadet Social functions each Quarter of School year
- Responsible for the maintenance of Moral of the unit and will develop programs to improve through advisement to Squadron Commander
- Direct and train Flight Chiefs for each class period
- Ensure flow of communication from Top 5 to Enlisted force through Flight Chiefs
- Perform duties assigned by Squadron Commander or Deputy Commander

**9.20. Cadet Flight Chief will:**

- Provide Daily Announcements to respective class
- Acts as communication line between class and CEL/ 1stSgt
- Responsible to Change class Guidone at beginning of class daily
- Will act as custodian of any refreshments offered in class
- Responsible for organizing flight into open ranks for inspection on uniform day
- Collect and disseminate all permission slips, documentation, and other various forms required for collection/ signature
- Perform duties assigned by CEL/ 1stSgt and or Squadron/Vice Commander

## Chapter 10

### Course Curriculum (see syllabi for detailed grading term to term)

**10.1. AFJROTC Grades.** The course grades in JROTC are determined by several factors. First, Cadets must understand that the program consists of a “split” curriculum. That is, Cadets are actually taking two different, though closely related, courses at the same time.

**10.1.1. Forty percent (40%) of the grade will come from the Aerospace Science (AS)** part of the curriculum, taught by the SASI. The AS grade will be based on AS Tests, Quizzes, and Homework; participation will be a major factor in your overall grade.

**10.1.2. Forty percent (40%) of the course grade will come from the Leadership Education (LE)** portion of the course--taught by the ASI. Within this forty percent, Cadets will be graded on five areas. These areas are Academics (tests), Quizzes, Customs and Courtesies, Homework and Uniform Inspections (weekly). Remember attitude and participation can become major factors in overall grade.

- Academics – are those classroom activities associated with most courses – tests, quizzes, workbook exercises, handouts, homework, committee work, etc.
- Customs and Courtesies – This refers to how well Cadets observe and adhere to the military customs and courtesies taught in the course. Generally, this area will be rated when Cadet's are involved in drill or other activities outside the normal classroom setting.
- Wear of the Uniform – means all activities associated with wearing the AFJROTC uniform properly and proudly. This includes wearing the uniform on designated uniform days and to designated AFJROTC activities. It also includes paying attention to detail to ensure your uniform presents the image required, keeping it clean, etc. And it includes your compliance with the personal grooming standards required of Cadets. Weekly inspections will be conducted for these requirements. Each weekly wear of the uniform counts as a 100-point test grade. **NOTE:** Refusal to wear the uniform will result in review and or removal from the program
- Attitude and Participation – is based largely on the instructors' perception of Cadets' actions and behavior. To get the maximum grade in this area, Cadets must show an effort to be as active as possible in the corps – participating in class, supporting the Cadet officers and NCOs, setting an example for other Cadets and the school populace in general, accepting responsibility, demonstrating personal integrity, being dependable, etc. No one is penalized for not being **able** to participate in extracurricular corps activities, but participation in extracurricular corps events will impact promotional and position opportunities.

**10.1.3. Twenty percent (20%)** of the course grade will come from participation in the weekly Wellness / fitness program.

- Cadets will be asked to workout 1 time per week on their own and log on a PT log worksheet
- Cadets will be asked to workout 1 time per week in person during class and should wear proper attire to include but not limited to closed toed and tightly secured footwear; athletic shorts or pants; proper undergarments to support running, jumping and moving; proper outerwear when the temperature drops; and bring proper hydration like a fillable water bottle or your own plastic bottles

**10.1.4. Curriculum overview:**

**Aerospace Science (AS 100):** *Milestones in Aviation History*-The academics acquaint the student with aviation history focusing on the development of flight. Leadership hours

introduce Cadets to AFJROTC while instilling elements of good citizenship. One day a week is devoted to wellness. Any student may enroll in this course.

**Aerospace Science (AS 200): *The Science of Flight: A Gateway to New Horizons***-The academics acquaint Cadets with the aerospace environment, the human requirements of flight, principles of aircraft flight, and principles of navigation.

**Aerospace Science –AS 220-Cultural Studies: An Introduction to Global Awareness**

This academic area familiarizes cadets with the culture, customs, history, and geopolitical situations of various areas of the globe. This area of study will change pending discretion of the SASI and the area of the world chosen as topic of study for the semester or school year.

**Aerospace Science (AS 300): *Exploring Space***:

The third year academics concentrate on space. The space environment is examined as well as space operations past and present.

**Aerospace Science (AS 400): *Management of Cadet Corps***-

The fourth year is a practical leadership experience course where Cadets put theories of previous leadership courses into practice. Using the model organizational structure of a typical Air Force squadron, Cadets accomplish planning, organizing, coordinating, directing, controlling, and decision-making functions for all activities involving the Corps of Cadets. Cadets at this level will be assigned to classroom periods with Cadets taking the AS I, AS II, or AS III courses. The AS IV Cadets will assist in the leadership and academic training of these classes as part of their management experience. **SASI/ASI approval is required prior to enrollment in the course.**

**AS 410:SURVIVAL:**

This area of study will consist of learning skills to survive in daily situations to austere locations in various weather conditions. Emphasis will be placed on ways to stay warm, build fire, forage for food, and locate and create fresh water drinking sources. Special attention will be given to learn land navigation skills outside the use of electronic devices.

**Leadership Education-I (LE100)**- Traditions, Wellness, and Foundations of Citizenship(2015)

This will teach building block lessons of leadership and followership. This course will focus on how to become a better citizen through civics lessons, wellness, teamwork, and cover the history of JROTC and AFJROTC

**Leadership Education-II (LE 200)**-Communication, Awareness, and Leadership

This area of study will focus on skill of Communication, Listening, Qualities of Leadership, and critical thinking.

**Leadership Education –III (LE300)**-Life Skills and Career Opportunities

This area of study will focus on Financial Resource management, College preparation, and life after high school skills needed to transition into the next stage of life.

**Leadership IV-** (LE-400)- Fundamentals of Management

This area of study will range from personnel and project management to time and resource management. This course will help future leaders understand the importance of managing all of their resources as tools to lead their force.

**Wellness Curriculum-** Wellness is incorporated in the AS and LE curriculum.

Wellness will consist of physical training as well as learning the principles of basic weight lifting, physical training, nutrition, sleep, and mental health wellness

**Drill and Ceremony Curriculum-** These items are incorporated into the LE curriculum every year during routine uniform inspections and training.

## Chapter 11

### CO-Curricular Activity (LDR)

#### **Activities Offered to Cadets:**

**1. Raiders Team:** The MA-951 Raiders Team is a cocurricular activity that builds teamwork, physical and mental toughness, physical fitness and camaraderie. Our Raiders team typically consists of Coed teams of ten members that compete across various events to include Rope Bridge, Obstacle Courses, Combat first Aid, Trail running, and usually capped off by Tug-o-War. Raiders is a great way to get to know cadets in the program that may not be in class with you and also help you to get into better physical shape, compete with friends, and have a good time. We have opportunities to travel to national level competitions in Georgia and Kentucky. Practices range from 2-4 PM after school most days during the spring and fall seasons.

**2. Drill Team:** The MA-951 Drill Team is a cocurricular activity that requires skill, dedication , regular attendance, and academic excellence. Our Drill Team is composed of several individual units that each competes in a specific category of drill. Drill can be a great way to learn new things and make new friends that you do not see in class. The season runs from Fall through Winter. Practices normally take place after school in the afternoon between 1400 hours and 1500 hours throughout the school year . We have opportunities to travel to national level competitions in Florida and Ohio.

**3. Marksmanship Team:** Marksmanship team is a cocurricular team where you will learn the proper way to operate a rifle. We use .177 caliber Air Rifles on a range here at the high school. In addition to learning to operate the rifle you will learn the finer points of shooting in regards to accuracy, sight adjustment, positioning, and lighting and wind. Marksmanship runs from the end of November to the end of March and practices are after school Monday -Friday 2-4 subject to your shooting times. We compete in the Cape Anne league and the top marksman may earn the right to attend the CMP regional and national finals based on performance throughout the year.

**4. Robotics Team:** The Robotics team is a fun way to learn to work with remote robotic tech both ground and air based and to compete in the VEX robotics games. This team does not currently compete against other schools but as team membership increases and proficiency with the technology improves it will be able to host matches. Team season and practices are TBD.

**6. Academics Team (if cadet interest is there):** Freshman, sophomore, and junior cadets participate in the JROTC Leadership and Academic Bowl (JLAB). The JLAB is an online competition for math, science, and current events.

**7. Honor Guard:** This team will work with the drill team on special ceremonies and drill that will augment the multitude of events the unit supports throughout the year. Cadets in the Honor Guard must be on full-time status as they will get special uniform items to fulfill the requirements of this elite team.

## AIR FORCE JROTC STUDENT CONTRACT

APPLICATION AND AGREEMENT FOR:

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(Print Last Name, First Name, Middle Initial)

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(Class Period)

**1. UNDERSTANDING:** Belonging to the PVMHS cadet corps is a privilege and not an entitlement. The staff reserves the right to remove anyone from the program if they are not meeting the minimum standards spelled out in this contract, AFJROTC guidance, and the Student Handbook for the Peabody Public Schools.

**2. OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does **NOT** commit or obligate any student to military service. It does **NOT** guarantee special consideration if a student chooses to enter any service. However, a cadet who completes 3 years of AFJROTC may qualify for advanced rank upon enlistment in the military.

**3. AGREEMENT: (Aerospace Science Instructors)** Upon acceptance of this application and the fulfillment of the conditions on the part of the cadet, the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) agree to: Instruct the students about the aerospace age and leadership, help develop informed, community-focused citizens, strengthen and develop character, help set short- and long-term goals, help students understand their roles in a democratic republic, and uphold the standards of the program set forth by PVMHS and Air Force JROTC. S/ASIs will also coach co-curricular teams.

**4. AGREEMENT: (Cadet)** In order to maintain the high standards of courtesy, personal conduct and appearance required by PVMHS, the Air Force, and MA-951; as a cadet I agree to (initial by each paragraph):

a. \_\_\_\_ I will strive to meet the standards of behavior, attitude and courtesy established and taught by the SASI/ASI and senior ranking cadets. I understand and agree that indifference to training or discipline issues such as dishonesty, failure to follow the directions of those in authority, initiating a fight, or suspension from school for misbehavior may result in non-selection for current or future enrollment in AFJROTC.

b. \_\_\_\_ I will wear the regulation Air Force uniform and/or meet personal appearance standards on those occasions prescribed by the SASI/ASI. (First year, students may choose to opt out of the uniform wear requirement, but will still be subject to other personal appearance requirements on uniform day while enrolled in AFJROTC. See section below for option selection.) Failure to comply with personal appearance requirements may result in my removal from AFJROTC. I understand that personal appearance standards full-day obligations, while in school on the prescribed day. Personal appearance days can be made up only that week, unless there is an extensive absence, or extenuating circumstance as determined by an instructor. Other personal appearance concessions will only be allowed if made in advance with an instructor. Multiple missed personal appearance days will adversely affect your class grade and could result in removal from the program.

c. \_\_\_\_ I will properly maintain all uniform items and any other issued equipment. I will turn in the complete uniform on demand. At the end of my JROTC involvement, the uniform will be professionally dry cleaned and turned in with the cleaner's receipt. All dark blue uniform garments must be dry-cleaned. Only the t-shirt, socks, air battle uniform (ABU utility uniform) and light blue dress shirt can be machine washed. I am responsible for the cost of cleaning, and loss, theft, or damage of any uniform items issued to me; me and/or my parent/guardian will incur replacement costs for lost, stolen, or damaged uniform items. I understand there is a \$10.00 non-refundable uniform service fee due in the first week of school that will offset the alteration cost to make sure your uniform fits properly. (not required for "red shirt" option)

d. \_\_\_\_ I agree to meet and maintain the personal grooming standards established by the Air Force, while wearing an AFJROTC uniform. I will pay particular attention to **hair standards, facial hair, tattoos, nail length/color, body piercing, and jewelry** as described in the MA-951 cadet handbook.

e. \_\_\_\_ I agree to maintain an acceptable level of academic performance in all classes. I will be an active participant in classroom work and AFJROTC extra-curricular activities as my schedule allows.

1. \_\_\_\_ I understand that academic performance is directly tied to participation on co-curricular teams (Raiders, Drill, Marksmanship, Academic, Robotics, etc.). If I am failing any class as of the week prior to a competition, I understand that I will be ineligible to compete in that competition.

f. \_\_\_\_ I agree to respond positively to other cadets who are appointed to leadership positions in the Cadet corps. I

understand that rendering proper military courtesies to instructors and other cadets with senior rank is a necessity. I recognize that my actions reflect on the entire unit, and agree to express courtesy and respect to administrators, teachers, coaches and other adults with whom I come into contact.

g. \_\_\_\_ I will show respect for people at PVMHS and its communities. I understand that PVMHS AFJROTC complies with both PVMHS and AFJROTC discrimination and anti-hazing policies, and this behavior will not be tolerated.

h. \_\_\_\_ I agree to read, understand and **comply** with the requirements and information provided to me in the MA-951 cadet handbook and other AFJROTC guidance, as instructed.

**5. APPLICATION:** I, the above named cadet, hereby apply for enrollment in the Peabody Veterans' Memorial High School (MA-951) AFJROTC program

a. First-Year Cadets (choose one option; n/a for returning cadets)

1. ☐ I wish to be issued the Air Force JROTC uniforms. I know this is a privilege, and I will do my best to represent the program in a positive and professional way. I consider myself a full participant in PVMHS AFJROTC and will strive to meet all program standards. I understand that "red-shirt" will no longer be an option.
2. ☐ I wish to exercise my first-year "red-shirt" option. I understand that there are still personal appearance requirements associated with this status. I also understand that a red-shirt option limits my participation on co-curricular teams to "practice only." This status may also limit my participation in some community service activities that require a complete professional military image and appearance. I also understand that I can up-grade to "full-participant" at any time, but I cannot jump back and forth between each option.

a) **Option to upgrade** to full participant (Signature \_\_\_\_\_ Date \_\_\_\_\_ )

b. Returning Cadets: I will strive to meet all the standards and requirements of PVMHS AFJROTC.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

### **Parent/Guardian**

**6. PARENT/GUARDIAN APPROVAL:** I hereby give permission for my child to enroll in the AFJROTC program and will encourage his/her participation. I understand that I am responsible for payment of regular uniform cleaning and/or replacement fees should the uniform and/or uniform items become lost, stolen, or damaged due to improper use. I will help maintain and clean the uniform after each wear, or make sure my child cares for the uniform. Dark blue uniform garments are dry-clean only. Only the t-shirt, socks, and light blue service shirt, and air battle uniform (ABU utilities) are machine washable. I understand there is a \$10.00 non-refundable uniform service fee due in the first two weeks of school to offset the alteration costs associated with



ensuring proper uniform fit. (not required for “red shirt” option).

I understand that my child has read this contract, and he/she/they understands the requirements of this program. I understand that there is **NO** commitment for military service associated with participation or involvement in Peabody Veterans’ Memorial High School AFJROTC. I will help and encourage my child to maintain the high standards expected of a Tanner AFJROTC cadet, and reach out to the SASI when I have questions.

\_\_\_\_\_  
Parent/Guardian PRINTED NAME

\_\_\_\_\_  
Parent/Guardian SIGNATURE

\_\_\_\_\_  
Date

=====

SASI: Lt Col (retired) Ray Erickson, [ericksonr@peabody.k12.ma.us](mailto:ericksonr@peabody.k12.ma.us); 210-792-9338

### **MA-951 Uniform Inspection**

A uniform inspection will be conducted each designated uniform day. Initially, the ASI will instruct you in the proper wear of the uniform and then inspect/critique you using the system of demerits as deductions from a perfect score for wear of the uniform. Your flight commander, Unit commander or group commander may conduct subsequent inspections.

**Cadet Name:** \_\_\_\_\_

Item	Deduction Points	Comments
<b>GROOMING</b>		

Need Haircut/ Hair to long	10	
Hair colored to other than natural color	10	
Hair not pulled into approved bun/ braid/ ponytail	5	
Nails exceeding length or improper color	5	
Failed to Shave	10	
Improper or to many exposed piercings	10	
Improper/ Excessive Jewelry	5	
<b>UNIFORM TOP</b>		
Missing	25	
Unbuttoned/ Zipped	5	
Name Tag Missing / Misaligned	10/5	
Ribbons Missing / misaligned	10/5	
AFJROTC Patch / US Flag Patch Missing	10	
Rank Missing / Misaligned	10/5	
Uniform Soiled/ Heavily Wrinkled	10	
<b>UNIFORM BOTTOM</b>		
Missing	25	
Unbuttoned / Zipped	5	
Belt Missing / Misaligned	10/5	
Pants not Bloused correctly	5	
Incorrect Socks	10	
Uniform Soiled / Heavily Wrinkled	10	
<b>FOOTWEAR</b>		
Boots / Shoes missing	25	
Boots / Shoes untied / laces not stowed	10/5	
Boots Heavily Soiled / Shoes not polished	10	

<b>MILITARY BEARING</b>		
Lack of proper courtesies Yes sir/ ma'am	10	
Improper drill movements	10	
Loss or lack of military Bearing	10	
<b>Total point Deduction</b>		

Evaluator Name: \_\_\_\_\_

#### SCORE KEY

**1 - 30 = A**

**30 - 60 = B**

**60 - 90 = C**

**90 - 120 = D**

**120 - 250 = F**

## UNIT MANNING DOCUMENT

**NOTE:** The ranks listed below are the highest grade that a Cadet may rise to in a given position. Appointment is at a **grade or two below** (dependent on GP/CC recommendation and SASI/ASI approval) the maximum rank to permit progression for satisfactory performance. **Exceptions will be approved by SASI/ASI and GP/CC.**

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<u>HIGHEST RANK</u>	<u># AUTHORIZED</u>
Command Section	
• Unit Commander	Cadet Lt Colonel 1
• Deputy Unit Commander	Cadet Major 1
• Director of Staff	Cadet Captain 1
• Mission Support Commander	Cadet Captain 1
• Operations Commander	Cadet Captain 1
• Chief Enlisted Leader/ First Sergeant	Cadet CMSgt 1
• Operations Executive Officer	Cadet 1st Lieutenant 1
• Mission Support Executive Officer	Cadet 1st Lieutenant 1
• Logistics Officer	Cadet 1st Lieutenant 1
• Public Affairs Officer	Cadet 1st Lieutenant 1
• Recruiting and Retention Officer	Cadet 1st Lieutenant 1
• Community Service Officer	Cadet 1st Lieutenant 1
• Fitness Officer	Cadet 1st Lieutenant 1
• Personnel Officer	Cadet 1st Lieutenant 1
• Finance Officer	Cadet 1st Lieutenant 1
• Academic Officer	Cadet 1st Lieutenant 1
• Technology Officer	Cadet 1st Lieutenant 1
• Safety Officer	Cadet 1st Lieutenant 1
• Drill Team Commander	Cadet 1st Lieutenant 1
• Raiders Team Commander	Cadet 1st Lieutenant 1
• Marksmanship Commander	Cadet 1st Lieutenant 1
• Robotics Commander	Cadet 1st Lieutenant 1
• Academic Team Commander	Cadet 1st Lieutenant 1
• Honor Guard Commander	Cadet 1st Lieutenant 1