



ORANGE

# ***Air Force Junior ROTC***

***West Orange High School***



## **CADET GUIDE**

**2023 - 2024**

**Name:**

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BY ORDER OF THE  
SENIOR AEROSPACE SCIENCE INSTRUCTOR

AFJROTC FL-802  
CADET HANDBOOK 36-1  
3 August 2023

This handbook establishes AFJROTC FL-802 Aerospace Science Course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation, and extracurricular activities. This handbook supplements leadership texts, Air Force and AFJROTC directives, and the AFJROTC Curriculum Guide. All cadets will read this handbook, maintain an electronic copy of it, know its contents, and comply with its standards to adequately meet AFJROTC course objectives. The Cadet Wing Commander will review this handbook at least annually and recommend changes to the SASI or ASI.

**PLEASE NOTE: There is no military service obligation for AFJROTC enrollment. AFJROTC instructors are not military recruiters. Instructors maintain points of contact with the service recruiters to assist cadets interested in possible military service.**

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Supersedes all previous AFJROTC FL-802 Cadet Handbook editions  
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**West Orange High School**  
**FL-802 AFJROTC**

1625 Beulah Road  
Winter Garden, FL 34787  
(407) 905-2500 x2950



12 August 2023

On behalf of Principal Mathew Turner and the West Orange High School staff, I want to welcome you to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program and specifically FL-802. It is our goal to provide you a stimulating, empowering and challenging environment where through teamwork and individual effort you can achieve anything you set out to accomplish.

Since the formal beginning of the first AFJROTC program in 1966, thousands of young men and women have chosen to supplement their high school education by participating in this program. Many have chosen to pursue military careers while others have taken what they have learned into the civilian sector. Whichever path you choose, I am confident the lessons learned while participating in this program will help you achieve your personal goals.

Senior Master Sergeant Spencer and I look forward to watching you grow and stand ready to assist you with gentle guidance or sometimes a needed push.

Micheal Carrizales, Lt Colonel, USAF (Ret)  
Senior Aerospace Science Instructor  
E-Mail: [micheal.carrizales@ocps.net](mailto:micheal.carrizales@ocps.net)

**MISSION** Develop citizens of character dedicated to serving their nation and community

**GOALS** Instill Values of Citizenship, Service to the United States, Personal Responsibility and Sense of Accomplishment

**MOTTO** Lead, Serve, Dream

## **CURRICULUM**

This year all JROTC cadets are enrolled in Aerospace Science (AS) 220 Cultural Studies and Leadership Education (LE) 400 Fundamentals of Management. LE including Fundamentals of management, uniform wear and drill, will make up 80% of the course grade first semester. AS along with portions of LE (uniform wear and drill) will make up 80% of the course grade second semester.

All classes will also participate in the Health and Wellness Program (HWP) which will take place each Friday. HWP will comprise 20% of the course grade for each AS level. Dressing out and participating in exercises will be graded each week. Further details will be addressed in the course syllabus for each AS class. HWP ribbons and clusters will be awarded at the end of each year based on HQ AFJROTC guidelines.

Extracurricular activities, which are voluntary for all cadets include, color guard, model rocketry, community service, Kitty Hawk Air Society, Awareness Presentation Team, CyberPatriot, and Cadet Leadership Course. Field trips to military and space activities as well as to airports and museums also supplement the curriculum.

## **CURRICULUM IN ACTION (CIA / Field Trips)**

OCPS requires Parental Release forms (aka permission slips) for every off-campus event in which AFJROTC participates. The instructors will issue release forms to cadets selected for those events. Cadets must return permission slips to the instructor by the date designated on the permission form to participate in the event. Some events, such as CIA / field trips, require permission slips to be returned earlier based on the OCPS requirements.

Cadets who fail to return permission slips within the assigned times will be removed from the trip roster. Exceptions to this policy will be handled on a case-by-case basis, however instructors will not under any circumstances allow a cadet on a CIA / field trip without a permission slip signed by a parent/legal guardian. Cadets above the age of 18 may sign as their own guardian. The uniform for cadets participating in CIA / field trips will be designated by the SASI on the permission form.

## **ORGANIZATION**

The FL-802 Cadet Group follows, as closely as possible, the structure of an active Air Force organization. The group command leadership is displayed in each classroom, and all cadets are expected to become familiar with the group organization. Within the group organization, there is a sequence of commanders from the highest level to the lowest. This is referred to as the chain



of command, and all cadets are expected to know the names and ranks of all persons in their chain of command. There is room on the last page of this guide to record the names and ranks of the people in your chain of command. You should keep this information current. Also see the Cadet Group organization chart at the back of this guide.

## CITIZENSHIP

Citizenship is the foundation of the AFJROTC program. Cadets must show good character and be a positive role model to other students. Their actions should contribute to the good of the program, the school, and the community. Cadet behavior, both inside and outside the classroom, which does not meet JROTC standards can result in disciplinary measures, including removal from the program. All cadets must conduct themselves as responsible members of our society and avoid actions that harm our reputation as upstanding citizens. Treat everyone with dignity and respect and your citizenship will be a model for others to follow.

The Pledge of Allegiance is used as a daily activity to begin the school day. Each student has the right to not participate or recite the Pledge of Allegiance but AFJROTC cadets **WILL** stand. *If in uniform*, stand at ATTENTION, **REGARDLESS** of what class you are in, and recite the Pledge of Allegiance. If not in uniform, place your right hand over your heart and recite the Pledge. If in the hallways at the start of the day, stop walking and participate. As long as you are not in the JROTC classroom or in uniform, any cadet choosing to NOT recite the Pledge of Allegiance or National Anthem shall remain at the position of ATTENTION, and be silent.

## CUSTOMS and COURTESIES

Customs and courtesies are the military's version of manners. They are customary rules of behavior that are used to promote good order and discipline in the services. You can think of them in terms of how we expect to be treated by others as good citizens. Cadets will render the proper customs and courtesies with respect to the Pledge and National Anthem.

Cadets should always address their instructors by rank and last name, for example, "Sergeant Spencer," or "Colonel Rhoades." **Cadets should address each other in a similar manner when participating in formal classroom or extracurricular events, for example, "Cadet Anderson."**

**Always use the term "Yes, sir/ma'am" when talking to an instructor.** Get in the habit of doing the same for cadet officers. This courtesy is important in other classes and in civilian life.

**HAZING:** Physical or psychological abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result is prohibited. Any violation of this policy must be reported to an instructor for disciplinary action.

## CLASSROOM ORGANIZATION AND PROCEDURES

AFJROTC class periods are conducted differently from other classes. First, your class will be designated as a *flight* within the cadet group. Your flight will be organized into *elements*, and you will be given an assigned seat in one of those elements. **You must be in your seat when the tardy bell sounds.** Anyone who is not in their seat will have to stand just inside the

classroom until the class report is complete and request permission to join the class. Tardy consequences will be assessed after the class report. **Phones are stowed prior to class start.**

Class will begin with the Flight Commander (FC)/Flight Leader (FL) calling the flight to, "Attention." Once the flight is at attention with no secondary movements or talking, the FC/FL will give, "Parade Rest." The Flight Sergeant (FS) will call the roll. **As each cadet's name is called, that cadet will come to attention and state, one of the core values "sir/ma'am," and then return to the position of parade rest.** After the entire class roll has been taken, the FC/FL will call the flight to, "Attention," and then direct the FS to "Receive the Report." The FS will turn and direct the element leaders to "Report." Element leaders, starting with the first element, will report, "1<sup>st</sup> Element all present, except (the cadet's name/s that is/are absent). After all element leaders have given their report, the FS will turn and report, "\_\_\_ Flight all present, except (the cadet's name/s that is/are absent). The FC/FL will direct the FS to "post" (which means return to the position he/she started from). After the FS has posted, the FC/FL will command the flight to face the flag/code and lead them in the Pledge of Allegiance/Honor Code. Once the pledge/code is complete, the FC/FL will direct the flight to take their seats and report to the instructor as described below. On Thursday the FC/FL will designate the briefer for the weekly mission brief and take their seat. The designated briefer will present the weekly mission brief and upon completion, the briefer will turn and face the instructor and report, "\_\_\_ Flight is ready for instruction, sir." The instructor will acknowledge and direct the briefer to "post".

If you enter the classroom after the bell/class has started, you will enter sharply, halt, face the FS, salute, and state, "Sir/Ma'am, Cadet your name requests permission to join the flight (or to speak with the instructor.)" Hold the salute until the FS returns it and gives permission for you to join the flight or to speak with the instructor.

## DISENROLLMENT

Cadets who fail to meet AFJROTC standards may be disenrolled from the program in order to maintain the morale and discipline of the unit. When necessary, disenrollment will be approved by either the Senior Aerospace Science Instructor (SASI) or the principal. Per AFJROTC Instruction 36-2010, students will be disenrolled if they fail to maintain any of the following program requirements:

- a. Taking AFJROTC academic courses
- b. Participating in the cadet corps activities
- c. Properly wearing the prescribed uniform each required uniform day
- d. Meeting and maintaining Air Force grooming standards
- e. Maintaining acceptable disciplinary standards

Disenrollment is a last resort, and will be preceded by documentation and corrective counseling. Instructors will work together with the cadets, their parents, cadet leaders, school counselors, and administrators to resolve the issues. However, when these efforts are unsuccessful, the SASI will act to remove the cadet from the AFJROTC program. A maximum of three weeks will be granted to complete this entire administrative process. At the end of that time, the cadet either chooses to comply as required, or is removed from AFJROTC. Disenrolled students will be placed wherever the school administration sees fit, but it is the HQ AFJROTC position that these students cannot remain in the AFJROTC program.

## RESERVE CADET PARTICIPATION

Any student enrolled in an AFJROTC academic class is considered an Active Cadet. If a student has a legitimate scheduling conflict that prevents them from being enrolled in an AFJROTC academic class, that student may be classified as a Reserve Cadet. A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities.

To qualify as a Reserve Cadet, a student must have SASI approval AND meet one of the following criteria:

- The cadet cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.
- The cadet must have been a cadet for at least one FULL academic year prior to being considered for reserve status.

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.).

Time in reserve status does not count towards the Certificate of Completion.

Reserve Cadets may retain their uniform for the entire academic year.

A reserve cadet must comply with all standards published in this Cadet Guide, applicable Air Force and Air Force JROTC Instructions, and unit operating instructions. Failure to do so will result in the loss of reserve status.

Like an active cadet, a reserve cadet **MUST** wear their issued Air Force uniform on ALL designated uniform wear days.

On designated uniform wear days, a reserve cadet will report to the SASI before or after school for a uniform inspection.

Failure to wear the uniform in accordance with these instructions and Air Force uniform wear standards and/or failure to report for uniform inspection will result in the loss of reserve status.

## VISITORS ENTERING THE CLASSROOM

When the principal/assistant principal, Lt Colonel Carrizales, or any other commissioned officer who is senior to the instructor enters the room, the first person who sees them enter will call the class to attention. This will be done for the officer instructors only once during a class period.

## CLASS RULES

- Because marching and physical conditioning are part of JROTC classes, cadets must wear suitable shoes on designated drill and physical training days. No flip-flops, sandals without backs, or high-heels are allowed on those days. Bring a change of shoes if necessary.
- Eyes open and sitting up straight in class. If you are ill, you may request to go to the nurse.
- Head coverings, headphones, mp3s, Air Pods, will not be worn and **cell phones will not be used in class unless authorized by an instructor.**
- Consume food and beverages (except water) outside the classroom. Keep all food and drink containers you bring into the classroom closed.
- No gum chewing in or out of classroom, including the JROTC office.
- Keep combs, pencils and pens in pockets, not behind ears or in hair.
- Stay in your seat until the instructor gives you permission to move.
- Keep the classroom neat and clean. Put trash in the wastebaskets. Push your chair in under the table and straighten desks/tables every time you leave the classroom.
- Always bring your laptop, paper, and pen or pencil to class.
- Do not touch the instructors' desks, sit in their chairs, or use their materials without permission.
- Take care of all personal grooming (hair, nails, makeup, lotion) before or after class.

## SALUTING

The salute is a military form of greeting. Salutes are given to all officers of the U.S. Armed Forces and friendly foreign forces, and AFJROTC cadet officers. The person junior in rank salutes first and holds the salute until it is returned by the person of senior rank. **Salutes are only required in uniform when outdoors and not under cover.** Always salute from the position of attention. Never salute while running; slow to a walk to salute. Cadet Officers are saluted by cadets of lower rank. When two cadet officers meet, the officer of lower rank begins the salute. Cadet Airmen and NCOs salute all cadet officers. Officer instructors are saluted by all cadets regardless of cadet rank.

**Cadet Officers and NCOs are expected to correct saluting and uniform violations on the spot.** This will be done in a non-threatening manner. All cadets are expected to accept corrections properly. Cases of disrespect or insubordination must be reported to an instructor. The offending cadet will be counseled and disciplined as necessary.

## WEARING THE UNIFORM

Your uniform is just like those worn by Air Force personnel. When people see you in the uniform, they consider you a part of the U.S. military. Consequently, you must wear and maintain the uniform correctly and proudly. Uniform violations will be treated very seriously. First-year cadets will not be issued the AFJROTC uniform until they are ready to commit to wearing it as required.

Wednesday is the designated day for wearing the uniform at West Orange High School, unless you are notified otherwise by the instructors. On the first Wednesday of each month, wear of the service coat is authorized, and on the third Wednesday of the month, wear of the ABU is authorized as long as it is properly configured. Wearing the uniform **all day** on uniform day is **REQUIRED** of all cadets. **If you are absent from school on uniform wear day (for any reason) you are required to wear the uniform on the first day of your return to class.** Failure to do so will result in your receiving a failing grade in uniform wear for the week.

Repeated incidents of not wearing the uniform will result in disciplinary action, probation, course failure, and disenrollment from AFJROTC.

When wearing the uniform, you must display the sharpest image possible; uniforms will be kept clean, neat, and in good condition. Uniforms are only on loan to you and must be returned dry cleaned at the end of the year. You will have to pay for any unreturned, damaged items, or non-cleaned uniforms.

The top collar button of the shirt/blouse is buttoned only when wearing the tie or neck tab.

Trouser/slack length must be adjusted so the front of the trousers/slacks rests on the front of the shoes with a slight break in the front crease. The back of the trousers/slacks should be 7/8 of an inch longer than the front. **Important:** make this measurement while wearing your uniform shoes.

Shoes must be kept highly polished. Use Kiwi or similar black shoe polish (round can) once a week to keep shoes shiny and scuff-free. **Do not use liquid shoe polish as it will form cracks.**

Uniforms should be cleaned regularly. Shirts should be laundered every week. **Be sure to iron them to remove any wrinkles.** Coats, jackets, flight caps, trousers, and slacks must be **dry cleaned**. This does not have to be done every week if you are careful to avoid stains and heavy perspiration.

When wearing the dress coat, you must wear the tie or neck tab at all times. The ranks that are worn on the coat must be placed on the lapels so that they are centered on the diagonal seam and barely touch the diagonal seam. All buttons on the coat must stay buttoned. If you get too warm, you may remove the coat, but it is never worn with buttons unbuttoned. Ribbons are required on the service dress coat with the following exception. **Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI). Medals may not be worn on regular uniform days.** Place medals on the mounting rack in the proper order of precedence.

When wearing the blue lightweight jacket, cadets must keep it zipped at least half-way up. Jacket sleeves are worn fully extended, not pushed up. Athletic jackets, civilian coats, sweaters, and other non-uniform items cannot be worn over or with the JROTC uniform.

Name tags will be worn on the uniform shirt at all times. Name tags are worn on the right side and in the proper position as shown on pages 10-17. **Ribbons are mandatory** on the service dress coat and the shirt. Ribbons and badges will be worn in the proper position as shown on pages 10-17 and in the proper order as shown on the AFJROTC ribbon chart on page 2.

Articles such as wallets, pencils, pens, combs, and sunglasses will not be worn exposed on the uniform. You can wear a conservative watch and one **metal** bracelet (no wider than 1/2"). Colored bracelets advocating a cause are not authorized in uniform. You may wear no more than three rings. Rings will be worn at the base of the finger, and will not be worn on the thumb. Eyeglasses and sunglasses must be conservative and free of ornamentation on the frames or lenses. Sunglasses may not be worn indoors or when in formation. Mirrored sunglasses are not allowed.

Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. All tattoos must be in good taste. Wear of pierced body jewelry (nose, tongue, lip, and eyebrow) is not authorized. Headphones/earbuds are not to be worn/used in uniform.

Exception: Headphones and earbuds are authorized during travel on public transportation or while wearing the Physical Training Gear during personal PT or while taking the run portion of the fitness test. White socks, slippers, sliders, athletic shoes, or sandals are never worn with the uniform.

Cadets must wear the uniform for the **entire school day**, including field trips. For personal fitness classes, changing into athletic clothing is okay for that class, but you must change back into uniform after class is over. All other changes out of uniform require instructor permission.

Uniform violations in or out of class affect your grade, promotions, and awards, and can lead to disenrollment from JROTC.

**Female cadets** must style their hair to permit proper wear of the flight cap (see hair examples at the end of this guide). Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the fold of the armpits. Any item worn in the hair must match the hair color. Exaggerated hairstyles or hair more than 4 inches in bulk is not allowed. Hair ornaments such as ribbons or jeweled pins are not allowed. Cosmetics and fingernail polish must be conservative, single color, and in good taste (no designs or glitter, but French nails are okay). Hosiery will be worn with the service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and is optional with slacks. Socks, if worn, must be black. Black pumps, if worn, will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish (upper class cadets only). Females may wear small, round or square (6 mm max), conservative gold, silver, white diamond, or white pearl pierced or clip-on earrings. Only one earring may be worn on each ear and it must be in the lower ear lobe.

**Male cadets** will have their hair neat, trimmed, and in a conservative, well-groomed appearance (see hair example at the end of this guide). Hair will not exceed 2 inches in bulk. **ALL MALE HAIRCUTS MUST BE TAPERED** to no more than 1/4 inch in length (no mushroom, "high and tight" cuts, or pony tails). Hair must not touch the ears, eyebrows, or the collar except the closely cut hair on the back of the neck. Groom hair in front so it does not touch the eyebrows nor protrude below the band of properly worn headgear. Fad haircuts, such as Mohawk, cornrows, tails, shaved sideburns, engraved names or symbols are prohibited. Sideburns must be neatly trimmed and not extend below the lowest outer opening of the ear. Flared sideburns are not allowed. The face must be clean shaven, but mustaches are permitted as long as they do not extend beyond a vertical line drawn upward from the corners of the mouth. Males may not wear earrings in uniform.

The following terms will be used to designate specific uniform combinations:

**Combination 1, Service Uniform.** Short-sleeve shirt, slacks/skirt or trousers, belt, flight cap, and JROTC shoes/pumps.

**Combination 1A, Service Uniform.** Short-sleeve shirt, slacks/skirt or trousers, belt, flight cap, necktie or neck tab, and JROTC shoes/pumps.

**Combination 1B, Service Uniform.** Short-sleeve shirt, slacks/skirt or trousers, belt, flight cap, blue lightweight jacket (necktie or tab optional), and JROTC shoes/pumps.

**Combination 2, Dress Uniform.** Short-sleeve shirt, slacks/skirt or trousers, belt, flight cap, neck tie or neck tab, dress coat, and JROTC shoes/pumps.

**Combination 3, Airman Battle Uniform (ABU).** ABU jacket; trousers; tan T-shirt; ABU cap; appropriate name tapes, tan belt (belt may extend beyond buckle), and boots. Only sage green boots are authorized with ABUs. (Note: BDUs are no longer authorized and will not be worn). Look at the ABU section on the next page for more information.

**Combination 3A, Operational Camouflage Uniform (OCP)** OCP jacket, trousers, tan T-shirt, OCP cap, appropriate name tapes, tan belt (may extend beyond buckle), and boots. Only coyote brown boots are authorized with OCPs.

**Combination 4, Physical Training Gear (PTG).** Issued JROTC T-shirt, issued JROTC athletic shorts (black or dark blue spandex may be worn under PT shorts), and athletic shoes with socks. (Sweat shirt/Sweat pants may be worn if the outside temperature is below 50° or when designated by the SASI/ASI.)

**Combination 4A, Utility Uniform.** Issued JROTC T-shirt with any suitable shorts, slacks/jeans (NO HOLES/TEARS), and athletic shoes. A belt or other fastener is required if pants will not stay up during the activity.

**Combination 5, Civilian Equivalent Attire.** Shirt or blouse with a collar, slacks/jeans (NO HOLES/TEARS) with a belt; shoes that lace up or other dress shoes. Appearance including hair, jewelry, nail polish, etc., must also meet uniform standards. Girls may wear dresses or blouse and skirt combinations that meet a professional standard equal to the JROTC uniform. 1<sup>st</sup> year cadets who have opted not to wear the AFJROTC uniform will wear the combination 5 uniform on uniform wear days.

Optional uniform items. Cadets may be issued or purchase certain Air Force uniform items to wear as part of the AFJROTC uniform. The SASI will designate times when optional items may not be worn. Optional items include: Service cap (cadet officers only), long-sleeve shirt, boots, skirts (the skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention), and corfam shoes (upper class only).

- Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program. Flight Suits may be

worn as an option on the **third Wednesday** of each month for cadets that have earned the privilege as stated above.

### **AIRMAN BATTLE UNIFORM (ABU)**

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

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

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

### **OPERATIONAL CAMOUFLAGE PATTERN (OCP)**

OCPs are authorized for command staff and fourth-year cadets. OCPs may be substituted for a maximum of two regular uniform days per month.

### **UNIFORM INSPECTION STANDARDS**

Your weekly uniform inspection grade will be based on how well you follow the wear instructions shown and the uniform inspection rubrics. As the course progresses, you will be expected to improve on uniform wear.

The service dress coat may be worn on the **first Wednesday** of each month. (If the first Wednesday is not appropriate for service dress coat / OCP wear due to a holiday, JROTC pictures, etc., the SASI may designate an alternate day for wear). The OCP and all other uniforms must be properly worn IAW AFJROTC Instruction 36-2010 Chapter. For the ABU, all required patches, rank, and name tapes must be properly worn on the uniform. Honor Guard members may wear the ABU uniform on the third Wednesday of each month or the Wednesday before a drill competition.

### **PROMOTIONS**

Promotion is based on academic and leadership grades, classroom attendance, co-curricular and community service activities, merits, demerits, basic knowledge tests, and job performance for upper classmen. Uniform wear and suspensions also play a key role in determining promotion status. **Cadets who receive in/out of school suspension or receive one or more failures for uniform wear during a grading period are ineligible for promotion during that grading period.** Promotion requires passing a written basic knowledge test in addition to meeting academic and leadership performance criteria. Promotions will be held at the end of each grading period and are effective as of the date of the promotion order. Additionally, promotions



can be awarded for successful completion of Basic Cadet Training (BCT) and Cadet Leadership Course (CLC). See the Cadet Recognition Program section below for STEP promotion criteria.

Minimum ranks are based on successful completion of AFJROTC classes. Minimum ranks are as follows after completion of: 1<sup>st</sup> year, C/Amn, 2<sup>nd</sup> year, C/A1C, 3<sup>rd</sup> year, C/SrA

Note: If a Cadet won't earn a promotion during the school year they will automatically be given a one rank promotion to meet the above requirements.

Normal promotion ceilings for each AS level are as follows: AS 1: C/SSgt AS 2: C/CMSgt  
AS 3: C/Capt AS 4: C/Col

#### Airman Ranks Promotion Requirements:

##### Quartelyr:

- 70% on a knowledge test
- 3 Community Service Hours

##### Semester:

- B or higher AFJROTC
- 3 Community Service Hours

#### Non-Commissioned Officer Promotion Requirements:

##### Per Quarter:

- 80% on a knowledge test
- 3 Community Service Hours
- B or Higher in AFJROTC
- 1 CIC or Assistant CIC Event
- No missing assignments

#### Senior Non-Commissioned Officer Promotion Requirements:

- 85% on a knowledge test
- 5 Community Service Hours
- B or higher in AFJROTC
- Holds a Group Staff job or higher
- 2 CIC Events in Career
- No missing assignments

#### Officer Promotion Requirements:

- 95% on a knowledge test
- 5 Community Service Hours
- B or higher in AFJROTC
- Holds a Command Staff Job
- 3 CIC Events in Career
- No missing Assignments

#### All Ranks:

- No missed uniform wear
- Minimum 2.0 GPA

## DEMOTIONS

Cadets may be demoted to lower rank for failure to wear the uniform, excessive uniform violations, excessive demerits, failure to perform assigned corps job, or failure to adapt to training.

## AFJROTC RIBBONS

Ribbons are awarded based upon meeting specific criteria which are found in the AFJROTC Operational Supplement, Chapter 7. Ribbons will be awarded at the end of each grading period or when a significant number of cadets have earned them. Cadets are not authorized to wear a ribbon unless it has been awarded to them in a special order and entered in WINGS. Once awarded to you, ribbons are yours to keep. You should keep your ribbons clean and in good repair and wear them in the proper order, as displayed on the ribbon chart in the back of this Cadet Guide and posted in the classroom. Typical ribbons earned by cadets include:

**National Awards** - Awarded based on exceptionally high sustained performance in the following areas: GPA, uniform wear, attendance, leadership, participation in extra-curricular activities, and community service hours. More detailed information can be found for each individual award in the AFJROTC Operational Supplement. Disqualifying factors are, but not limited to, uniform violations, ISS/OSS, missing assignments, excessive demerits, and others as determined by the SASI.

**Outstanding Flight Ribbon** - Each semester, the outstanding flight ribbon will be awarded to all contributing members of the flight earning the best combined score for overall performance in the areas of grades, uniform wear, attendance, community service, and physical fitness.

**Outstanding Cadet Ribbon** - Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Consideration for this award is equal to that of a national award and its award criteria established above.

**Leadership Ribbon** – Awarded for outstanding performance in a position of leadership as an AFJROTC cadet who has consistently displayed outstanding leadership ability above and beyond expected performance. This includes cadets who demonstrated exemplary performance in roles on Group Staff or in Command positions listed in the Unit Manning Document (UMD).

**Achievement Ribbon** - Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Examples for award include, but not limited to: collecting the significantly highest amount in a fundraiser; or creating, designing, and completing a major project initiative benefiting AFJROTC.

**Superior Performance Ribbon** - Awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Awarded for a single or sustained performance of a superior nature in recognition of achievements and services which are clearly outstanding and exceptional when compared to

achievements and accomplishments of other cadets. Examples for award include, but not limited to: Selection as distinguished graduate from a leadership program such as BCT or CLC.

**Academic Ribbon** - Awarded for academic excellence as signified by attaining an overall grade point average of at least a “B” for one semester, in addition to an “A” average in AFJROTC.

**Cadet Leadership Course (CLC) Ribbon** - Awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded to the distinguished graduate for outstanding performance and leadership ability at a CLC.

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

**Orienteering Ribbon** – Awarded to team members for successfully completing a FLO certified orienteering course.

**Leadership Development Requirement (LDR) Leadership Ribbon** - Awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities such as but not limited to competition commanders or Cadet-in-Charge of major Clubs or events.

**Drill Team Ribbon** – Awarded to cadets on a drill team for an entire year/drill season to qualify and must have competed in at least 75% of all drill competitions and practices.

**Color Guard Ribbon** – Awarded to cadets on a color guard team for an entire year/drill season to qualify and must have competed in at least 75% of all drill competitions and practices. The Color Guard CC will track participation and recommend cadets to be awarded to the SASI. Cadets can also meet the criteria for award by completing at least 5 color guard performance events to receive this ribbon.

**Saber Team Ribbon** – Cadets must perform at least 3 saber team performance events to receive this ribbon. The Saber Team CC will track cadets who participate in Saber Team events (such as parades, Air Force Ball, saber arches for weddings, etc.) and will recommend to the SASI cadets be awarded the Saber Team Ribbon.

**Good Conduct Ribbon** - Awarded for excellent class behavior and good military bearing each semester. Also, the cadet must have no missing/zero grade assignments, no more than one tardy, not missed more than 5 days of school (unexcused absences), no demerits, no uniform violations, discipline referrals, or bad reports from other teachers.

**Service Ribbon** - Awarded for distinctive performance in school, community, or AFJROTC service projects. Limited to members whose active participation in a service project contributed significantly to the goals of the organization. Earn three service points by participating in unit-sponsored service activities to include non-competition Color Guard events (1 service point awarded for each service event).

**Health and Wellness Ribbon** - Awarded for successful completion of the unit health and wellness physical fitness program. Cadets who score in the Physical Fitness Test’s 75-84% will

receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device.

**Recruiting Ribbon** - Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Participation in two recruiting events will also merit award of the recruiting ribbon.

**Activity Ribbon** - Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to, academic bowl teams, and raider/sports teams, participation in parades, Basic Cadet Training or other activities designated by the SASI.

**Attendance Ribbon** – awarded to cadets who have no unexcused absences and no more than three excused absences from AFJROTC classes during an entire school year.

**Dress and Appearance Ribbon** - awarded to cadets who maintain a 90% or higher average on weekly uniform grades each semester. Cadets receiving this award will maintain the highest grooming and dress standards possible.

**Longevity Ribbon** - Awarded for successful completion of each AFJROTC school year.

**Bataan Death March Memorial Hike Ribbon** - Awarded to cadets who successfully complete the 14-mile hike to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March.

**Patriotic Flag Ribbon** - Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historic flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

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

## CIVIL AIR PATROL

Civil Air Patrol (CAP) awards listed below - ribbons may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. CAP Medals will not be worn on regular uniform days

- General Carl Spaatz Award
- General Ira C. Eaker Award
- Amelia Earhart Award

- General Billy Mitchell Award
- General J.F. Curry Achievement Award

AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

## **AFJROTC BADGES**

**Flight Solo Badge** - Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate.

**Flight Certificate Badge** - Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge.

**Awareness Presentation Team Badge** - Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team is published later in this document.

**Kitty Hawk Air Society Badge** - Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

**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 will hold the following awards prior to selection:

- A. Leadership Ribbon
- B. Superior Performance Ribbon
- C. Achievement Ribbon
- D. Academic Ribbon
- E. Leadership Development Requirement
- F. Service Ribbon

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

**Model Rocketry Badge** - Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS.

- Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to CyberPatriot and Stellar Explorer cadets **will not** be worn on the AFJROTC uniforms. Only cadets who receive the National Finalist CyberPatriot badge may wear this badge on their uniforms.

### **CADET RECOGNITION PROGRAM**

These recognition programs below are to recognize and encourage high performance within the FL-802 Cadet Group:

**Health and Wellness** - Every Friday, each Flight Commander (both upperclassmen and freshmen) shall award one cadet in their flight the blue/white Health and Wellness (PT) rope. This award recognizes the cadet who sets the example by displaying outstanding motivation and effort during Physical Training. In order to be eligible to receive the award, cadets must be properly dressed-out, and demonstrate proper discipline, motivation, maximum effort and teamwork. The rope must be returned by Thursday and rotated weekly.

**Outstanding Uniform** – Every two weeks, each Flight Commander will determine the cadet with the highest average uniform grade over that two week period. That cadet shall be awarded the orange rope to wear for the next two weeks. Cadets may be repeatedly awarded the orange rope based on merit.

**Cadet-of-the-Month** – At the end of each calendar month, the Operations Support Squadron Commander will consider the Flight Commander's recommendations and submit one cadet nomination from the Group to the Group Commander for consideration as the Cadet-of-the-Month. The selection must be approved by the SASI. That cadet shall not be on the Group Command Staff, shall have a GPA 3.0 or higher and shall have an "A" in their Aerospace Science class. The cadet shall be chosen based on leadership, motivation, uniform wear, and job performance. The winner will be authorized to wear the gold rope for the following month.

**STEP promotion** – The Stripes for Exceptional Performers program mirrors that in the US Air Force and is a way to recognize cadets with sustained records of excellence. Any Cadet Officer may make a STEP recommendation to the Group Commander, who reviews all recommendations and forwards his/her choices to the SASI for final decision. No cadet may receive a STEP promotion if he/she possesses any promotion disqualifier.

### **SHOULDER CORDS**

In order to recognize cadets who distinguish themselves from their peers, FL-802 allows designated cadets to wear shoulder cords (aka ropes) on their left shoulder. These ropes shall be worn in accordance with the following priority:

<b>Priority</b>	<b>Color</b>	<b>Position</b>
1	Black and White	Group Commander/Deputy CC
2	Black and Silver	Command Staff
3	Blue and Silver	Group Staff
4	Gold	Cadet of the Month
5	Orange	Best Uniform Performer
6	Blue and White	PT
7	Orange and Blue	Unarmed Drill/Armed Drill
8	Blue and Gold	Kitty Hawk
9	Green and Silver	Color Guard
10	White	Sabre Team

Cadets are authorized to wear one shoulder cord (double knot, single cord “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords). Colors are locally determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste. Shoulder cord may be worn on regular uniform days.

On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

Each cord symbolizes a cadet’s pride and involvement in the activity; however, cadets shall wear only their highest-priority cord. If the cadet is attending an AFJROTC activity he/she may choose to wear the cord representing that activity (ex: Cadet-of-the-month wearing the Kitty Hawk rope at Kitty Hawk Induction Ceremony or Group Staff member wearing the Competition rope at a drill meet).

## PROGRAM OPPORTUNITIES

**Raiders**-An athletic team that competes in running, calisthenics, and obstacles courses.

**Flag Detail**-Groups of Cadets in charge of putting up the flag every morning, and taking it down every afternoon.

**Model Rocketry**-A STEM based LDR that covers the basics of flight and Cadets apply the knowledge through building model rockets.

**StellarXPplorers**-A STEM based program in which Cadets learn certain orbital mechanics, space history, and rocket science topics in order to compete in solving real-world space design challenges.

**Kitty Hawk Honor Society (KHHS)**-An Honor Society in charge of organizing community service events and promoting unit morale through the organization of unit bonding events (i.e. Air Force Ball).

**J-100**-A full ride Character-in-Leadership Scholarship given to select AFJROTC Cadets.

**Flight Academy**-A summer program that gives Cadets an opportunity to earn their Pilot's license at no cost.

**Honor Guard**-Unarmed Drill Team, Armed Drill Team, Color Guard, and Saber Team are authorized and encouraged as they support the school and community while instilling esprit de corps. Membership is open to all cadets with at least a 2.0 GPA and who are in good standing in AFJROTC. To be selected as a member requires hard work and dedication to practices, competitions, and parade events.

Units may accessorize their blue drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the following items. Additionally, **NO WAIVER** will be granted for any items not listed. Headgear for Drill Team, Color Guard, and Exhibition Uniforms. Berets may be worn. Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized. Berets may be worn on regular uniform days. No other color berets may be worn, and no waiver will be granted for any other color OR insignias other than listed above.

- For more information regarding Honor Guard, visit the Honor Guard continuity folder in the unit website

**The Awareness Presentation Team**, or APT, is an academic endeavor designed to provide positive role models for younger students. The APT will travel to elementary and middle schools and speak to students about the importance of academic stability and achievement, along with the responsibility that you have to yourself and others in life. APTs will help cadets' speaking skills and knowledge and earn them a badge for their accomplishments and dedication.

APT topics addressed include, but are not limited to: High School Dropouts, Drugs, Abuse, Gangs, Grades, Attendance, Vaping, Tobacco, and Alcohol.

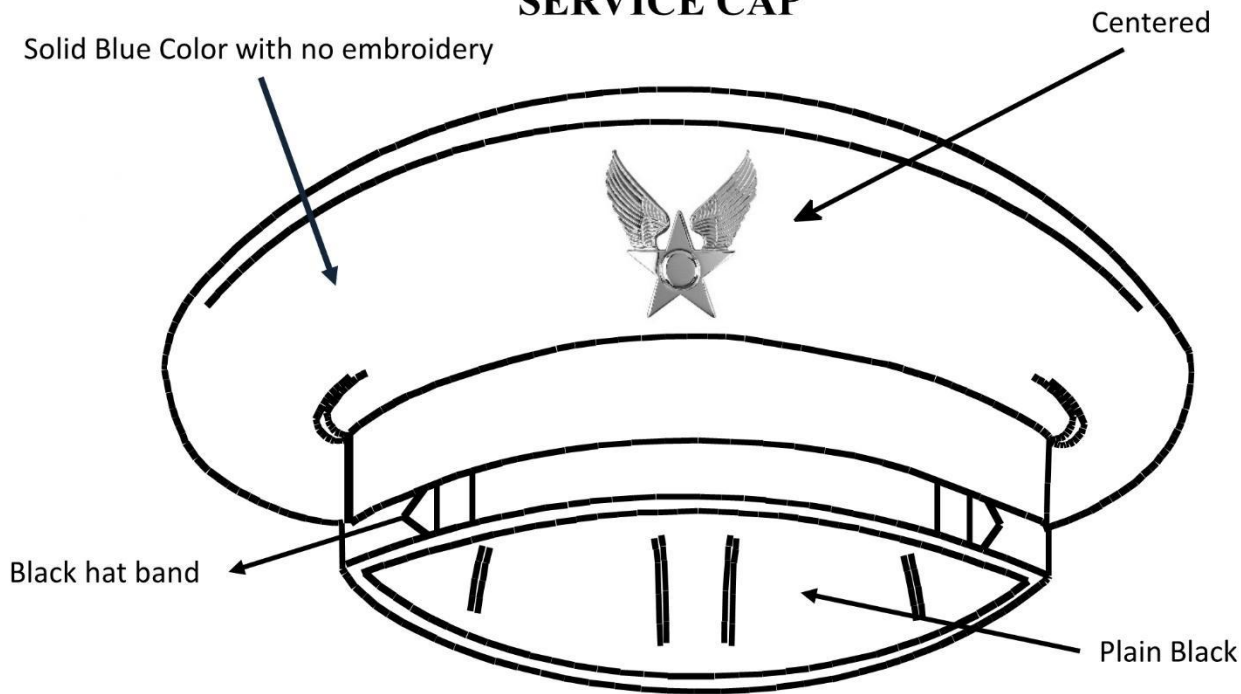
Selection for the program is based on a cadet's demeanor, verbal abilities, and professional appearance. Cadets interested in being part of APT can apply. The Recruiting Officer will review all applications and select cadets for an interview and selection with the sponsoring ASI's concurrence. The APT consists of at least three cadets, including the Team Leader and Assistant Team Leader.



## Attachment 7-3

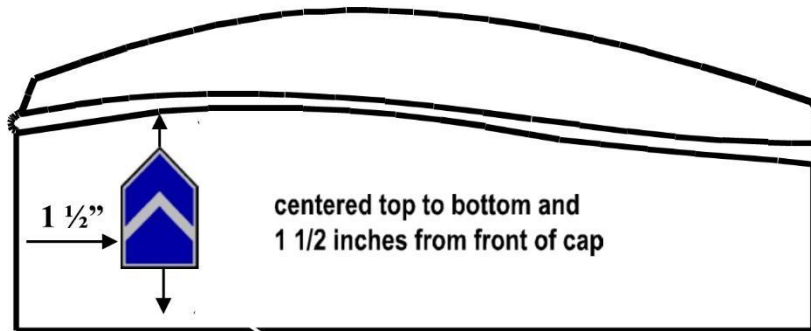
### CADET MALE HEADGEAR

#### SERVICE CAP



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

#### FLIGHT CAP\*



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

## Attachment 7-4

## CADET FEMALE HEADGEAR

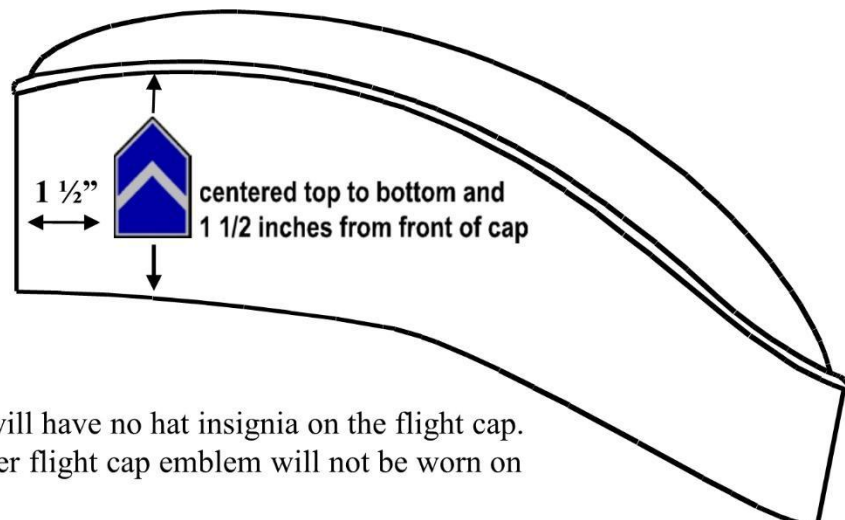
### SERVICE CAP

Solid Blue Color with no embroidery



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

### FLIGHT CAP\*



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

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## Attachment 7-5

### CADET BERET HEADGEAR

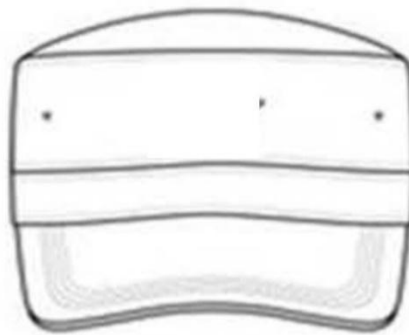
#### BERET



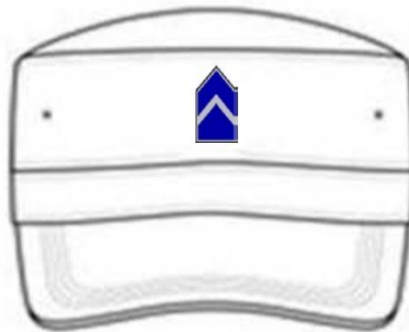
Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or

## Attachment 7-7

**CADET ABU HEADGEAR**

Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

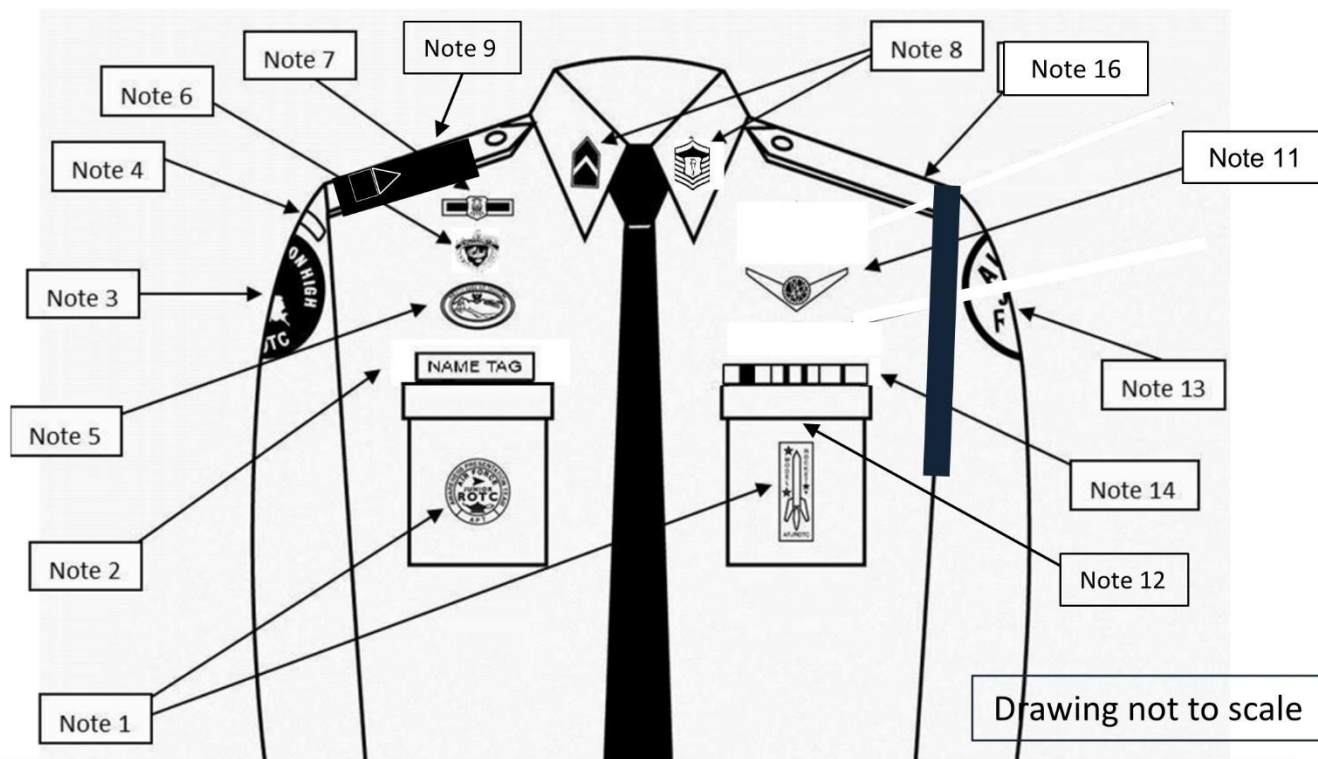
**No other style of head gear is authorized for wear with ABUs.**

**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**



## Attachment 7-11

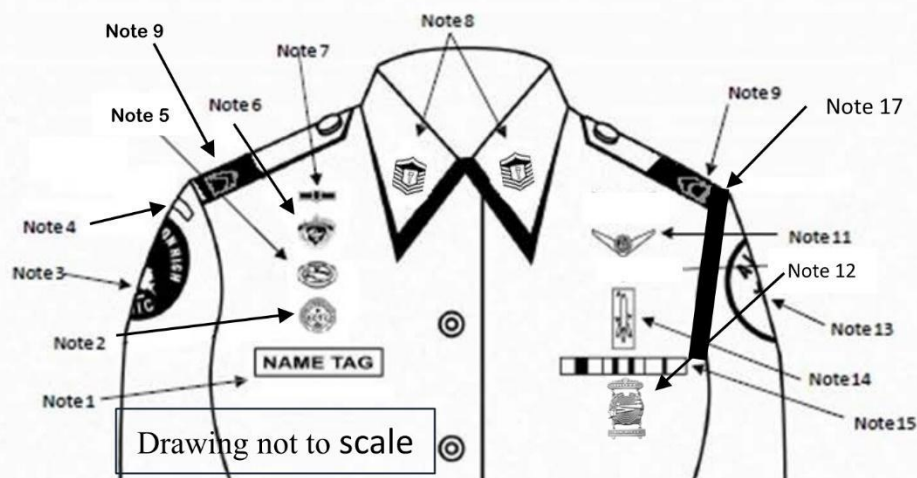
# CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or 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 two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

## Attachment 7-12

# CADET FEMALE BLUE SHIRT

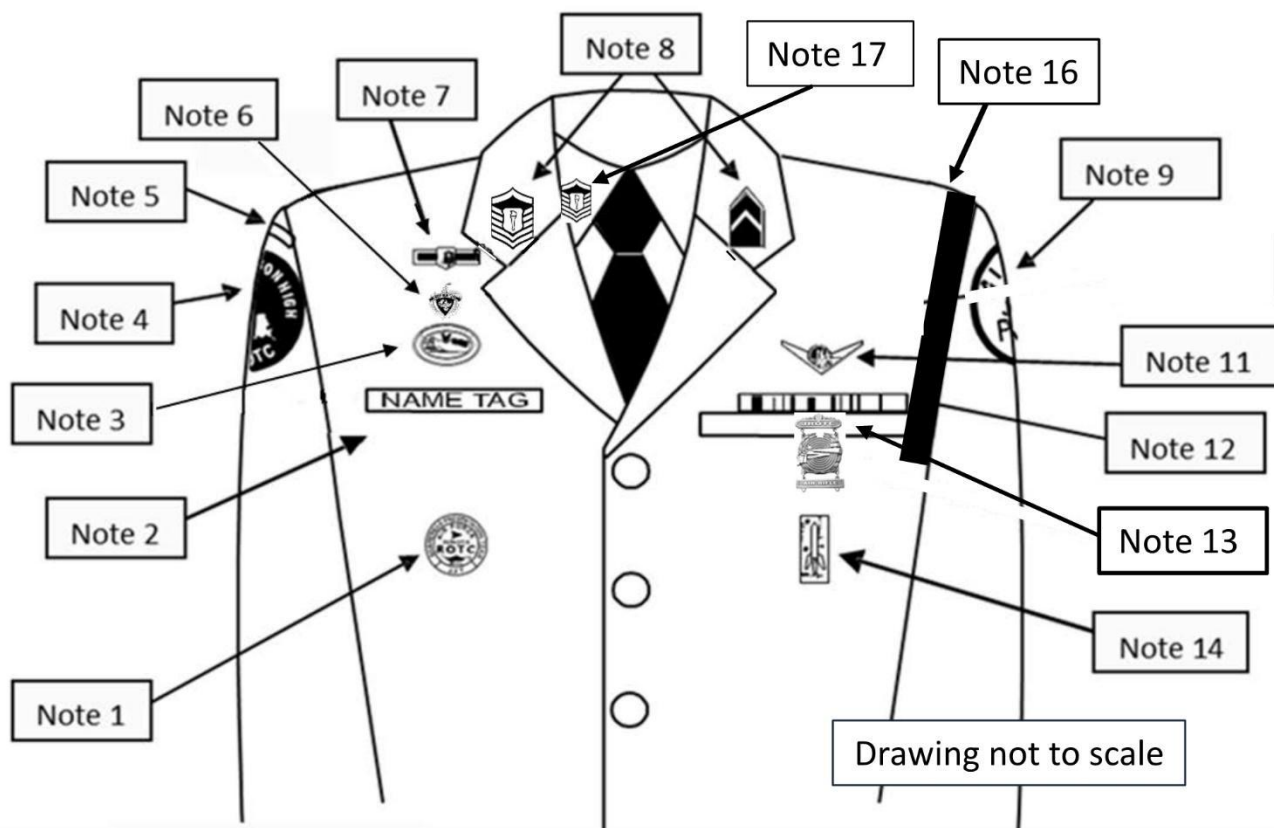


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are 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.**



## Attachment 7-9

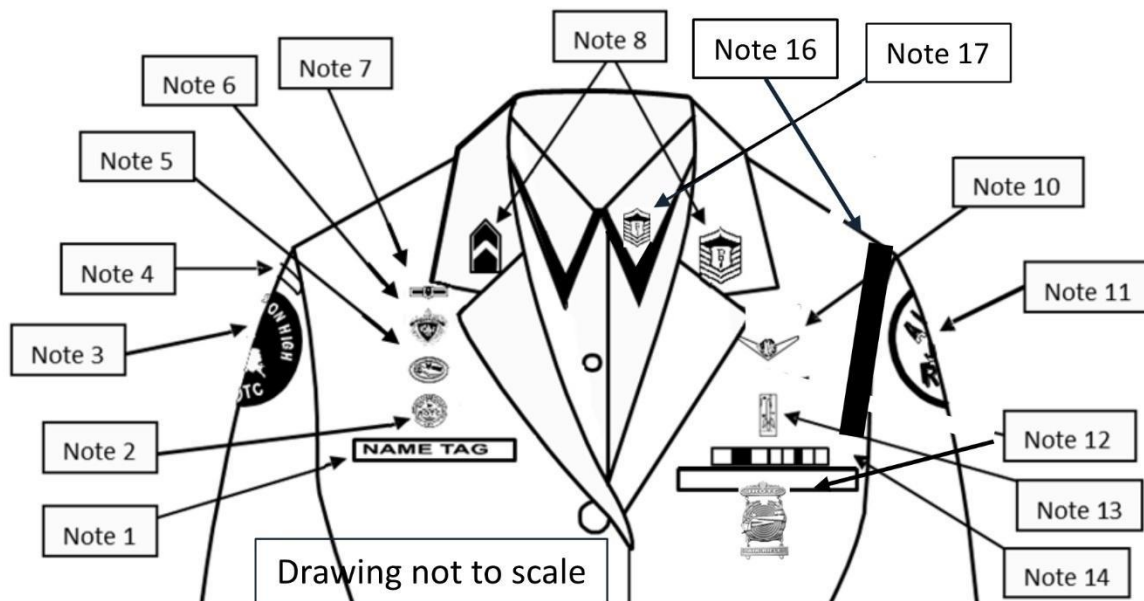
# CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ 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 ½ to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or 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 ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

## Attachment 7-10

## CADET FEMALE SERVICE DRESS

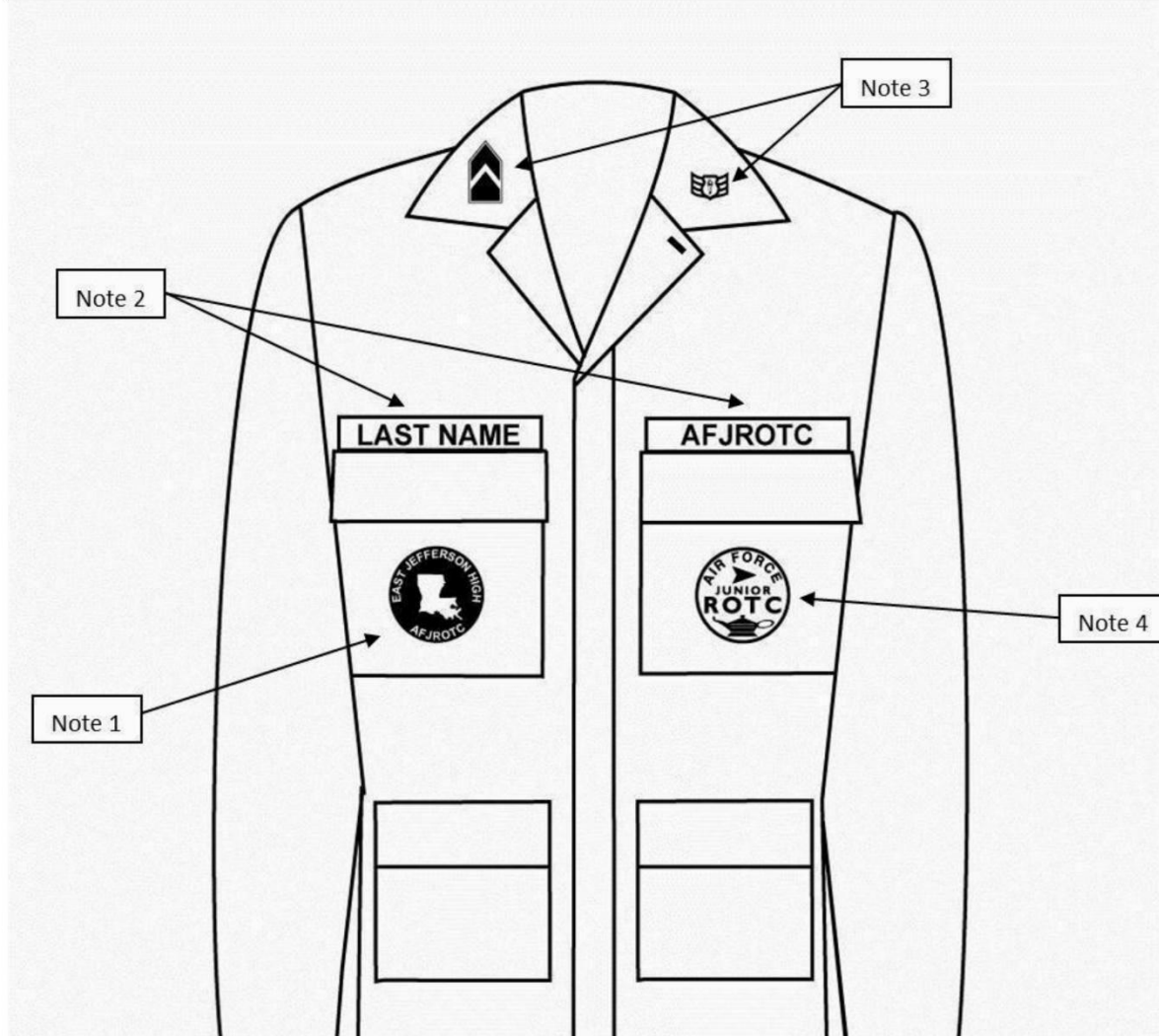


1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. **Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.**
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ 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 ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge , then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**



## Attachment 7-6

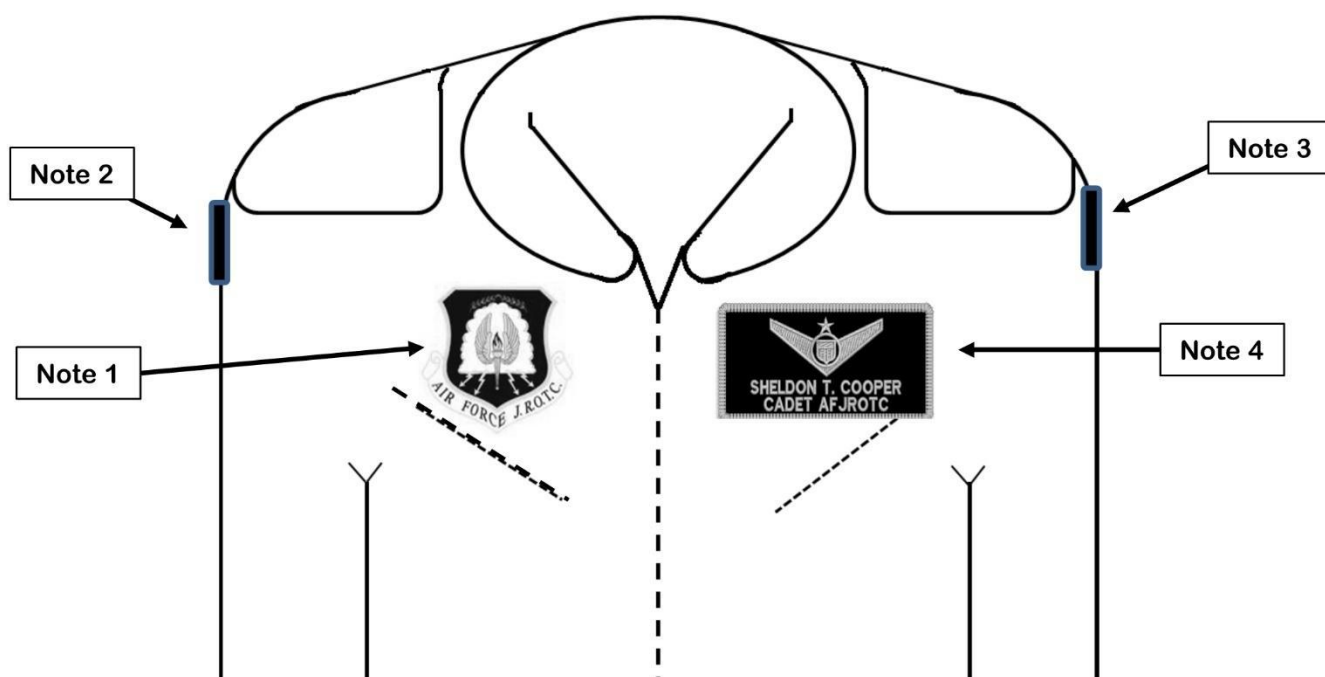
## CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. 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 on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE 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 may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

At

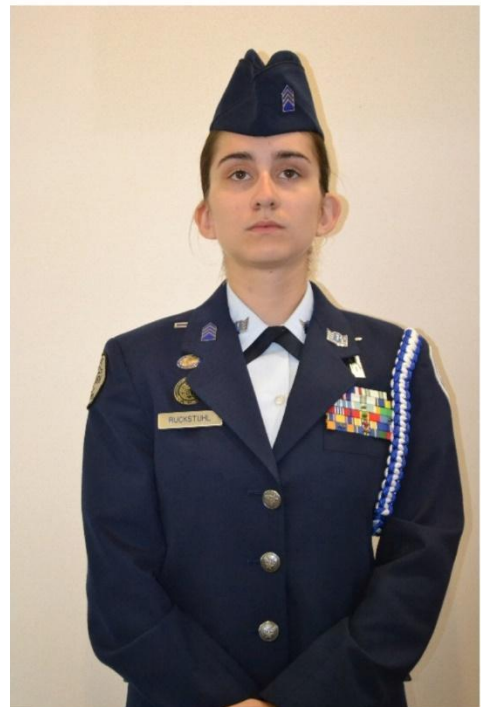
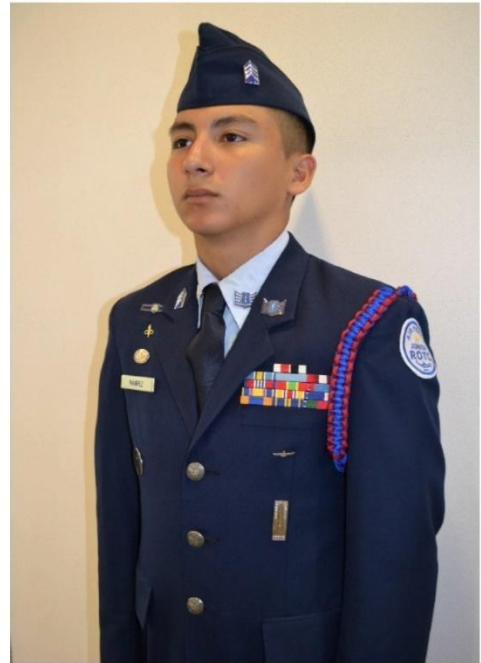
## UIT (Male and Female)



1. \* AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
3. \* American Flag Patch (mandatory) on left shoulder. **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
4. \* Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
5. **Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**
  - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**

## Attachment 7-16

**Sample Uniform Pictures**  
**Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only**





## Attachment 7-16 (continued)

**Sample Uniform Pictures**

## Attachment 7-16 (continued)

**Sample Uniform Pictures**

Local Purchased PFT Gear



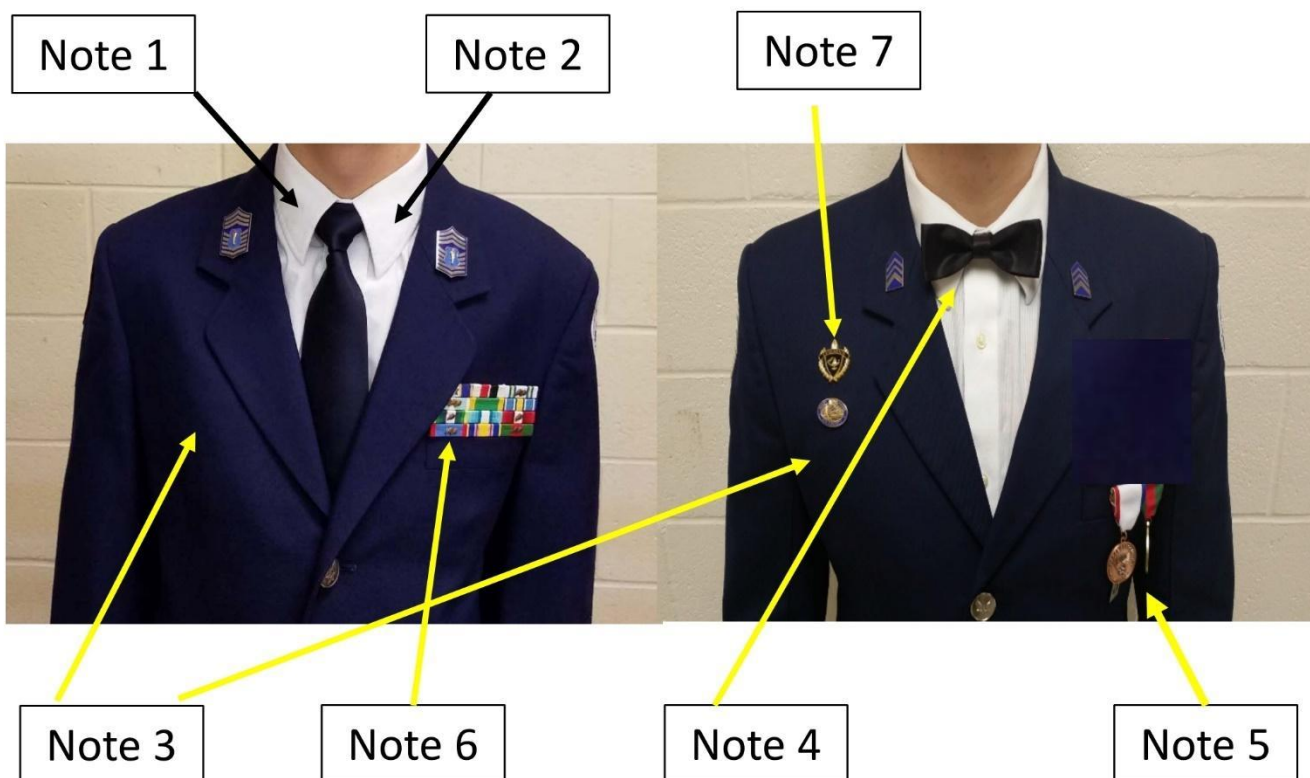
FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



## Attachment 7-14

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**



## Attachment 7-15

## Sample Exhibition Uniform

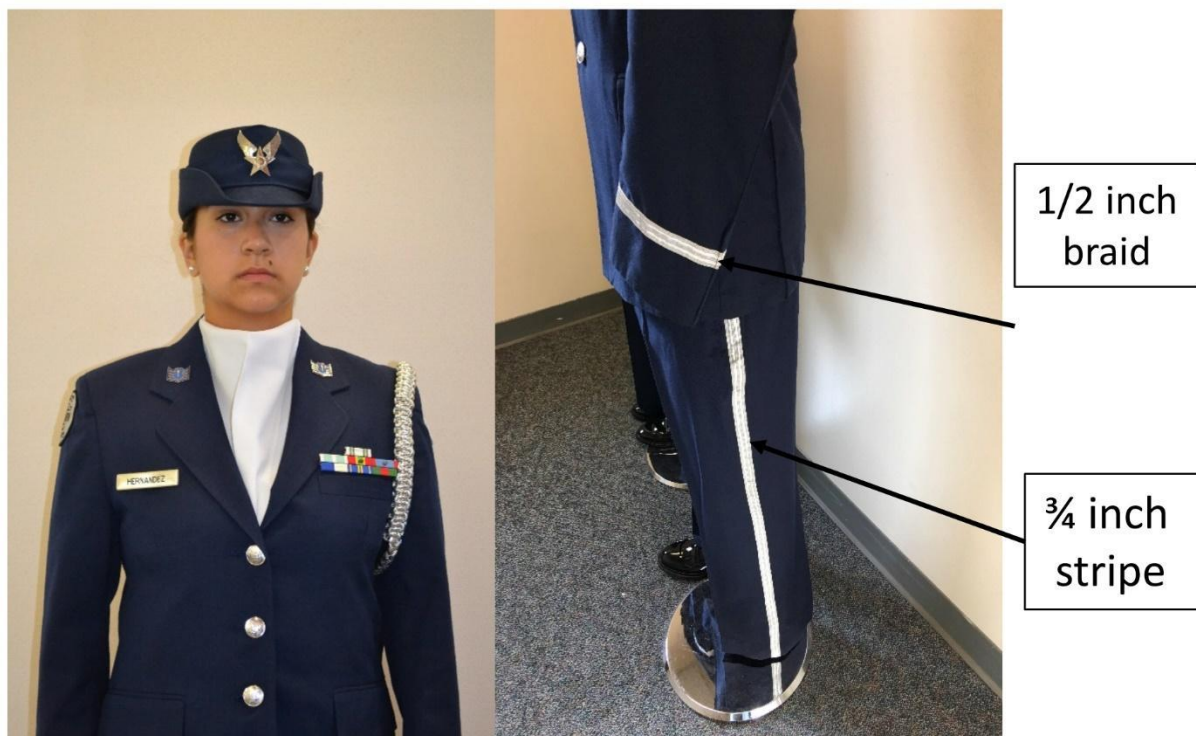


$\frac{3}{4}$  inch  
stripe

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

## Attachment 7-15 (continued)

## Sample Exhibition Uniform



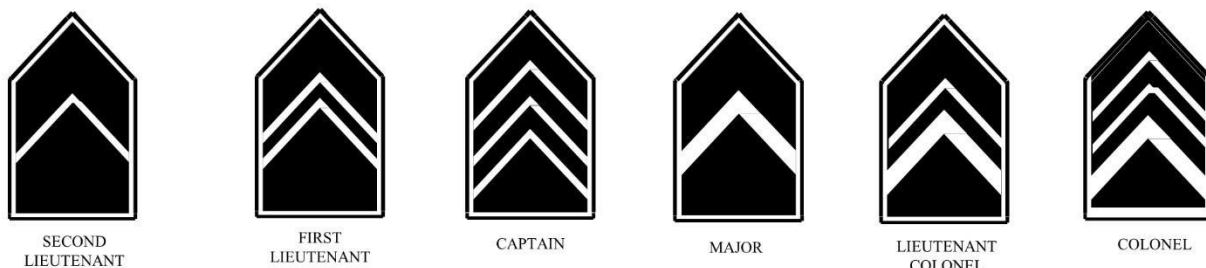
1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. .**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A ½ inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**



## Attachment 7-2

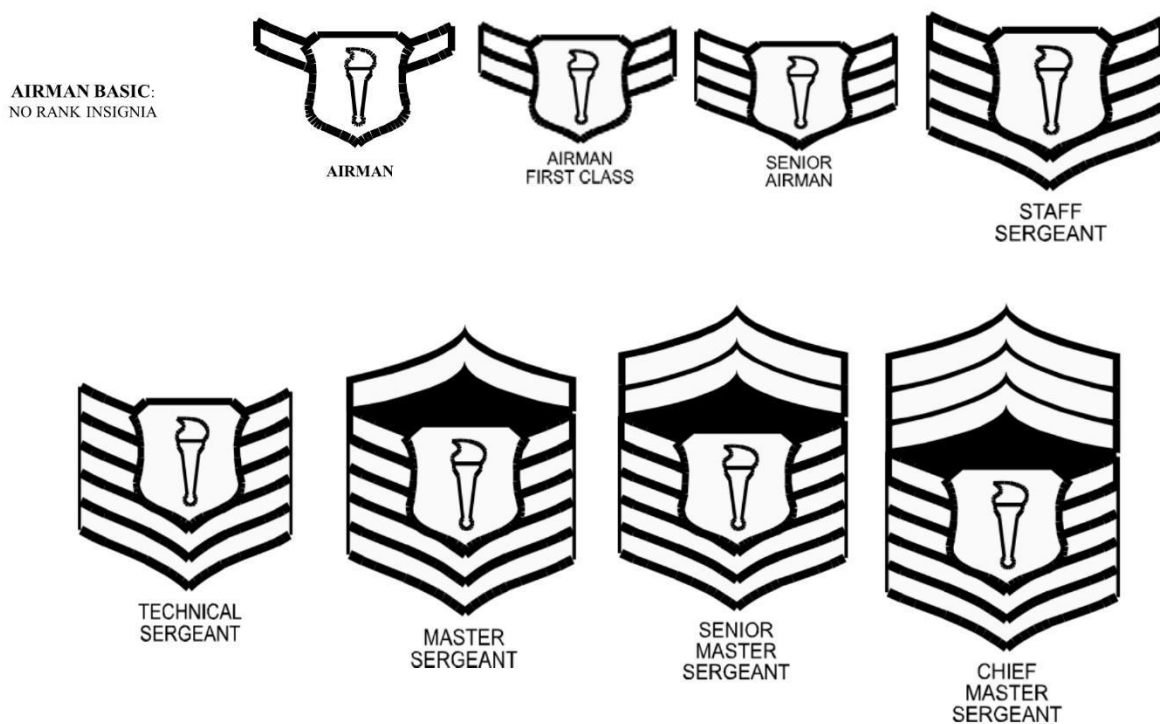
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



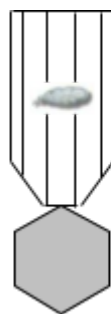
NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK



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

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



Single oak leaf cluster on medal

A bronze oak leaf represents an additional award of the basic ribbon. A silver oak leaf represents 5 bronze oak leaves. Wear a maximum of 4 oak leaves on each ribbon. Place clusters as shown above. If a second ribbon is worn, due to lack of room for oak leaves, the second ribbon is worn to the left of the original ribbon.

## Attachment 7-1

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE

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



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

## Uniform/Saluting Violations (each 9 week period)

<u>Violation</u>	<u>Consequence</u>
Failed to wear uniform, 1 <sup>st</sup> offense	Failing uniform grade, parent contact, ineligible for promotion
Failure to salute, 1 <sup>st</sup> offense to correct	Warning if corrected, 1 demerit if cadet fails
Failed to wear uniform, 2 <sup>nd</sup> offense	Failing uniform grade, parent letter, detention or PASS, Honor Board
Failure to salute, 2 <sup>nd</sup> offense	3 demerits
Failed to wear, 3 <sup>rd</sup> and all other offenses	probation and disenrollment from JROTC
Failure to salute, 3 <sup>rd</sup> and all other offenses	5 demerits and one letter leadership grade reduction
Changed out of uniform, no instructor permission (1 <sup>st</sup> offense)	failing uniform grade
Changed out of uniform, no instructor permission (2 <sup>nd</sup> offense)	failing uniform grade + probation + parent contact, Honor Board
Changed out of uniform, no instructor permission (all other offenses)	failing uniform grade + after school Detention, Honor Board
shirt unbuttoned/jacket unzipped/no hat	2 demerits + one letter grade reduction
shirt untucked	5 demerits + one letter grade reduction
hair down below collar	5 demerits + one letter grade reduction
unauthorized earrings/clothing	5 demerits + one letter grade reduction
white sox	5 demerits + one letter grade reduction

### Merit/Demerit Policy

Demerits may be issued by the SASI/ASI for any violations of class rules, school rules, or uniform/appearance guidelines. Cadet Officers and NCOs may issue demerits to cadets who violate uniform/appearance standards or who do not exercise proper saluting courtesy. A cadet may appeal any demerits given by Cadet Officers or NCOs to the Command Chief Master Sergeant who will coordinate with the SASI or ASI to determine the final outcome.

Merits may be issued by the SASI/ASI for conduct above and beyond normal expectations, such as, winning a drill competition or outstanding uniform wear. Cadet Officers and NCOs may also recommend cadets to receive merits for exceptional accomplishments.

Any merits earned will cancel out an equal amount of demerits. Excess merits will be maintained throughout the year for use as needed, to include extra credit.

Demerits will count against promotion and ribbon eligibility until they are worked off.

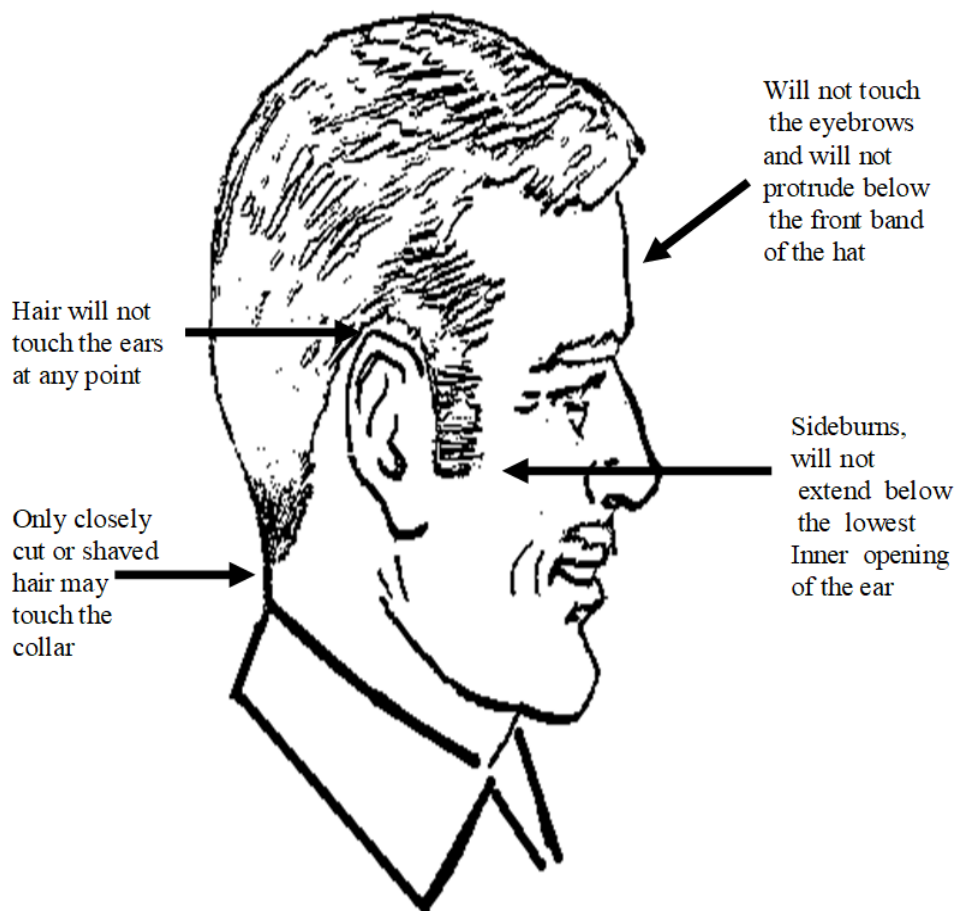
Demerits may be worked off by any of the following methods:

1. Submit a one paragraph summary of a military current event – 1 merit for each article summary
2. Clean up the JROTC Building 900 area – 1 merit for each 15 minutes of productive work

3. Build an aircraft/space/astronomy model and explain it to the class – up to 30 merits

## MALE HAIR STANDARDS

Hair will have a tapered appearance on both sides and back  
A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the termination point.



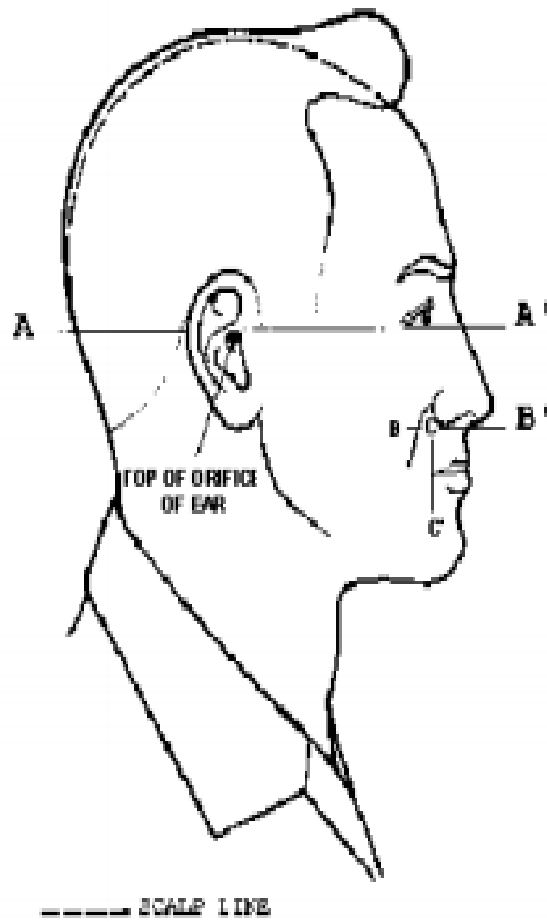


Figure 1-2  
Male Grooming Standards (Side View)

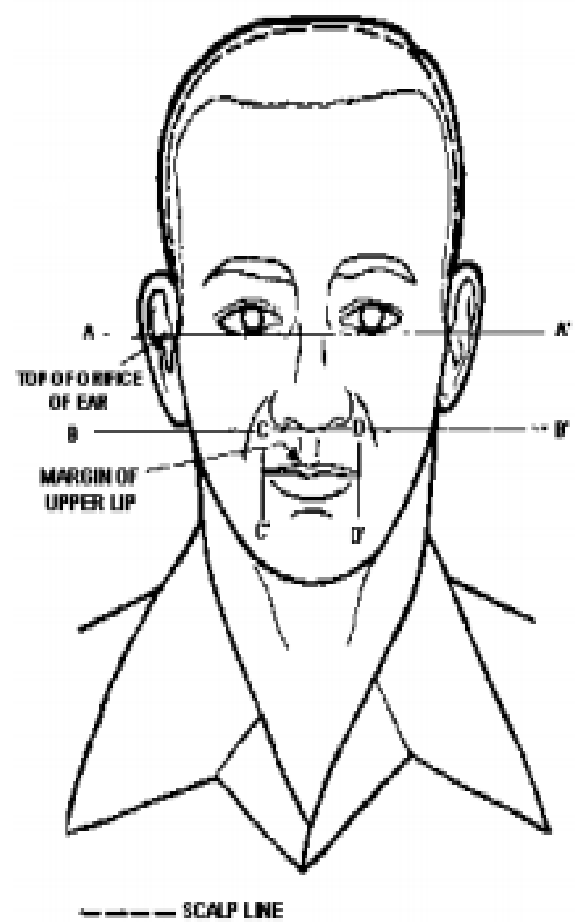


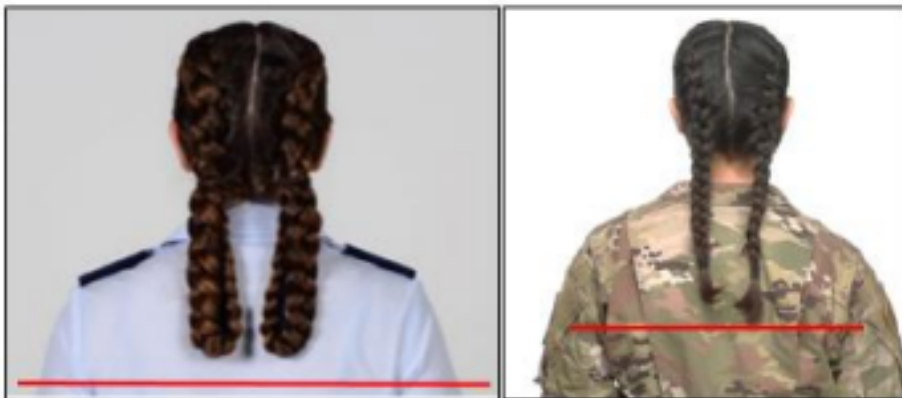
Figure 1-3  
Male Grooming Standards (Front View)



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



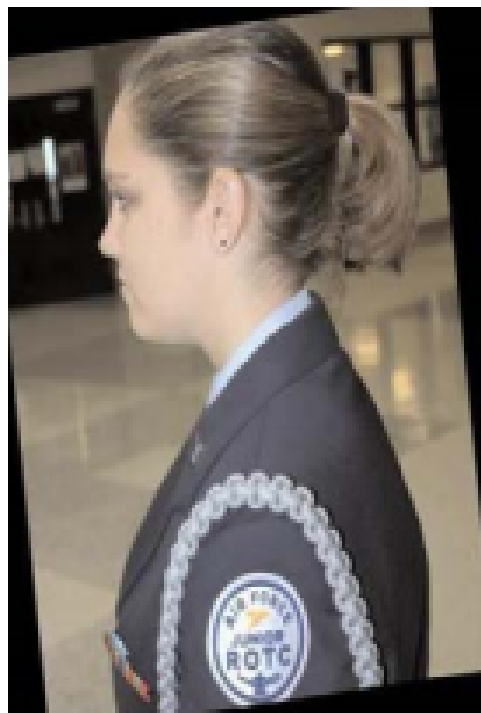
Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids



161





### 3.3. Authorized Braids



## Uniform Inspection Sheet

**Cadet Name (Last, First) :** \_\_\_\_\_

**Flight:** \_\_\_\_\_

<b>Date:</b>									
<b>Inspector's Initials:</b>									
<b>Uniform: First-year combo 5</b>									
<b>Hair</b> (not in bun/ponytail/braid -20, significantly over ears/collar -20, flyaways or slightly touching ears -5, Unnatural color or completely out of regulation -50)									
<b>Shave (M)</b> (no shave -10, some facial hair -5)									
<b>Blouse/Shirt</b> (not tucked in or fully buttoned -10, not collared -50)									
<b>Nails (F)</b> (unauthorized color -10, too long -5)									
<b>General Appearance/Hat</b> (makeup/undershirt/jewelry etc. -5 each infraction)									
<b>Trousers/Slacks</b> (not long-15, holes -20, no belt -15)									
<b>Socks</b> (not worn -10)									
<b>Shoes</b> (not closed toe -10, crocs -20)									
<b>Military Knowledge</b> (2 questions -2 per incorrect)									
<b>Military Bearing</b> (maintaining composure min -5 to max -10)									
<b>Total Deduction (If &gt;100, Total Score is 0):</b>									
<b>Total Score (100 - Deduction):</b>									

## Uniform Inspection Sheet

**Cadet Name (Last, First) :** \_\_\_\_\_

**Flight:** \_\_\_\_\_ -

<b>Date:</b>								
<b>Inspector's Initials:</b>								
<b>Uniform: C1/C2/ABU/OCP/C5:</b>								
<b>Hair</b> (not in bun/ponytail/braid -20, significantly over ears/collar -20, flyaways or slightly touching ears -5, Unnatural color or completely out of regulation -50)								
<b>Shave (M)</b> (no shave -10, some facial hair -5)								
<b>Blouse/Shirt</b> (not tucked in or fully buttoned -10, each stain/cable -3)								
<b>Insignia</b> (each insignia not placed according to cadet guide -3)								
<b>Nails (F)</b> (unauthorized color -10, too long -5)								
<b>General Appearance/Hat</b> (makeup/undershirt/jewelry etc. -5 each infraction)								
<b>Gig Line</b> (slightly misaligned -2, wrong direction or very misaligned -5, no belt -10)								
<b>Trousers/Slacks</b> (not ironed -10, each stain -3, unbuttoned -3)								
<b>Socks</b> (not worn/incorrect type or color -10)								
<b>Shoes</b> (no shine -20, dirty -10, slightly dirty -5)								
<b>Military Knowledge</b> (2 questions -2 per incorrect)								
<b>Military Bearing</b> (maintaining composure min -5 to max -10)								
<b>Total Deduction (If &gt;100, Total Score is 0):</b>								
<b>Total Score (100 - Deduction):</b>								

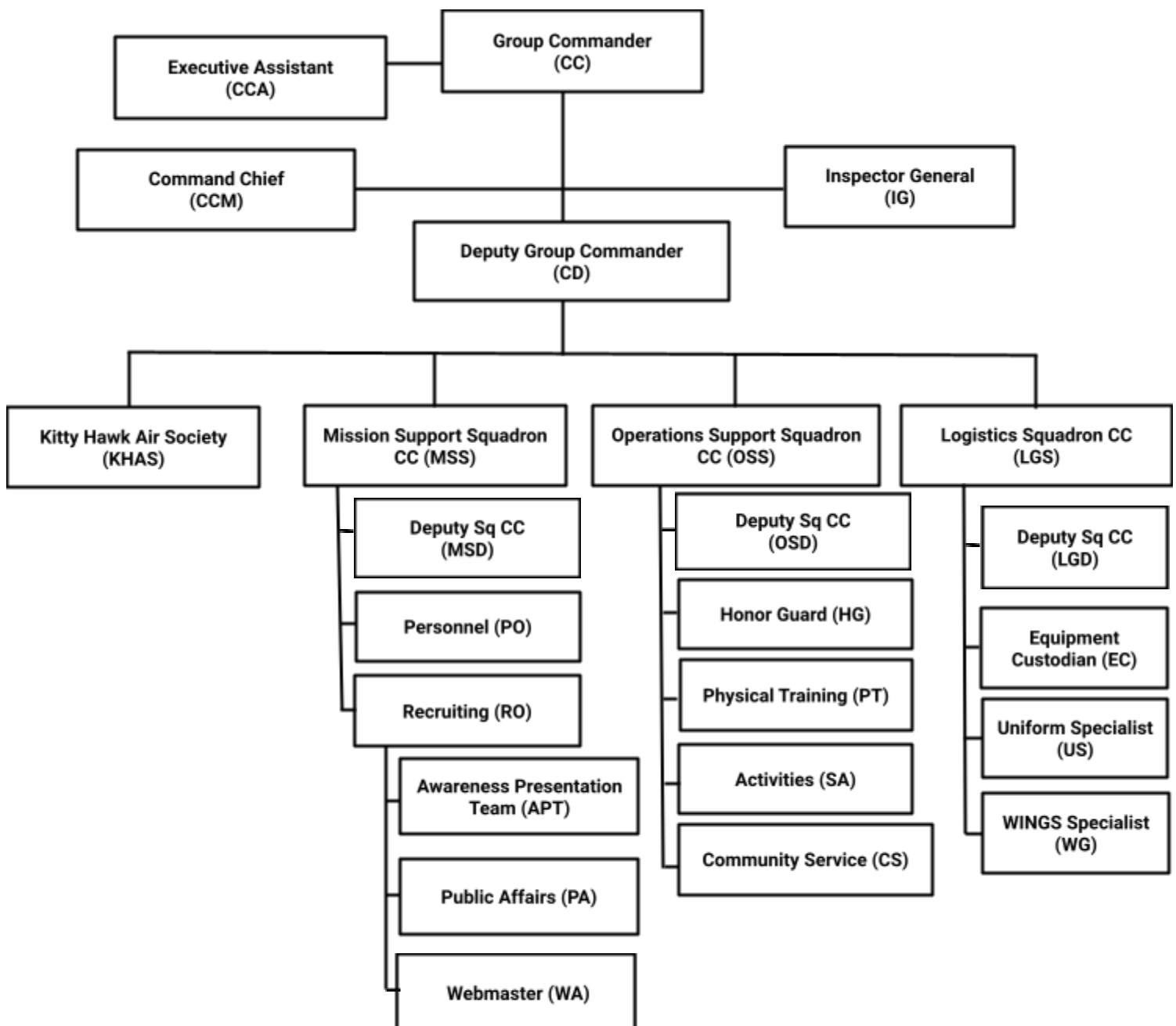
The following positions are in your chain of command as an AFJROTC cadet. You are expected to learn the ranks or titles and names of the individuals who hold each of these positions. Update at the end of each 9 weeks as a minimum.

- a. Commander-in-Chief of the Armed Forces \_\_\_\_\_
- b. Secretary of Defense \_\_\_\_\_
- c. Secretary of the Air Force \_\_\_\_\_
- d. Chief of Staff of the Air Force \_\_\_\_\_
- e. Commander, Air Education and Training Command  
\_\_\_\_\_
- f. Commander, Air University \_\_\_\_\_
- g. Commander, Holm Center \_\_\_\_\_
- h. Director, AFJROTC \_\_\_\_\_
- h. Senior Aerospace Science Instructor \_\_\_\_\_
- i. Cadet Group Commander \_\_\_\_\_
- j. Deputy Commander \_\_\_\_\_
- k. Operations Support Squadron Commander \_\_\_\_\_
- l. Mission Support Squadron Commander \_\_\_\_\_
- m. Logistics Squadron Commander \_\_\_\_\_
- n. \_\_\_\_\_ Flight Commander
- o. \_\_\_\_\_ Element Leader



## FL-802 Chain of Command Chart

WEST ORANGE HIGH SCHOOL



## Cadet Group Job Descriptions

**Group Commander** is responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet operations group. Planning and conducting all corps activities. Ensuring cadets have the opportunity to develop leadership. Coordinates with the SASI.

**Deputy Commander** commands during absence of group commander and supervises the wing staff. Records and maintains minutes of group staff meetings. Maintains administrative files, duty rosters, policy letters, and continuity files.

**Command Chief Master Sergeant** provides recommendations to the group commander on inputs from all cadets, acts as liaison between the corps and group staff.

**Inspector General** oversees the preparation for and process of the unit inspection. Oversees unit compliance with AFJROTC standards. Implements the annual self-assessment.

**Operations Support Squadron Commander** supervises training, standardization of drill and ceremonies. Ensure training goals are met by each cadet. Supervise flight commanders. Relay information from the group commander and staff to the flight commanders.

**Mission Support Squadron Commander** supervises the staff components shown in the organization chart under mission support. Maintains unit bulletin boards with current information.

**Logistics Squadron Commander** maintains the cadet uniform inventory in WINGS. Monitors unit supplies and equipment and reorders as necessary. Manages cadet uniform issue and collection.

**Personnel** maintains cadet personnel records in WINGS. Maintains the group organizational chart. Publishes promotion orders and ribbon orders.

**Community Service** plans and coordinates extracurricular and co-curricular activities. Collects and records community service hours in WINGS and for unit goals and promotion. Assists the SASI in scheduling base visits and field trips.

**Public Affairs** prepares inputs for the school yearbook. Submits news articles to the school and community media. Photographs key unit activities and events. Provides input to the unit website and maintains the school bulletin boards assigned to AFJROTC.

# Air Force and Space Force JROTC Ribbon Chart



Version: 1 July 2023