

ALDINE SENIOR HIGH SCHOOL

TX-933 AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS

2026-2027



CADET GUIDEBOOK

Senior AeroSpace Science Instructor(SASI)

Aerospace Science Instructor(ASI)

TSgt Stevens

AIRFORCE MISSION STATEMENT

The Mission of the United States Air Force is to fly, fight, and win... airpower anytime, anywhere.

AIR FORCE CORE VALUES

Integrity First

Cadets are expected to be honest, accountable, and trustworthy at all times. Integrity means doing the right thing even when it is difficult or when no one is watching.

Service Before Self

Cadets must place the needs of their team, unit, and mission above personal desires. This value emphasizes discipline, selflessness, and commitment to others.

Excellence in All We Do

Cadets should strive to perform at their highest level in academics, leadership, and physical training. Excellence means continuous improvement and taking pride in every task.

AIR FORCE JROTC MISSION STATEMENT

To develop Citizens of character dedicated to serving their Nation and community

AIR FORCE JROTC PROGRAM OBJECTIVES

The purpose of JROTC
...to instill the values of citizenship
...to instill the values of service to the United States
...to instill the personnel responsibility
...to instill a sense of accomplishment

TX-933 AFJROTC Cadet Staff duty descriptions

GROUP COMMANDER

Supervised by the Senior ASI & ASI

Responsibilities:

Command the group through staff officers and subordinate commanders.
Maintaining grooming standards, appearance, discipline, efficiency, training, morale, esprit de corps, operation of the cadet corps under their Group and safety of operations. activities of his/her staff.
Assigning cadets to projects and committees, outlining duties, establishing completion dates and monitoring progress, and ensuring project completion. This includes events like Military Ball, Awards Banquet, Field Day, Fund Raisers, Field Trips, Service Projects and Parades, etc.
Submitting recommendations for promotions and leadership position changes to the ASI for comments prior to submission to the Senior ASI for final action
Coordinating all group activities with the Senior ASI/ASI and advising them of all school and non-school related activities affecting the group, and obtaining permission before scheduling any cadet activities.
Is required to be present after school unless excused by the Senior ASVASI. Must ensure that classrooms are in order, clean, and prepared for the next day of classes.

DEPUTY GROUP COMMANDER (Joiner Parica)

Supervised by the Group Commander

Responsibilities:

- Assuming command in the absence of the Group Commander.
- Assisting the Group Commander as directed.
- Performing duties of the cadet Group Inspector General and coordinating activities related to participation in local, state, and national contests parades and ceremonies.
- Coordinating activities related to participation in the military.
- Keeping the cadet Group Commander informed of all activities.

SENIOR ENLISTED ADVISOR / FIRST SERGEANT

(Genesis Guifarro)

Supervised by the Group Commander

Responsibilities:

- Performing duties as assigned by the Group Commander
- Advising the Group Commander in matters of morale and welfare in the cadet group.
- Providing recommendations to the Group Commander for assignment of enlisted personnel to positions of responsibility.
- Supervising and training flight sergeants.
- Ensuring proper uniform and grooming standards within the group.
- Performing introductions during the receiving line at the Annual Military Ball.
- Maintaining the Cadet Group Calendar.
- Promoting safety in the cadet corps at all times. Maintaining the safety board with meaningful and inspirational safety messages.
- Ensuring rooms are clean, safe, and in inspection order at all times.
- Ensuring all aspects of the classroom training environment, curriculum requirements, textbooks, etc are met.
- Preparation of properly trained cadets for uniform inspections, unit inspections, course tests, etc.
- Conducting random inspections of all flight records
- Ensuring that flight sergeants are conducting required training

OPERATIONS SQUADRON COMMANDER(Hector Pineda)

Supervised by the Group Commander

Responsibilities:

- Command and control of the Operations Squadron
- Fulfilling requirements for all special teams activities, to include preparation and training of competitive teams, after school practices, color guard activities, parade preparation, etc. fundraisers, homecoming week
- Preparing cadets for service projects and off-campus visits event support, and similar activities

Assisting Senior ASI/ASI in planning and coordinating field trip requirements

PHYSICAL TRAINING (PT) OFFICER

Supervised by the Operations Squadron Commander

Responsibilities:

Coordinating all PT activities and competitions
Ensuring that all necessary equipment is on hand
Serving as project officer for the annual Field Day competition
Coordinating PT tests

MARKSMANSHIP TEAM COMMANDER

Supervised by the Operations Squadron Commander

Responsibilities:

Training all members of the Cadet Marksmanship Team.
Ensuring all equipment needed by the Marksmanship Team is on hand.
Ensuring rifles are cleaned and maintained on a regular basis.
Coordinating all Marksmanship Team activities and competitions.

COLOR GUARD COMMANDER(Noah Rodriguez)

Supervised by the Operations Squadron Commander

Responsibilities:

Organizing, recruiting, and training the Color Guard Preparing and maintaining all Color Guard equipment in check.
Ensuring that all members and supervisors are aware of meeting and event times.

DRILL TEAM COMMANDER(Kristhel Valle)

Supervised by the Operations Squadron Commander

Note: May be up to three commanders: Armed, Unarmed, and Novice.

Responsibilities:

Training all members of the Cadet Drill Team
Ensuring that all equipment needed by the drill team is on hand
Coordinating all Drill Team activities and competitions.

SUPPORT SQUADRON COMMANDER(Marcos Mijango)

Supervised by the Group Commander

Responsibilities:

Command and control of the Support Squadron,
Directing and supervising the activities of the support staff
Ensuring all support requirements are filled.

RECRUITING OFFICER

Supervised by the Support Squadron Commander

Responsibilities:

- Assisting the Senior ASI, ASI, and Cadet Group in all recruiting efforts.
- Coordinating all visits to feeder junior high schools
- Preparing, processing, and mailing all recruiting information to eighth-graders,
- Managing the supply of all recruiting brochures
- Coordinating with public affairs for maximum exposure of AFJROTC.

PUBLIC AFFAIRS OFFICER(Valerie Hernandez)

Supervised by the Support Squadron Commander

Responsibilities:

- Coordinating with the school and local newspapers to ensure AFJROTC cadets and activities receive adequate publicity. All articles submitted for publication must have prior approval by the cadet chain of command and Senior ASI.
- Publishing the cadet newsletter after the final draft has been proofread and approved by the Cadet Chain and Senior ASI
- Submitting news articles to higher headquarters (all articles must be approved by the Senior ASI). Assisting with the annual PowerPoint presentation honoring graduating seniors.

EQUIPMENT OFFICER(Juan Gonzalez)

Supervised by the Support Squadron Commander

Responsibilities:

- Managing all non-uniform AFJROTC equipment, ensuring accountability, proper storage, maintenance, and serviceability.
- Maintaining a complete inventory of all unit equipment, including guidons, flags, radios, tables, tents, audiovisual equipment, training aids, and ceremonial items.
- Issuing and collecting equipment for all AFJROTC activities, practices, competitions, ceremonies, and community service events.
- Conducting periodic inventories and reporting shortages, damaged items, or lost equipment through the cadet chain of command.
- Inspecting equipment before and after each event to ensure it is clean, functional, and ready for future use.
- Coordinating with the Logistics Officer to ensure equipment is properly stored and secured.
- Maintaining an organized equipment room and ensuring only authorized cadets have access.
- Preparing equipment requests for upcoming events and coordinating with team commanders to ensure all required items are available.

Assisting special teams, including Drill Team, Color Guard, Marksmanship, PT, and Recruiting, with equipment preparation and accountability.
Ensuring transportation equipment is properly loaded, unloaded, and accounted for before and after off-campus activities.
Maintaining equipment records and documenting all issues, repairs, losses, and turn-ins.
Assisting the Senior ASI/ASI with annual inventories and any additional equipment-related duties as assigned.

LOGISTICS OFFICER(Sebastian Reyes)

Supervised by the Support Squadron Commander

Responsibilities:

Assisting in the inventory, issue, receipt, cleaning, ordering, and turn-in of uniforms; providing guidance to the wing staff on supply procedures; assisting the ASI as required
Maintaining the cleanliness of the supply room and ensuring that only authorized cadets have access to the supply room or any supply item. Ensuring an adequate supply of all expendable uniform items is readily available for issue to cadets
Maintaining the facsimile weapons to include cleaning and repair.
Keeping the armory clean and secure
Ensuring the doors are locked at the end of every school day.

ADMIN/ PERSONNEL OFFICER(Noel Perez)

Supervised by the Operations Squadron Commander

Responsibilities:

Preparing, maintaining, and updating an Individual Personnel Record and folder for all cadets
Supervising, controlling, and coordinating the cadet promotion program.
Monitoring the Awards and Decorations program.
Ensuring the organizational charts and chain of command listings are posted and current. Preparing and publishing special orders for all promotions, awards, special activities, and assignment or removal from leadership positions
Preparing and maintaining all administrative files for the wing.
Maintaining an adequate supply of required forms
Preparing and publishing minutes from staff meetings
Maintaining an information distribution system and ensuring it is used only for AFJROTC material.
Assisting the Corps Commander in planning staff meetings and any other assigned duties. Publishing Daily Operation Notes
Writing promotion tests
Conducting weekly inspections of desks and filing cabinets
Maintaining bulletin boards
Maintaining all cadet computers, including updating software
Ensuring computer security and preventing misuse of computers

Ensuring all printers are connected to the network, are operable, and have paper
Assisting other cadets with computer problems
Making sure all computers are logged off and shut down at the end of the school day

TRAINING SQUADRON COMMANDER

Supervised by the Group Commander

Responsibilities:

Ensuring all aspects of the classroom training environment, curriculum requirements, textbooks, etc. are met.
Preparation of properly trained cadets for uniform inspections, unit inspections, course tests, etc.
Conducting random inspections of all flight records.
Ensuring that flight commanders are conducting required training.

FLIGHT COMMANDERS

Supervised by the Training Squadron Commander

Responsibilities:

Assisting the Cadet Squadron Commanders as directed.
Command and control and supervising the activities within their respective flights, including classroom management and cadet supervision during field trips and similar functions.
Enforcing the proper wear of the uniform by all cadets.
Ensuring all cadets have the opportunity to develop leadership skills according to their individual abilities.
Ensuring the Training Squadron Commander is advised on all personnel issues, discipline, and motivational concerns.
Supervising cadets on campus before school begins, during breaks, lunch, and after school to ensure cadets are abiding by professional standards of conduct.

Responsibilities and Chain of command

Responsibilities

Principle- Responsible to the Senior Aerospace Science Instructor for overall financial support to the AF JROTC program on an equal basis with other programs at Aldine High School. Responsible for annual evaluations of the SASI and ASI's. The principle is considered the "Base Commander" for AF JROTC TX-933.

Senior Aerospace Science Instructor (SASI): A retired Air Force Officer and the senior member of the AF JROTC instructor staff. Responsible to the principal for overall administration and overall effectiveness of the AF JROTC program at Aldine High School. Recognized by administration as a Department Chair.

Responsible for the national Director of Air Force JROTC for overall administration of the AF JROTC program in compliance with rules, directions, and instructions issued by the United States Air Force Education and Training Command.

***NOTE: Like any commander, the SASI retains sole final authority over cadet status within the corps and decisions regarding cadets continuing in the program, promotions and positions of responsibility.**

Aerospace Science Instructor (ASI): A retired Air Force or Non-commissioned Officer (NCO). Assists the SASI in teaching the curriculum and supervising Leadership Development Requirements (LDR). Additional duties and responsibilities are assigned by the SASI.

Cadet Chain of Command

General. Chain of command is critical to distribute responsibility to ensure unit goals and objectives are accomplished. The chain of command ensures we take care of all cadets. The goal of following the chain of command is to ensure issues are handled at the lowest possible level. More importantly, it helps us use the opportunity to develop leaders at different levels of responsibility throughout the Corps. Occasionally there may be issues which have to work through the chain of command from the Flight Commanders to the Squadron or Group Commander, and finally the instructors. The instructors are final determinants in all issues, but are not the *first* people you should approach with your concerns-**use your chain of command!**

Cadet Positions. The cadets in your particular JROTC classroom compromise your "Flight," which is designated by alphabetical characters- A Flight, B Flight, etc.

Element Leaders are responsible for leadership of their own element (typically a classroom row of cadets) in the flight. If you have a problem you cannot solve on your own, ask your element leader to help you- they are your first line of defense. Part of the element leader's job is to take care of their people and maintain element performance. Shortly after the school year begins, the flight commander (in coordination with the

instructors) will select several element leaders for your flight, and these positions may rotate to other cadets throughout the year (usually every nine weeks).

Flight Guides regulate the rate and direction of the flight during drill (marching), and assume responsibility for the flight (flag). The Guide assumes responsibility for the flight in absence of the Flight Commander. Some flights may not have a Deputy Flight Commander.

Squadron Commanders are the next step in the chain of command. These cadets are seniors who have been chosen based on both proven leadership and experience. They work together as part of the staff and coordinate with the instructors in the overall management of the functional/operational areas. The support Squadron Commander is responsible for the effective use of staff to include Personnel Commander, Logistics, Public Affairs.

Other cadets on staff include, Public affairs and logistics. Personnel commander accounts for electronic equipment, inventory, and function. Public affairs interacts with media, visually records activities, and makes those images available to cadets and families. Logistics accounts for, issues, and maintains all uniforms and tracks them in our online accounting system (WINGS).

The Group Commander and Deputy Group Commander are seniors who lead the senior staff daily, and are ultimately responsible for the planning and execution of every Cadet Corps activity.

Noncommissioned Officers (NCOs) are juniors who apply for, and are competitively selected for, positions in various capacities (e.g., Logistics, teams) to assist the appropriate commander/officer with their duties and to learn what is required in leadership roles in those areas of responsibility. NCOs are generally selected early in the Fall Semester.

Known major grades for all grade levels each year (which should be easy to fulfill) are the school physical (both exam and online portion) and submission of required HQ and local forms at the beginning of the year, and completion of the Fall and Spring Physical Fitness Test. If a student is absent for class. Some activities (such as presentations, PT, and uniform wear) must be made up (indicated by a "Z" grade) the next day a cadet has JROTC class. Other activities, due to their nature (in-class teamwork activities, etc.) cannot be made up and if a cadet is absent that day, they will receive an "X" grade which neither helps nor hurts their average. Projects, presentations, online work, forms

turn-in, etc. are considered due at the beginning of the class period the day they are due for full credit. Please understand "redoos" for major long-term projects (e.g., presentations) may not be possible due to flight size and class time availability.

5.5.1 Missed Uniform or PT Day. Cadets who are absent for a uniform inspection (uniform wear is required each Wednesday or Thursday they have JROTC) must make up that grade on their next JROTC class day for 100%. If making up the uniform wear on a Friday, cadets must wear the uniform all day and bring their PT gear to change into after uniform inspection for the PT portion of that day's lesson. Cadets wearing their uniform for a weekend activity (e.g., drill competition, Military Ball) will wear their unit polo shirt on the following week's uniform day to allow time for dry cleaning their uniform as needed, and will be exempted from inspection. Cadets who are present, but fail to wear their uniform on the prescribed day, earn a zero for that inspection grade.

Cadets who miss a PT day (held each Friday they have JROTC) may make the grade up for 100% by participating one day in after school JROTC fitness or a UIL sport practice the following week. Cadets who are present, but fail to dress out as required on PT day, earn a maximum 50% daily grade for participation. Ensure an instructor documents the makeup session in the gradebook.

NOTE: **If** a cadet knows they will be absent on a uniform or PT day (e.g., they have a trip for a sport or another class), they are expected to wear their uniform to school all day on their JROTC class day or participate in after-school PT, whichever is required, **prior to the known absence.**

Course Descriptions/Objectives

All AF JROTC classes, regardless of year, are combinations of material from an **Aerospace Science (AS)** component course, a **Leadership Education (LE)** course and the **Wellness (PT program)**. AF JROTC classes are counted as either elective or PE credit by the school, and over a two-week Red/Green schedule, by Headquarters regulation, consist of 40% AS contact time (two days), 40% LE contact time (two days) and 20% for Physical Training (one day) as outlined above.

For organizational purposes Aerospace Science is separated from the Leadership Education component in each AF JROTC class. In practice, however, the overlap may be considerable. For example, writing and speaking skills are categorized as "Leadership Hours" but can and are incorporated into the Aerospace Science courses. Additionally, many of the Aerospace Science topics will be helpful in the Leadership Education classes.

Aerospace Science. AS courses cover such STEM-related topics as Aviation History, Space and Cyber Operations, and Survival, depending on grade level. They incorporate textbook readings, classroom discussions, presentations, and hands-on activities.

Leadership Education. LE includes Air Force traditions, foundations of citizenship, communication, teambuilding, and college/career prep. All LE courses include a weekly uniform day, and learning and leading drill (marching). LE also features presentations and activities.

Wellness Curriculum-Physical Training (PT). PT is an important part of AF JROTC. involving individual and team exercise. The objective is to motivate cadets to lead healthy, active lifestyles beyond JR OTC and into their adult lives. Cadets can push their personal limits, compete, and earn awards. Our PT is cadet-run by our senior leaders, and supervised by the instructors (all of whom are CPR certified). Cadets should be challenged, but have fun.

We accomplish and grade fitness (participation 50% and dressing out in issued clothing-50%) in class each Friday a student has AF JROTC. Participation is required of all cadets unless an illness or injury is accompanied by a **doctor's note**. **The doctor's note excuses you from PT but from dressing out; the uniform on PT day is the issued PT gear.** We also offer after school training during the week for cadets desiring a higher level of fitness, or who need to make up for a Friday absence. Endurance/aerobic fitness consists primarily of running. Strength building consists primarily of exercises like push-ups, sit ups, and weight training. Flexibility work uses a variety of stretching exercises. Various exercises and group sports and activities enhance team building. All cadets must complete headquarters- and locally-required fitness assessments (making up outside class, if necessary) in both the fall and spring semesters on designated days. Assessments consist of a 1- to 1.5-mile timed run, timed push-ups, and timed sit-ups. As with other Wellness components, assessments are scored so cadets understand their fitness level. but graded based on effort.



Proper Sit-ups: Lie down with knees bent and heels about 12 inches from buttocks. Another

cadet (same sex) holds feet (standing, kneeling, or using hands). Cross arms with hands placed on opposite shoulders. Keeping this arm position, raise the arms to touch the outside of forearms and elbows to thighs and then lower the back to the floor so the shoulder blades touch the floor. This is one sit-up. If a cadet must rest, they must rest only in the up position. Hands must remain touching the shoulders; not the collarbone, neck, or upper arms. Bouncing off the floor or raising the buttocks off the floor is not permitted. Only correctly performed sit-ups will be counted. If a sit-up is not performed properly, the assisting cadet must tell the cadet that the sit-up did not count and what they need to do to correct their form.



Proper Push-ups: Start with hands at least shoulder width apart, hands straight, fingers pointed forward, and legs straight, parallel, and slightly apart with the toes supporting the feet. Keeping the back and knees straight, lower the body until a 90-degree angle forms at the elbows with arms parallel to the floor. Another cadet (same sex) holds one of his/her hands as a fist on the upturned palm of the other hand, thumb pointed up, so that the cadet being tested need only touch the partner's thumb with their chest (not their belly, shirt, neck, or chin), then back up. This is one push-up. If a cadet must rest, they must rest only in the up position. Lifting a hand or foot, or allowing any body part other than hands and feet to touch the ground, ends the test for the cadet. Only correctly performed push-ups will be counted. If a push-up is not performed properly, the assisting cadet must tell the cadet that the push-up did not count and what they need to do to correct their form.

Conduct and Military Courtesy

General. Cadets are expected to observe proper military customs and courtesies at all times. Such behavior reflects favorably upon themselves, the unit, the school, and the armed forces of our country. Further, cadets are expected to be respectful of peers and adults in oral and written communications as well as behavior. Profanity is not tolerated in our facilities or at our activities.

Cadet Honor Code. "We will not lie, steal, or cheat, nor tolerate among us anyone who does."

We have high expectations of cadet behavior-cadets will learn to live by and embrace the Honor Code. Violations of the Honor Code, though rare, can result in disciplinary action up to disenrollment from the Cadet Corps.

Specific Conduct and Courtesies.

Reasons for Standards. Personal discipline builds character and helps us carry out the unit's daily functions. **Faculty members** hold AF JROTC cadets in high esteem, and have higher expectations of you than they do of other students. Each of you is a leader in training--embarking on a great opportunity to practice being a leader by example. We expect you to learn to live with discipline and be prepared to accept responsibility. Whether or not you pursue a military career, AF JROTC will help cultivate the discipline you need to succeed in any endeavor.

Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Prohibited physical discipline includes, but is not limited to: pushups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing. Any form of verbal abuse or **attempt** to humiliate a **cadet-including** on social media-is prohibited.

Unauthorized Clubs. No instructor or cadet may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

During class, cadets who appear to be falling asleep will stand at the back of the room so they can continue to learn and participate. There is no gum, food, or drinks (besides water) in the classroom. Instructors may authorize food and drinks for special occasions.

Instructor Office Hours. Though instructors may arrive earlier or depart later, the JROTC area is generally open to cadets Monday-Friday, 0650-1700.

Cadet Changing Rooms. Rooms must be checked for any camera/recording devices before and after cadets enter. Separate changing facilities are provided for males and females. The intent of the changing rooms is to allow cadets to change out of school clothes/uniforms for after-school activities. They are not for storage of personal clothing or other items, as inevitably items get misplaced. Instructors/Cadet Staff periodically clean out the changing rooms and items not claimed are considered abandoned and donated to charity. Sufficient notice is given for cadets to claim their belongings

Terms of Address. Military courtesy dictates instructors and other military personnel are addressed by their rank followed by their last name. Cadets of lower rank address cadet officers by their rank followed by last name (example: Cadet Captain Smith) or as "Sir" or "Maram."

Saluting. A salute is simply a greeting. When in uniform and outdoors, you are required to salute all military or cadet officers. You are not required to salute cadets or instructors in the enlisted or NCO (Staff Sergeant through Chief Master Sergeant) ranks-exchange a verbal greeting only. All officers must render a salute to officers of a higher rank.

Public Display of Affection. Public display of affection (PDA) such as kissing, holding hands, embracing, walking arm-in-arm, or other affectionate touching is inappropriate and prohibited for all cadets in uniform. Indiscriminate display of affection shows lack of discipline and self-restraint, and detracts from the professional image we expect our cadets to maintain.

Communication of Information. Announcements read by Flight Commanders at the beginning of each JROTC class constitute the primary means of communicating information regarding upcoming trips, competitions, and activities, which is why cadets must be prepared to write down these announcements. We also use the **GroupMe** phone app extensively for team communications and senior cadet leadership- instructors monitor these chat groups. Individual Flights may create their own GroupMe chats for passing information. Cadets are discouraged from “muting” such chat groups as they may miss important updates. Flight chats are not monitored by instructors; however, inappropriate comments and cyber bullying on chat groups and other social media (e.g., Instagram, Snapchat) will be brought to the instructors' attention and may result in disciplinary action in JROTC and/or the school in accordance with district policy. Keep in mind emails, GroupMe messages, etc. to instructors may not be answered immediately, especially outside school hours. Written paperwork/forms (school physicals, JROTC forms) must be completed in pen, as they are essentially legal documents.

Good Standing within the Corps. To participate in AF JROTC social events, field trips, or competitions, cadets must be in good standing. This includes passing all classes based on the eligibility calendar, having at least an 80% in AF JROTC, all suspenses/deadlines met (e.g., paperwork, physicals, cadet/trip fees paid, etc.), and no unresolved disciplinary issues

Promotions

General. Promotions are one of the highlights of the year for cadets. Promotion recognizes not just good service, but the potential for greater responsibility. We use a promotion system based on a combination of academic years in AF JROTC, grade level, and performance within the program. Cadets begin as freshmen at the rank of Airman Basic. Upper class cadets who join JROTC begin at an appropriate rank as determined by the SASI.

Promotees must hold their new ranks for at least three months before being eligible for promotion again. The SASI may elect to make an exception to this policy in cases of unusual circumstances or merit.

Exceptional Merit Promotions. Exceptional merit promotions are promotions in which a cadet is advanced ahead of his or her peers. These promotions are evidence a cadet is doing their best! The SASI may select cadets who show a superior level of responsibility and leadership for early promotion. Winners of quarterly award boards are also promoted to the next grade.

Candidates must meet the following requirements, which reset each semester:

- Consistently wear the uniform well
- Actively participate in class, including PT
- Have at least a 90 in JROTC
- Attend at least 7 activities toward the Activities Ribbon, 2 of which must be monthly activities
- Attend at least 15 days of after-school LDR sessions
- Complete at least 8 hours of Community Service (freshmen), 10 hours (sophomores), or 12 hours (Juniors and Seniors)

Limitations:

- Quarterly award winners are ineligible for promotion via this process in the semester they win • Activities and CS hours only count if the cadet signed in electronically. WINGS is the program of record.

The Air Force Uniform

The Uniform. The uniform we issue symbolizes pride and discipline-it represents the legacy of many who have sacrificed for our country in all branches of the military. Wearing the Air Force uniform is a privilege, not a right. Cadets wear the standard Air Force uniform in compliance with current Air Force Instructions, JROTC regulations, and TX-933 guidelines. Uniforms are worn each prescribed uniform day (the Tuesday/Wednesday they have JROTC cJass) and other days prescribed by the SASI for special events like drill meets and military balls.

Standards. We expect cadets to maintain the highest standards of dress and personal appearance. Members must present a neat, clean, and well-groomed appearance at all times., in or out of uniform. Badges, insignia, belt buckles, and other metallic devices must be maintained with the proper shine and finish. Shoes must be polished. Each cadet must strive to maintain weight within Air Force limits. Overweight appearance detracts from proper military appearance, efficient performance, and is unhealthy. Among other considerations, leadership position and Cadet Leadership Course eligibility may require cadets being in good physical condition.

Proper wear of the uniform all day on prescribed days and adherence to grooming standards are not negotiable. Uniform standards, wearing instructions, and personal grooming standards, are prescribed in this Cadet Guidebook in accordance with Air Force instruction 36-2903 and AF JR OTC Operational Supplement Chapter 7; excerpts of which are in Attachments 3 through 8 of this Guide. Personal appearance standards are each cadet's responsibility and are the same as those for active duty personnel.

Uniform of the Day. Instructors and Flight Commanders may require cadets to wear a different combination of the Air Force uniform on certain uniform wear days. The reason is to acquaint cadets with a variety of different uniform combinations. However, unless otherwise specified, the uniform for uniform wear days will be the Blues . **The uniform is worn the entire school day (0650-1445) for credit.** Cadets may change out **ONLY** for a class period which requires different attire (e.g., athletic practice; if in doubt, ask an instructor) and **must change back into uniform after that class period.** Uniform and PT Gear wear take precedence over schoolwide,

themed/dress-up days. Cadets performing in a pep rally (e.g., band members) may change out of uniform for the pep rally itself, but **must** change back into uniform **after** the pep rally. If a cadet's uniform day falls on their school portrait day, they may change out of uniform for their photograph and must then change back into uniform.

Special issue uniform items. Certain team members may earn berets and/or shoulder cords. These items are authorized (but optional) for wear on uniform days unless otherwise announced.

Unit Polo. Unit polo shirts are required for some activities (e.g., community service events and certain trips). Cadets must present a professional image when in public at these events. Polos will be worn tucked into jeans with no rips or khaki slacks/shorts, with a belt. Close-toed shoes (e.g., tennis shoes) must be worn for safety (no sandals, flip flops, etc.). Male cadets must be shaven when wearing the unit polo, and PT hair standards for females apply. Ball caps are authorized outdoors but must not have a logo or slogan other than an Air force logo. In cold weather, cadets may wear the issued JROTC sweatshirt and black or gray gloves. The unit polo is considered a uniform and therefore cadets must present a consistent appearance.

Uniform Combinations. The most common uniform combination worn by cadets will be the light blue short-sleeve shirt (top/collar button unbuttoned), dark blue trousers/slacks with dark blue belt and buckle, dark blue flight cap, and black service shoes with black socks. The Service Dress combination adds a blue tie/tie tab and the service coat over the short-sleeve shirt (top/collar button buttoned). Proper cadet rank insignia, name tag, and authorized ribbons must be worn on the shirt/blouse or service coat for uniform days. Males and females must tuck the shirt tail into their trousers or slacks, and will wear a hat (flight cap or beret) outdoors. Males must wear a white V-neck T-shirt under the blue uniform. During their JROTC III and IV years, cadets may wear OCP.

Uniform Issue and Turn-in.

Basic Issue. Basic issues are a blue short sleeve shirt, service dress coat, blue trousers, belt, buckle, cap, tie, black socks, V-neck T-shirt {males}, and shoes. Females receive a tie tab instead of a tie. Additional uniform combinations like ABUs/OCPs and boots may be issued for certain classes. Uniforms will normally be issued to new cadets within the first two to three weeks of class.

Turn-in, At the end of the school year, cadets will return the uniform items if they are not returning to JROTC the following year, with the exception of socks, undershirts, flight caps, and black shoes (we cannot reissue these items). Items can be returned worn/dirty we will dry clean their uniforms. Cadets continuing in the program must maintain and clean their uniforms as needed over the summer. Address any items needing resized/exchanged prior to the first uniform day. Lost or destroyed items must be replaced at the cadet's expense via SchoolCash Online.

Uniform Care. Uniforms must be kept clean and in good repair throughout the school year. Light blue shirts may be laundered at home (recommended to avoid cracked buttons resulting from the dry-cleaning process). but any dark blue items (hat, coat., trousers) must be dry-cleaned to **avoid damaging** them. "Cables" (hanging threads) must be trimmed. Missing buttons can be replaced by consulting your chain of command. Lost or destroyed items must be replaced at the cadet's expense. **Requests for replacement items will not be honored on Uniform Day;** we encourage laying out your uniform in advance so you can address any issues ahead of time. You cannot borrow items from someone in another flight for your class period's inspection; that places them out of uniform. Be very careful if **wearing a backpack to avoid losing or damaging ribbons and name tags.** Write your name on the laundry label, or a slip of paper safety pinned to the inside of removable clothing items (your flight cap, windbreaker, etc.), so they may return if found (in another classroom, on the bus, etc.).

TX-933 Leadership Philosophy

General. Instructors emphasize and model positive leadership. Harsh "boot camp" style leadership does not enhance training or meet the mission objectives for this corps. We view AF JR OTC primarily as a "leadership laboratory" where cadets have the opportunity to learn and lead in a variety of activities. They will **attempt tasks** and lead in a safe and "non-hostile" environment. We believe leading through high expectations and standards of discipline is most effective, and that the best practice is to mentor students through the process of internalizing self-discipline.

Discipline vs. Punishment. There will be no physical-punishment aspect to behavior and discipline management with cadets, as a national program prohibits the practice of physically punishing cadets. Additionally, we do not yell or shout at cadets-we do not view those as effective leadership styles or classroom management techniques in our environment. That said, we will hold cadets accountable for their actions and will always attempt to lead by example or "lead from the front"

Leadership Development Requirement (LDR) Programs

General. Leadership Development Requirements (LDR) are activities which typically occur outside the normal school day; with a few incorporated into curriculum for certain classes. These activities are where cadets form strong bonds with other cadets, enjoying teamwork, camaraderie, and friendly competition. All LDRs take place at the Senior Campus. Cadets can participate in other school activities like band, football, cheer, etc., and still participate in LDRs when able (no-practice days, off season, etc.). Dress for after-school LDR activities is school-appropriate fitness clothes (shorts, T-shirts, athletic shoes); PT gear is required if making up a missed Friday PT class.

Team Descriptions

Drill Team. TX-933 has Drill Team, Sabre Team, and Color Guard opportunities incorporating a season which runs nearly all years. Like any team sport, Drill Team requires a high level of commitment and discipline. There are both ceremonial (e.g., school and community event support) and competitive (e.g., drill meets) aspects to participating in the Drill Team.

Physical Training and Raiders Team. After-school PT is voluntary (unless making up a missed Friday class period), and does not require a specific commitment. However, the program builds in intensity as the year progresses. Activities include combinations of aerobic exercise, strength building and flexibility exercises, and team sports. Small groups of both males and females from within the after-school group will be selected to participate in our Raiders Team, an intense program with competitions periodically throughout the year.

Marksmanship. Air rifle marksmanship is a program available to second-year cadets and above. Freshmen will have the opportunity to participate in their spring semester. Civilian Marksmanship Program safety training is taught to cadets, and only those passing the marksmanship written test with 100% are eligible to participate. Each participating cadet has the opportunity to qualify for a Marksmanship ribbon based on their skill. Cadets selected for the Varsity and Junior Varsity teams participate in matches throughout the year.

Orienteering. Orienteering team practice occurs as needed leading up to competition events. Practices include instruction in map and compass use, and competition techniques. Orienteering is an individual competitive sport, and cadets have the opportunity to participate in several meets throughout the year.

Academic Teams. Available and qualified cadets will be selected to represent our unit at academic competitions throughout the year. Additionally, each freshman through junior cadet has the opportunity to qualify for our Joint Leadership Academic Bowl team competing nationally via online competition.

Continuing in and Removal from AF JROTC

Continuing in AF JROTC in the Following Year. Continuing in AF JROTC from year to year is not automatic. The SASI is responsible for the good order and discipline of the Cadet Corps. On occasion, the SASI may determine if cadets are simply incompatible with, or do not meet the standards of, stated goals and objectives of TX-933. Considerations for incompatibility to continue a following year in AF JROTC include but are not limited to: not passing AF JROTC class, consistently failing other classes, lack of ability or motivation to participate in physical training, consistently poor appearance or missing uniform wear on prescribed days, failure to pass the 30 Basic Drill Sequence (tested in JR OTC II), failure to pass assigned major projects, and lack of adherence to the Honor Code or Air Force Core Values. Additionally, a documented negative discipline record (referrals, ISS, SAC, Detentions, DAEP, frequent calls from teachers, etc.) within the program or school may render a cadet unfit to continue in the program.

*NOTE: Second year cadets (all JROTC II cadets are considered second year cadets for purposes of this requirement) are required to successfully command (pass with a 70% or above) the 30 Basic Drill Sequence as a requirement to continue in AF JROTC. Instructors and Flight Commanders provide extensive training for all JROTC H cadets, including availability outside class as needed.

Removal from **AF JROTC**. The SASI has the authority to remove students from the program at any time during the school year in coordination with counselors if considerations are serious enough to warrant an immediate concern to the good order and discipline of the Corps. Instructors will utilize a progressive discipline system including a range from verbal to administrative consequences. Consequences can range from counseling, demerits, limitations on activities, to removal from the program. In some cases, when instructors judge that removal is not warranted, they may limit a cadet's access to activities, Cadet Lounge, etc. for a period of time. Instructors will discuss consequences with cadets, inform parents, and then coordinate with counselors to remove cadets not meeting standards. The cadet behavior/conduct agreement outlining expectations and acknowledging understanding of the disciplinary/removal process will be signed at the beginning of the year by each cadet and their parents.

Awards Program Guidance and Ribbon Chart

This attachment contains guidance and criteria for the award of ribbons/medals at the AF JROTC level (lower in precedence than national-level awards). The criteria below represent the local policy of the TX-933 SASI and are derived from AF JROTC Operational Supplement Chapter 7 (available in class). Refer to that chapter for national-level awards guidance-which

may be modified to suit the specific needs of our local program.



Awards are generally presented at the annual Awards Ceremony held in May. National-level awards often come with a medal as well as a ribbon. At SASI discretion, these ceremonial medals may be worn on the service coat in line of the ribbon rack at designated events (e.g., Military Ball, Dining [n, etc.). The routine wear of medals is prohibited, and medals are not to be worn on the light blue shirt. Some awards (e.g., Marksmanship Badges) are awarded when they are earned.

NOTE: Your Flight Commander and Deputy Flight Commander will periodically update their Flights on individual progress toward certain awards (e.g., number of activities toward the Activities Ribbon, number of community service hours toward the Service Ribbon). Activity attendance and community service hours are logged into WINGS based on you signing in as directed; if you fail to sign in for an event or activity, it will not be recorded. **You must advocate for yourself if you think you qualify for a ribbon, to ensure our records reflect your achievements!**

Outstanding Flight Ribbon. Awarded each year to members of the Outstanding Flight, based on a combination of factors including academics, dress and appearance, participation in community service and AF JROTC activities, fitness performance, and best overall motivation as determined by the SASI. Cadets may be awarded oak leaf clusters each additional year they were part of an Outstanding Flight.

Academic Ribbon. Awarded for academic excellence as signified by an 80% or higher in all classes at semester with no failures or ineligibility periods, in addition to an "A" average in AF JR OTC. Those in the top 10% of their graduating classes may wear a silver star on their academic ribbon. Data will be taken by April 10th (or earlier if the 10th is on a weekend or holiday). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Cadet Leadership Course Ribbon. Awarded for completing Cadet Leadership Course (CLC) in the summer. For each additional CLC completion a bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.

Special Teams Competition Ribbon. Awarded to team members or individuals placing 1st, 2nd, or 3rd against other schools in an Air Force or Joint Service Competition. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

All-Service National Competition Ribbon. Awarded to members of a team competing against other schools nationwide in a Joint Service Competition.

Air Force Nationals Competition Ribbon. Awarded to members of a team competing against other schools nationwide in an Air Force JROTC competition.

Orienteering Ribbon. Awarded to cadets for attending at least 50 percent of orienteering practices through April 10th (or earlier if the 10th is on a weekend or holiday) and participating in at least one meet. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Leadership Development Requirements Leadership Ribbon. Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (team

commanders, event chairpersons, etc.). An oak leaf cluster is added to this ribbon for each additional qualifying year.

Drill Team Ribbon. Awarded for participation in one public performance, no more than 5 unexcused absences, and attendance at least 75 percent of all Drill Team practices per school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Color Guard Ribbon. Awarded for participation in at least one public Color Guard performance. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Sabre Team Ribbon. Awarded for participation in one public performance, no more than 5 unexcused absences, and attendance at least 75 percent of all Color Guard practices per school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Marksmanship Ribbon. Awarded for selection for; and participation on, the Varsity or Junior Varsity Marksmanship competitive teams.

JLAB Ribbon. Awarded for selection for, and participation on, the Varsity or Junior Varsity Joint Leadership Academic Bowl teams (including designated alternates).

Cyber Patriot Ribbon. Criteria for earning this ribbon are in development.

StellarXplorers Ribbon. Criteria for earning this ribbon are in development

Raiders Team Ribbon. Awarded for selection for, and participation on, the Varsity or Junior Varsity Raiders teams.

Good Conduct Ribbon. Awarded at the SASI's discretion to cadets with no behavioral referrals, no referrals for tardiness, and no adverse reports from staff or faculty (inside or outside JROTC) in a school year. School detentions count as adverse reports. Additionally, to qualify a cadet must have more merits than demerits when totaled for the year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Service Ribbon. Awarded at the SASI's discretion for participation in at least 13 hours of AF JROTC-sponsored community service projects/activities from the beginning of the school year through April 10th. Non-corps sponsored hours (such as those sponsored by a church, civic organization, Scouts, or other school activity) may not be counted for this ribbon, as those programs have their own reward systems. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Health and Wellness Ribbon. Awarded at the SAS rs discretion for achievement in one of the following areas: performance on the JROTC Physical Fitness Test (administered in the fall and spring); performance on the USAF Active Duty Physical Fitness Assessment (administered one

to two times during the year), or participation in 75% or more of the TX-933 after-school fitness program days. In addition, a cadet must have made up any missed in-class PT absences.

Duplicate awards of the Bronze, Silver, or Gold Star in subsequent years will be denoted by the addition of another star of the appropriate color on the ribbon. Should a cadet score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. An oak leaf cluster is added to this ribbon for each additional qualifying year, if only the basic ribbon (no stars) is earned. NOTE: If a cadet earns this ribbon without a star and qualifies for a star in a subsequent year (or vice versa), wear the ribbon with the highest star earned.

Recruiting Ribbon. Awarded at the SASI's discretion for outstanding effort in support of unit recruiting activities. To receive this award a cadet must be the primary influence in recruiting at least one person into the program for the current year, as relayed by the recruited cadet. A cadet must mention another cadet by name, when they first join JROTC, as having recruited them. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Activities Ribbon. Awarded for participation in at least ten LDR activities. These include, but are not limited to: monthly social activities, team practices (multiple practice days for the same team are all considered a single LDR), competitions, information nights, and Booster Club meetings (if your parent is also present). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in a school year. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Dress and Appearance Ribbon. Awarded at the SASI's discretion for wearing the uniform all day on all designated uniform days and conforming to all AF JROTC dress and appearance standards. Cadets absent on uniform day must make up the uniform wear the next day they have JROTC class to qualify. Cadets with known absences on uniform day (e.g. other school trips/competitions) must wear the uniform to school prior to the designated uniform day to qualify. The uniform must be worn at school all day to qualify. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Longevity Ribbon. Awarded for successful completion of each full JROTC academic year. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Bataan Death March Memorial Hike Ribbon. Awarded for successful completion of a JROTC organized hike commemorating the Bataan Death March of American service members in the Philippines in WW II. The length of the hike is 14 miles. Other criteria (packs, weights, etc.) may

be determined by cadet Staff. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Patriotic Flag Ribbon. Awarded at the discretion of the SASI for participation in five non-color guard JROTC events specifically designed to honor our nation's flag. Such events include flag raising/lowering ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Other events where a flag may be present and part of the ceremony, but in which the flag is not the focus of the ceremony, do not qualify. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Marksmanship Ribbon. Marksmanship ribbons are earned at the discretion of the SASI. Must attend 80% of marksmanship practices, be in good standing within the unit, pass the Marksmanship test with a 100%, and recite the marksmanship pledge.

Ribbons are worn in the order(looking at the wearer)

NOTE: Ribbons on the first five lines are national-level awards

USAF Enlisted ranks and Insignia

E-1	E-2	E-3	E-4	E-5	E-6
No Insignia					
Airman Basic AB	Airman Amn	Airman First Class A1C	Senior Airman SrA	Staff Sergeant SSgt	Technical Sergeant TSgt
E-7	E-8	E-9			
					
Master Sergeant* MSgt	Senior Master Sergeant* SMSgt	Chief Master Sergeant* CMSgt	Command Chief Master Sergeant CCM	Chief Master Sergeant of the Air Force CMSAF	

**First Sergeant ranks are designated by a diamond in the upper field (E-7 through E-9)*

Cadet Air Corp rankings system

USAF Officer ranks and Insignia

Insignia	Rank	Designation
	Second Lieutenant (2LT)	O-1
	First Lieutenant (1LT)	O-2
	Captain (CPT)	O-3
	Major (MAJ)	O-4
	Lieutenant Colonel (LTC)	O-5
	Colonel (COL)	O-6
	Brigadier General (BG)	O-7
	Major General (MG)	O-8
	Lieutenant General (LTG)	O-9
	General (GEN)	O-10
	General of the Air Force (GDAF)	O-11

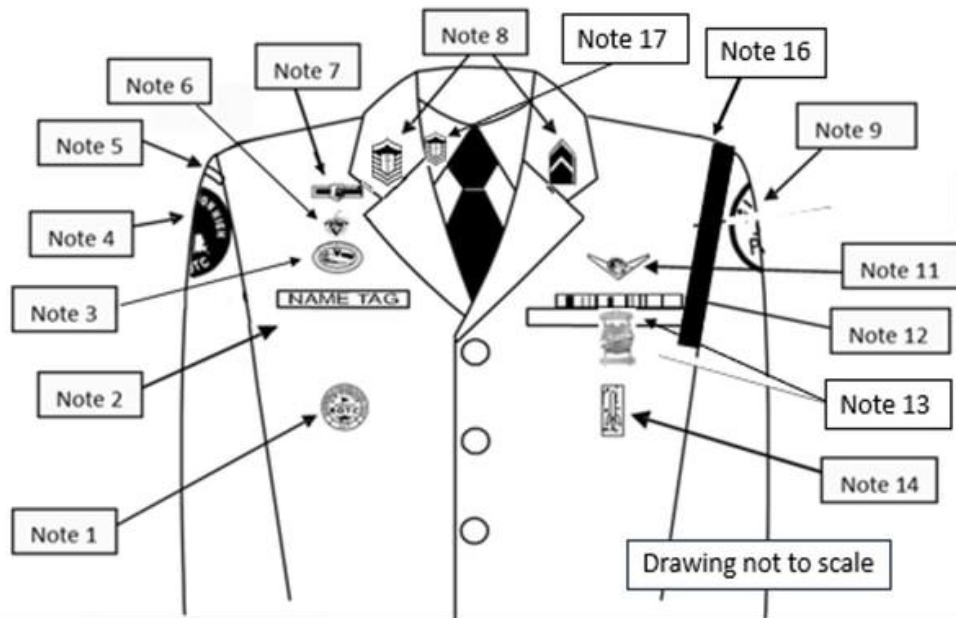
Cadet Enlisted ranks and Insignia

No Insignia								
Cadet/Airman Basic (c/AB)	Cadet/Airman (c/Amn)	Cadet/Airman 1 st Class (c/A1C)	Cadet/Senior Airman (c/SrA)	Cadet/Staff Sergeant (c/SSgt)	Cadet/Technical Sergeant (c/TSgt)	Cadet/Master Sergeant (c/MSgt)	Cadet/Senior Master Sergeant (c/SMSgt)	Cadet/Chief Master Sergeant (c/CMSgt)

					
Cadet/2 nd Lieutenant (c/2Lt)	Cadet/1 st Lieutenant (c/1Lt)	Cadet/Captain (c/Capt)	Cadet/Major (c/Maj)	Cadet/Lieutenant Colonel (c/LtCol)	Cadet/Colonel (c/Col)

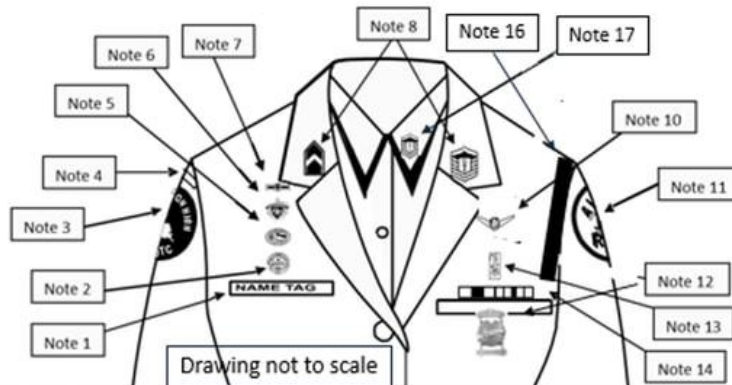
Cadet Officer ranks and Insignia

CADET MALE SERVICE DRESS



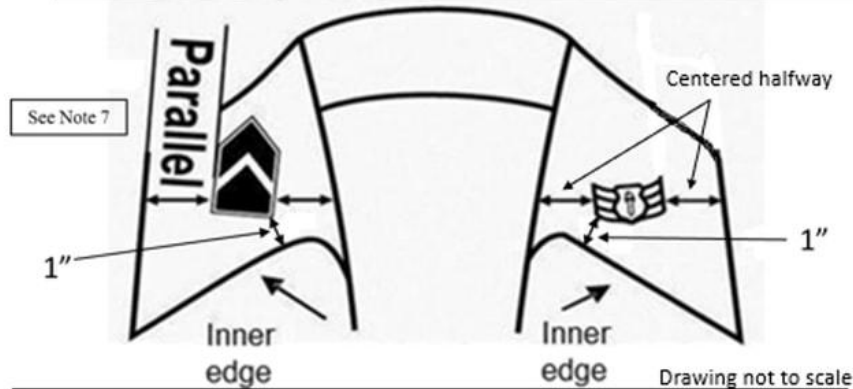
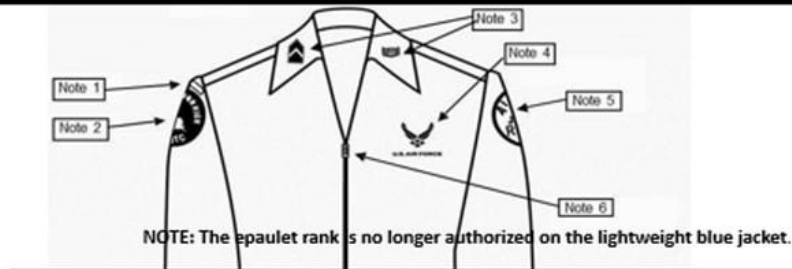
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



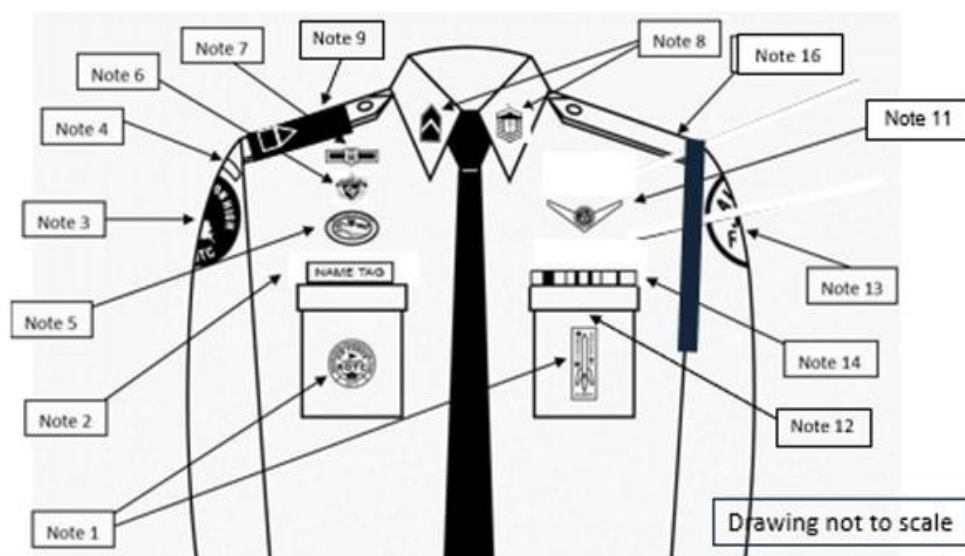
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET LIGHT WEIGHT BLUE JACKET



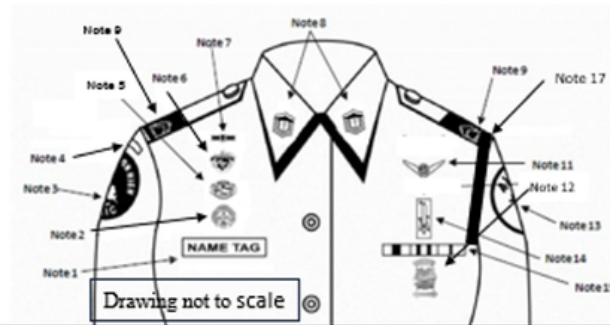
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Armn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 1/2 inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 1/2 inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and 1/2 to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed 1/2 inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed 1/2 inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

CADET OCP Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan or Coyote Brown color.
2. The American Flag patch (mandatory) and will be full color (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) full color. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment.
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. Berets, ascots, and shoulder cords will not be worn with OCPs.
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

PHYSICAL TRAINING UNIFORM (PT Gear)

Airforce sweatpants/shirts

Optional; worn over PT Uniform on Fridays in cold weather; no other outer wear authorized.
Issued PT uniform must be worn underneath for dress-out grade.

Airman Battle Uniform(ABU)/Operational Camouflage Pattern, worn as directed

Air Force JROTC Grooming Standards (while in Uniform/PT Gear/Polo)

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 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.

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

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

Cosmetics. Not authorized for males. Cosmetics for females, if worn, will be conservative and in good taste. Females may not wear eyeliner "wings" or shades of lipstick in extreme colors (including but not limited to purple, gold, blue, black, bright red, and fluorescent colors).



Figure 3.15 Authorized & Unauthorized Eyelash Extension Examples

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 fluorescent 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. Male cadets are not authorized to wear nail polish. Nail treatments for special occasions such as Homecoming, Prom, etc. that are not compatible with uniform wear must be removed prior to the next uniform wear day.

Hair-Male and Female. Clean, well-groomed, present a professional appearance, allow proper wear of headgear. WiJL 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 colored hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, blue, orange, fluorescent or neon colors. Hair coloring/styling for special occasions such as Homecoming, Prom, etc. that are not compatible with uniform wear must be removed prior to the next uniform wear

day. SASI may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

Wigs/Hairpieces/Extensions. Authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. Wigs/hairpieces/extensions will not be used to cover unauthorized hair styles. Extensions are prohibited for males.

Hair (Male Specific). 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 a tapered appearance. Hair will not exceed 2 1/2 inches in bulk regardless of length, and 1/4 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 1/4 inch width.



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. This means male cadets must shave. You must be shaven when in your blue uniform OR your unit polo-remember you are an ambassador for our unit! Shaving must be completed before coming to school, not merely just before JROTC class/inspection.

Sideburns: If worn, sideburns will be straight and even width (not flared), and will not extend below the boom of the ear opening. Sideburns will end in a clean-shaven horizontal line.

Authorized Male

Figure 3.5 Cut, Clipped or Shaved Part



Unauthorized Male



Hair (Female Specific). No minimum hair length. 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 PT Gear, 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 and through the shoulder blades. Hair must be properly styled all day when in uniform, not merely just prior to JROTC class/inspection. 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 and through the shoulder blades. Locs, braids, twists, micro-braids, French braids, Dutch braids, and cornrows are authorized. Lacs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly. All locs, braids and twists, when worn, will be of uniform dimension. no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the toes, braids, or twists and must be tightly interwoven to present a neat, professional appearance. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. Exception: Microbraids or twists are not required to continue to the end of the hair.

Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrette s, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly or fabric scrunches will not exceed two inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

NOTE: SASI has final authority to determine what is extreme or faddish.

For further information, reference Air Force Instruction 36-2903 and Chapter 7 to the JROTC Operations Supplement.

To present proper military image

Items will be neat, clean, pressed, proper fit, in good condition, zipped, snapped, and/or buttoned.

Watch; No more than one watch worn at a time. One around the wrist, conservative, no wider than $\frac{1}{2}$ inch, gold or silver, no inappropriate pictures or writing. No gemstones/tennis bracelets. Medical alert/identification bracelets are authorized. Ankle bracelets are not authorized. Colored/rubber/fabric bracelets, or supporting a cause/

philosophy/individual/group are not allowed in uniform.

Rings- No more than three on both hands combined.

Earrings -Females may wear one small (<6mm) round or square white diamond, gold, white pearl, or silver earrings on each earlobe. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is connecting band on clip earrings. No light visible through piercing holes; no plugs for gauge holes. Males in uniform may not wear earrings. No other body piercings visible in uniform.

Necklaces-Not visible at any time; concealed under collar or undershirt.

Eyeglasses and sunglasses- Conservative lenses and frames, no ornamentation. Photosensitive/sunglasses not authorized in formation. Not worn around the neck, on head or hanging on uniform.

Pencils and pens- Concealed except when carried in the compartment of left ABU/OCP pocket, not to exceed two.

Backpack- Worn on both shoulders or left shoulder only to allow saluting. Use caution to avoid damaging/losing name tags/ranks/ribbons.

Wear and use of an earpiece, earbuds, headphones, or earphones and any Bluetooth wireless technology, while in uniform, indoors or outdoors, is only authorized for official duties. Exception: Headphones and earphones are authorized during travel on public transportation (i.e., bus, train, or air travel) and/or while wearing the Physical Training Gear (PT) during individual or personal PT in the fitness center or on designated running areas. Use of personal electronic media devices, including earpieces, speaker phones or text messaging while walking in uniform is limited to emergencies or when official notifications are necessary.

Authorized Female Hair Styles



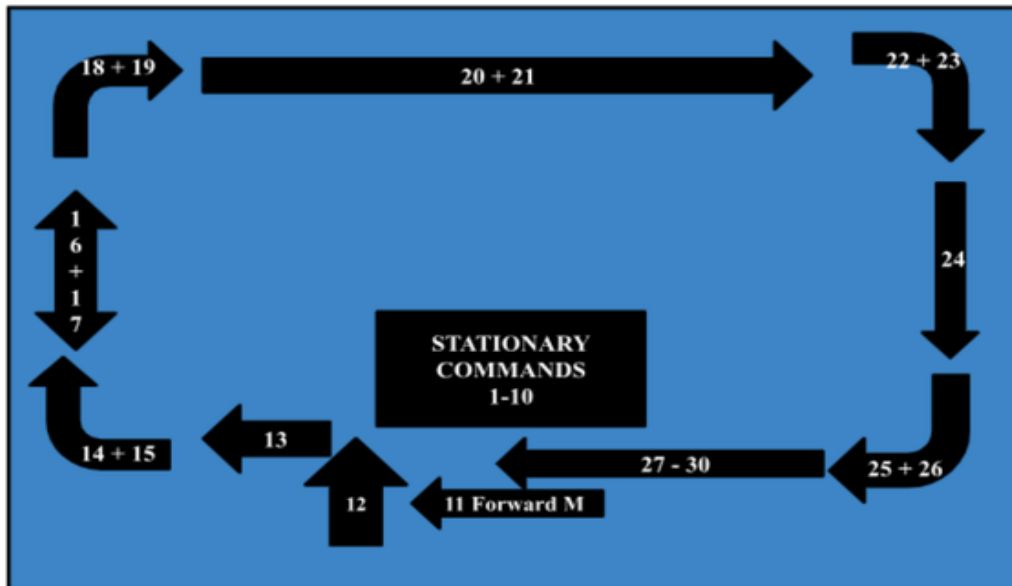
Figure 3.13. Unauthorized Ponytails.



How to Tie the Windsor Knot

This is the knot expected to be tied when males wear the dark blue Air Force tie. It presents a symmetrical, professional appearance. The tie is worn snug to the neck, covering the top button. There are also helpful YouTube videos available; search "Tie the Windsor Knot."

30- STEP DRILL SEQUENCE



- | | |
|--|--|
| 1. *Fall In
(Sizing of flight/count off is not required for HQ AFJROTC purposes – units may teach these if they wish commands, but they are not required for our purposes, or unit evaluation.) | 16. To the Rear, March |
| 2. Open Ranks, March | 17. To the Rear, March |
| 3. Ready, Front | 18. Column Right, March |
| 4. Close Ranks, March | 19. Forward, March |
| 5. Present Arms | 20. Eyes Right (<i>salute the evaluator</i>) |
| 6. Order Arms | 21. Ready Front |
| 7. Parade Rest | 22. Column Right, March |
| 8. Attention | 23. Forward, March |
| 9. Left Face | 24. Change Step, March |
| 10. About face | 25. Column Right, March |
| 11. Forward, March | 26. Forward, March |
| 12. Right Flank, March | 27. Flight Halt |
| 13. Left Flank, March | 28. Left Face |
| 14. Column Right, March | 29. Right Step, March |
| 15. Forward, March | 30. Flight Halt |

ALL JROTC cadets are required to know this flight drill sequence also known as the "30 Basic." Cadets will have class time in the academic year to practice commanding and executing the 30 Basic. Successful command of the 30 Basic constitutes a Major Grade and is required by AF JROTC Headquarters to continue in JROTC past the second year.

The Air Force Song

by Robert Crawford; Adapted May 2020

First Verse

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

Second Verse

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

Third Verse (only sung on solemn occasions)

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

Fourth Verse

**Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd Jive to be a grey-haired wonder**

**Keep the nose out of the blue!
Fly to tight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing'll stop the U.S. Air Force!**