

# ***TX-031***

## ***Air Force Junior Reserve Officer Training Corps AFJROTC***

Arlington Independent School District



Developing citizens of character dedicated to serving their community and nation.

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## TX-031 AFJROTC WING



Texas 31<sup>st</sup> Air Force Junior ROTC Wing was established in Arlington Independent School District in 1968 by an agreement between the Arlington Independent School District and the United States Air Force. The Senior Aerospace Science Instructor (SASI) is a retired Air Force officer. Aerospace Science Instructors (ASIs) are retired senior non-commissioned officers. These instructors have an extensive background in leadership, management, instruction and mentorship.

The students who enroll in Air Force Junior ROTC are referred to as “Cadets”. The entire group of cadets is referred to as a Wing. The Cadet Wing is “owned”, managed, and operated by students referred to as Cadet Officers and Cadet Non-commissioned Officers. Using this cadet organization structure, allows cadets to learn leadership skills through direct activities.

The attached cadet handbook contains policy guidance, requirements and rules of conduct for AFJROTC cadets. Each cadet will study this handbook and be held responsible for knowing its contents. The handbook also describes cadet operations, cadet rank and chain of command, job descriptions, procedures for promotions, awards, grooming standards, and uniform wear. It supplements AFJROTC and Air Force directives. This guide establishes the standards that ensure the entire Cadet Wing works together towards a common goal of proficiency that will lead to pride in achievement for our unit.



Your knowledge of Aerospace Science, development as a leader, and contributions to your High School and community depends upon the spirit in which you abide by the provisions of this handbook.

We believe most cadets will voluntarily work for the betterment of the Wing if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this handbook. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards for the benefit of yourself and TX-031.

We wish each of you, as a member of the Arlington Independent School District AFJROTC Cadet Wing great success in your academic and AFJROTC endeavors.

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//signed//

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## **AFJROTC CADET CREED**

I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.

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## **AIM HIGH**

**BITE OFF MORE THAN YOU CAN CHEW,  
THEN CHEW IT.**

**PLAN MORE THAN YOU CAN DO,  
THEN DO IT.**

**POINT YOUR ARROW AT A STAR,  
TAKE YOUR AIM, AND THERE YOU ARE.**

**ARRANGE MORE TIME THAN YOU CAN SPARE,  
THEN SPARE IT.**

**TAKE ON MORE THAN YOU CAN BEAR,  
THEN BEAR IT.**

**PLAN YOUR CASTLE IN THE AIR,  
THEN BUILD A SHIP TO TAKE YOU THERE.**

**-ANONYMOUS**

*What I See is What I Do.*

*What I Do is What I Practice.*

*What I Practice is What I Become (Jeff Willie)*

# CHAPTER ONE

## THE AFJROTC PROGRAM

**T**he mission of the Air Force Junior Reserve Officer Training Cadet program is to “Develop citizens of character, dedicated to serving their nation and community.” The program is designed to teach high school students about the aerospace age and its history while developing more informed citizens. The program also strives to strengthen character, promote understanding of the concept of the “citizen airman,” help develop a sense of patriotism, and promote the students' understanding for the need and benefit of self-discipline, teamwork, and community spirit. **There is NO military obligation incurred by any cadet for joining AFJROTC.**

### HISTORY OF AFJROTC

The Junior ROTC program, as it is known today, began in 1911 in Cheyenne, Wyoming, when Army Lieutenant Edgar R. Stevers, an inspector-instructor of the organized military of Wyoming, created the concept of a high school level cadet corps dedicated to making better citizens rather than soldiers. The National Defense Act of 1916 authorized the first JROTC program.

The ROTC Vitalization Act of 1964, Public Law 88-647, directed the Secretaries of each of the military services to establish and maintain JROTC units at public and private secondary schools which requested them and were eligible under regulations established by the secretaries of the services. This law created the Air Force JROTC program in 1966, forming the first twenty units. In the near future the Air Force JROTC program is projected to grow to more than nine hundred units and is currently serving 90,000 cadets around the world.

The **TX-031 AFJROTC Wing** was one of the original 20 charter units established in 1966.

### OBJECTIVES

**Academic Objectives.** Each cadet will endeavor to:

- Develop and maintain the highest degree of integrity, self-discipline, and commitment to the responsibilities associated with being a cadet and citizen.
- Become a better informed citizen on matters pertaining to community, state, national, and world affairs.
- Understand the history and potential of aerospace science.
- Become familiar with aerospace vehicles, the principles that govern their operation, and other future aerospace challenges.

**Leadership Objectives.** Each cadet will endeavor to:

- Develop improved study habits through application of self-discipline and time management techniques.
- Develop a knowledge of and respect for authority.
- Wear the Air Force uniform in accordance with applicable regulations, policies, and guidelines.
- Render proper military customs and courtesies while wearing the uniform.

- Demonstrate socially acceptable conduct at all times.
- Uphold the *Cadet Honor Code* and hold all other cadets accountable for their actions under the same code.
- Foster a spirit of teamwork among fellow cadets.
- Develop and maintain the highest standards of character and leadership as a role model for other cadets and students.
- Improve the community through active involvement in activities and projects.

### CADET HONOR CODE

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

The AFJROTC program sets high moral and ethical standards which cadets are expected to accept and follow.

These simple words will provide the basis for the cadet corps’ ethical foundation and should establish a moral framework for you to follow for the rest of your life. It is specific and clear in what it demands. You are expected to maintain complete integrity at all times, in both word and deed. There is no quibbling or evasion involved, nor are excuses condoned. By accepting this code each cadet acknowledges responsibility for his or her own actions and affirms that ***honor***, above all else, is the foundation of the Corps.

Each cadet wearing the AFJROTC uniform represents all the other cadets. If one cadet knowingly violates the *Cadet Honor Code*, or commits some other intentional violation of an AFJROTC or school code of conduct, the cadet’s actions must be addressed by the appropriate authority immediately, fairly, and impartially.

### CORE VALUES

The *Core Values* exist for all members of the Air Force family—officer, enlisted, and civilian; active, reserve, and retired; senior, junior, and middle management; civil servants; uniformed personnel; and contractors. They are for all of us to read, to understand, and live by. They are much more than minimum standards.

***Integrity First.*** Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the “moral compass,” the inner voice; the voice of self-control; the basis for the trust imperative in today’s military. Integrity is the ability to hold together and properly regulate all of the elements of a personality. Integrity also covers several other things.

***Service Before Self.*** Service before self tells us that professional duties take precedence over personal desires. It includes:

- Following the rules in doing our duty.
- Respecting others, whether subordinates or superiors.
- Controlling and disciplining ourselves to refrain from anger and intolerance of all kinds.

***Excellence In All We Do.*** Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation. Through excellence in our actions, we become better citizens. We are able to do more work with fewer resources.



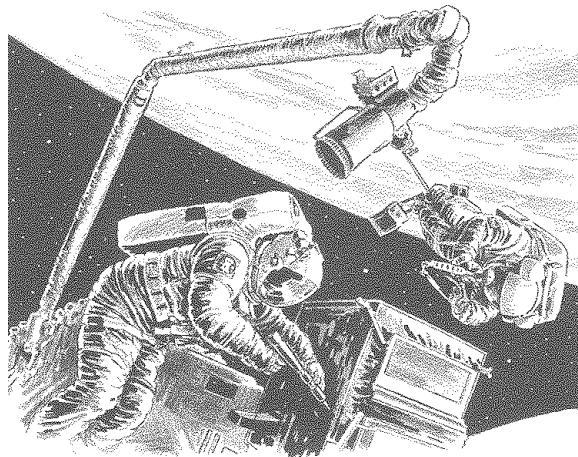
## AFJROTC CURRICULUM

The overall curriculum designation for AFJROTC is *Aerospace Science*. However, the curriculum is divided into Aerospace Science (AS), Leadership Education (LE), Military Studies, and AFJROTC Wellness Program areas of instruction. Aerospace Science encompasses approximately 40% of the program. Leadership Education and Military Studies comprise 40%, and AFJROTC Wellness Program 20%.

**Aerospace Science.** This curriculum includes one year courses in aeronautics, history, advanced aeronautics.

The aeronautics course examines the environment in which aircraft operate, principles of flight and navigation, and requirements for human flight. The history course introduces cadets to the heritage of flight, development of airpower, and military aerospace policies. The advanced aeronautics course is the study of the space environment, programs, technology, and exploration. Some optional topics include global awareness, survival, and leadership applications.

**Leadership Education.** This curriculum provides cadets with a variety of subjects. Topics include an introduction to AFJROTC, military customs and courtesies, skills, motivation, management theories, financial citizenship, and life application of leading the cadet corps. Other leadership studies include proper wear of the uniform, military customs and drill and ceremonies, and hygiene.



introduction to customs and communication behavior, stress management, management, ethics, after high school. develop the practical the cadet corps. education includes uniform, military courtesies, marching and grooming and

**AFJROTC Wellness and Physical Training.** The purpose of the AFJROTC Wellness Program is to provide a starting point to introduce cadets to a healthy lifestyle. The Wellness program is not a stand-alone regimen to get cadets into “shape”. The overall goal is to strive for individual health improvement.

**NOTE:** Continually failing to wear the uniform or meet minimum standards may impact your overall grade and/or result in your disenrollment from the program. Additionally, any other reasons deemed appropriate by the SASI and AFJROTC instructors are grounds for disenrollment.

## GRADING STANDARDS

Academic grades for each six-weeks grading period are calculated from three primary areas with the following weights:

- Academics/Major Tests/Standards 40%
- Uniform Wear 40%
- Health/Wellness 20%

---

|       |      |
|-------|------|
| Total | 100% |
|-------|------|

**Major Tests.** You can expect at least one test every six weeks. The average of your tests during the six-weeks grading period is multiplied by 0.30.

**Daily/Homework Grades.** A number of assignments during the six-weeks grading period are used in determining these grades.

- Homework will be assigned and posted in advance. It must be turned in before the tardy bell rings to receive credit. Homework not turned in on time receives a “zero” grade.
- Most homework will come from the *Aerospace Science* and *Leadership Education* workbooks. All assignments must be completed independently. Completing another’s work for them or allowing them to use, see, or have access to your work constitutes cheating and will result in serious consequences for all cadets involved.

**Class Participation.** A daily grade can also be assessed for participation (drill, PT, etc). You could receive a (0) if NOT actively participating.

**Flag Detail Participation.** Cadets are expected to demonstrate proper respect for the flags of the United States of America, friendly nations, and the state of Texas at all times. Flag Reveille (morning) and Retreat (afternoon) participation is expected from all cadets taking part in AFJROTC. Each home campus high school conducts Reveille (7:15am) and Retreat (2:45pm) daily. Cadets are **REQUIRED** to participate in at least **5 out of the 10** flag details each week. Points will be deducted from cadet’s “Standards” grade for failure to attend.

**Drill/Uniform Grades.** Wearing the uniform is a course requirement and is 40% of your grade.

- Cadets start each inspection with 100 points. Points will be deducted for discrepancies noted during the formal open ranks inspection. (See Figure 1-1.)
- Cadets found violating the rules of dress and appearance at any time other than scheduled inspections will receive a zero (0) for the inspection and uniform wear grades. For example, if you are seen wearing a civilian-style jacket with the uniform at lunch, or remove the uniform after inspection without prior approval of an instructor, you will receive a 0.

### **MAKE-UP ASSIGNMENTS**

The make-up policy for AFJROTC is in accordance with district guidelines as published in the AISD Student Handbook.

You are responsible for obtaining all make-up assignments on your first day back to school after an absence. All assignments will be clearly written on the assignment boards in the classroom and will only be obtained before, after, or between classes, during lunch, or before or after school. Class time will not be used for explaining make-up assignments.

Cadets in ISS or OCS are responsible for turning in assignments when due and for retrieving graded homework or other assignments.

Cadets with excused absences may turn in completed assignments at the beginning of the next JROTC class period for full credit grading. Assignments due during extended absences will be determined on a case-by-case basis. Truancy or cutting class results in a 0 grade with no opportunity for make-up.

If you are unable to wear the uniform on the required day due to an excused absence, you must wear the uniform the entire next JROTC academic day —uniform day or not

(Unless your return day is on a Friday). Failure to wear the uniform on the make-up day will result in a **0**. Extended absences will be handled on a case-by-case basis.

An excused absence is the only reason an opportunity is granted for a make-up uniform grade. A uniform "in the cleaners" is not a valid exception to the required wear of the uniform.

If you are assigned to ISS or OCS on a uniform wear day, you are NOT allowed to wear the AFJROTC uniform. It is your responsibility to make up the Uniform Inspection the first academic day you return to JROTC. Placement in ISS/OCS is not an absence.

**Figure 1-1. Uniform Discrepancies and Penalty Points**

| <b><i>Discrepancy</i></b>           | <b><i>Penalty Points</i></b> |
|-------------------------------------|------------------------------|
| Not wearing uniform                 | 100                          |
| Civilian clothing item with uniform | 100                          |
| Unauthorized uniform item           | 20                           |
| Headgear/Hat                        | 20                           |
| Hair                                | 40                           |
| Shave/Sideburns                     | 40                           |
| Insignia                            | 10                           |
| Ribbons                             | 10                           |
| No Name Tag                         | 15                           |
| Buttons                             | 5                            |
| Belt Not Worn                       | 15                           |
| Shirt Dirty                         | 20                           |
| Pants Dirty                         | 20                           |
| T-Shirt, Improper                   | 10                           |
| Gig Line                            | 5                            |
| Lint/Strings                        | 5                            |
| Wrinkles                            | 10                           |
| Earrings/Jewelry                    | 10                           |
| Tie/Tab                             | 5                            |
| Socks Not Worn, Wrong Color         | 15                           |
| Shoes Not Shined                    | 15                           |
| SVS Coat Dirty                      | 10                           |
| Military Bearing                    | 20                           |
| Nails                               | 20                           |
| Incorrect Uniform                   | 100                          |
|                                     |                              |

## CHAPTER TWO

# STANDARDS OF CONDUCT AND BEHAVIOR

**N**ot all high school students have the courage and self-discipline it takes to be a successful JROTC cadets. Anyone can break the laws and regulations of our society. It takes a special, conscientious person to live by the *Core Values* (as described in Chapter One), the AFJROTC rules (described throughout this guide), and the school rules (described in the Student Handbook) on a daily basis in or out of uniform.

Violating any law, regulation, or rule is unacceptable.....period. Every cadet represents all the other cadets. If you knowingly commit a violation of an AFJROTC or school rule *at any time*, your actions reflect negatively on how others see all AFJROTC cadets. Therefore, all rule violations must be addressed immediately, fairly, and impartially.



- Sleep in class, to include laying their heads on desk, books, or hands and arms.
- Remove pictures, posters, or notices from walls or bulletin boards without instructor permission.
- Work on other school subjects during class without permission from the instructor.
- Engage in physical “horseplay” with other cadets.
- Throw trash on the floor.

- Use profanity.
- Make rude remarks or tell off-color jokes.
- Bring food, gum or drinks into the classroom.
- Bring playing cards, dominoes, dice, or any other game devices into the classroom. They will be confiscated.
- Use facial, hand, or finger make-up/lotion. Hair will not be brushed or combed in the

classroom.

### CLASSROOM CONDUCT

All AFJROTC classes will be conducted in an orderly manner. Cadets will not:

- Leave the classroom without the instructor’s permission.
- Talk while the instructor is teaching without permission.
- Sit on or put their feet on any desks.
- Throw anything in the classroom.
- Tilt chairs forward or backward onto less than four legs (safety consideration).
- Write on, or in any other way, deface the tables, desks, or chairs.

### CLASSROOM PROCEDURES

**Tardy/Late.** You are expected to be in the classroom as soon as you depart the bus. If you drive to Ferguson Education Center, you are expected to arrive before or at the same time the bus arrives. If not, you are considered tardy. All tardies will be handled in accordance with AISD policies.

**Preparing the Classroom.** The following procedures will be followed at the beginning of *every* class period:

- Cadets will place AFJROTC materials/belongings in or on top of wall lockers as soon as they enter classroom and stand at parade rest at their desk.
- The Flight Commander calls the Flight to “Attention,” have all students face the flag and cite the “Pledge of Allegiance”. After the Pledge, the flight will cite the “Cadet Creed”.
- The Flight Sergeant will take attendance. Students will respond by stating “Here Sir or Here Ma’am”.
- The Flight Commander will ensure all desks are properly aligned.
- The Flight Commander will ensure all cadets clear their desktops of all materials except ROTC materials (no backpacks, cosmetics, phones, etc.)
- Finally, the Flight Commander will report to the instructor, “Sir/Ma’am, the class is ready for instruction”.

**Calling the Flight to Attention.** The flight commander, or first individual who recognizes the SASI, will call the flight to attention upon initial entry of the SASI. **NOTE:** Do not call the Flight to attention if the class has already started.

**Bulletin Boards.** The bulletin boards will be used for posting official notices, meetings, detail listings, formation notices, and other pertinent correspondence. The boards will be kept current at all times.

Cadets desiring to post a notice must submit it to the staff through flight channels.

It is the responsibility of each cadet to read the bulletin boards or classroom white board each time they come to class. If your name appears on notices placed on the board, you will place your initials next to your name indicating that you have read the correspondence. Flight commanders and sergeants will ensure all information pertinent to

individuals under their command is disseminated.

**The AFJROTC Area.** The AFJROTC area is open to all cadets while one of the instructors is present for duty.

Classrooms are available to cadets who wish to study after school. Cadets in this area will respect other cadets’ rights to study in peace and quiet.

Under no circumstances are you allowed to enter an instructor’s office unless the instructor is there. Before entering the instructor office the cadet must knock “once” to gain permission to enter. All instructors’ desks and files are “**OFF LIMITS**” to cadets. Cadets are not allowed in supply storage rooms unless an instructor gives them permission.

No food, drink, or gum is allowed in any part of the AFJROTC area unless specific permission is granted by the SASI or ASI.

You are always encouraged to visit the instructors’ offices to discuss business anytime the instructor is present. Most of the time, the instructor will be available to see you, but if the instructor’s door is closed, it probably means they are talking on the phone, visiting with another person, or otherwise don’t wish to be interrupted.

**Leaving the classroom.** Requests to leave the classroom for any reason are frowned upon and will be dealt with on a case-by-case basis. Cadets are expected to take care of **all** business, including restroom breaks, prior to coming to class. **Cadets need to plan accordingly!**

## CONSEQUENCES

Classroom actions deemed minor violations of the code of conduct established for AFJROTC cadets and Arlington ISD High School students will result in an appropriate corrective action to correct the situation. The SASI or ASI will make the initial determination as to whether the violation warrants more

than an immediate verbal admonishment. Repeated minor violations will result in progressively more severe corrective action under school and district guidelines published in the AISD Student Handbook as deemed necessary by the SASI or ASI. The cadet's parents or guardians may address any corrective action directly with the SASI or ASI.

Cadets who misbehave and warrant suspension — in-school (ISS) or out-of-school, may automatically disqualify themselves for promotion and certain awards during that semester (see Chapter 7, Promotions & Personnel Administration, and Chapter 8, Awards & Decorations), no exceptions. Students placed at Turning Point Secondary School may be disenrolled from AFJROTC at the discretion of the SASI.

Often, other AFJROTC cadets, teachers, bus drivers, and students will report your misconduct outside of AFJROTC to the instructors. This includes time at your home campus, bus rides, and Ferguson Education Center. The SASI or ASI, upon receiving any reports, will counsel you, take appropriate action, and annotate the counseling in your records. The notations will have a detrimental effect on your eligibility for awards and promotions.

With appropriate documentation, failure to consistently meet dress & appearance and grooming standards could result in your removal from the

AFJROTC program at any time during the school year. Additionally, you can be removed from the AFJROTC program at any time throughout the school year for disciplinary problems, an inaptitude or indifference to training, and or reasons deemed appropriate by the SASI.

### **Prohibition of Physical Discipline and Hazing.**

Any form of hazing, whether verbal or physical, will **not** be tolerated within the TX-031st unit. Requiring cadets to perform any physical action as a reprimand, punishment, or failure to perform, will not be tolerated within any AFJROTC activities.

Examples of prohibited physical activities include, but are not limited to pushups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

Any form of verbal abuse, teasing, public scolding or any attempt to otherwise humiliate a cadet is prohibited.

This prohibition is applicable to all TX-031st unit activities to include instructors, cadets and any personnel involved with or participating in any AFJROTC unit or activity.

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

## CHAPTER THREE

# DRESS AND APPEARANCE

**E**very cadet will be issued a complete AFJROTC uniform complement (to include V-neck t-shirts and socks). You must meet the minimum standards outlined in this Cadet Guide for dress, appearance, and conduct at all times.

The United States Air Force uniform is the symbol of a proud and honorable branch of the US Armed Forces. With the exception of the AFJROTC and unit patches, the uniform you wear is the **same** as the one worn around the world by active duty, National Guard, and reserve Air Force personnel. There are also many retired and former Air Force and other service personnel in the community who will certainly take notice of you and how you wear your uniform.

Think about that every time you put it on, and remember: you will be viewed as a representative of the US Air Force and AISD High Schools by everyone who sees you in it. The AFJROTC uniform is not a costume and should always be worn in an authorized uniform combination. **Wear it properly and proudly!**

### UNIFORM CARE AND MAINTENANCE

Cadets are responsible for maintaining all uniform items in a clean and orderly condition throughout the school year and prior to turn-in. You will be financially responsible for all avoidable damage to uniform items. According to federal law, paying for damaged government property does not permit you to keep the item. Damaged items must be returned for inventory purposes and accountability.

Dark blue uniform items—trousers, slacks, flight caps, ties/tabs, lightweight jackets, and service dress coats—must be **dry cleaned** only. Washing or ironing these items will damage them and you will be required to pay for them.

Throughout the school year, light blue uniform items—shirts and blouses—may be machine washed on permanent press cycle and pressed with a clean iron on medium heat. However, shirts and blouses must be professionally cleaned and pressed before turn-in at the end of the school year or when the student is disenrolled.

Female cadets may experience some difficulty placing nametags and other insignia on their uniforms because, unlike male shirts, blouses have no pockets to use as guides. Female cadets may find it helpful to have someone assist in placing these uniform items. But **do not** place any permanent marks on the blouse/shirt to aid placement of devices.

Buttons, belt buckles, and flight cap insignia are chrome plated and are designed to have a permanent shine. Do not try to shine them with liquid cleaners or shiners as it will only damage them. Also, most metal cleaners leave a residue that will damage the rest of the uniform. Tarnish build-up on metal can be “erased” adequately with a large pencil eraser.

### ALTERATIONS

Alterations for proper fit are allowed only for the waist and length of pants, slacks, or skirts. Service dress coats may be altered only for proper sleeve length. All other alterations require the prior approval of an instructor. Unauthorized

alterations are considered damage, and you will have to pay for the item.

Do not remove any excess material as a result of alterations. Also, never remove any tags fastened to uniform items.

### **UNIFORM TURN-IN**

End-of-year uniform turn-in will begin on a day designated by the SASI. Uniform items must be returned 14 calendar days before the last full day of school for the year. Cadets disenrolled from AFJROTC before school ends must return all uniform items not later than 14 calendar days after the disenrollment. If you fail to return the uniform on time and properly cleaned, a "NOT CLEAR" notice will be filed with the school district and legal recourse will be pursued.

Flight caps, service dress coats, shirts or blouses, trousers or slacks, ties or tabs, and lightweight blue jackets must be professionally cleaned and pressed after the last time you wear it and before you turn it in. Ensure the cleaners does not press military creases into shirts and blouses. You must present a dated, itemized receipt from the cleaners at the time of turn-in or you will not be cleared. (You may keep the receipt, but it must be shown at turn-in.)

All uniform nametags, badges, insignia, ribbons, medals, etc., issued to you must also be turned in at the end of the school year. National service awards and decorations presented at the Annual Awards Ceremony need not be returned.

### **WEARING THE UNIFORM**

The uniform will only be worn while traveling to or from, or while participating in, official AFJROTC activities. You will not wear the uniform while participating in student demonstrations, at partisan political activities, for crowd control, while hitchhiking, or any other inappropriate

activity. You may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the instructors. Seek guidance and permission from the instructors first.

Public displays of affection (PDA) toward any other person while in uniform is inappropriate and strictly prohibited. PDA includes, but is not limited to, holding hands, kissing, arms around another, and fondling. PDA does not include appropriate dancing while in uniform at approved social functions.

PDA's while not in uniform is also inappropriate and prohibited among AFJROTC cadets. A student who has genuine respect for another student will keep his/her hands off of that student in public. Individuals who have respect for themselves will demand it from others. Inappropriate displays of affection will result in disciplinary action from the instructors.

You must wear the uniform one day each week. On the designated uniform day (Wednesday or Thursday), you must wear the uniform properly for the entire school day, not just during your AFJROTC period.

School activities (i.e., band, cheerleading, athletics, etc.) or other extenuating circumstances determined by an AFJROTC instructor or the school principal to be beyond your control are the only reasons to allow the **temporary** removal of the uniform on designated uniform days.

Wearing the uniform is an honor and a privilege. Uniform wear is graded on a "pass/fail" basis. You will receive zero **(0)** points if the uniform is not worn.

Uniform wear will be inspected on uniform days for proper wear and appearance according to Air Force standards and a grade assigned for the overall appearance of the cadet. Cadets begin each inspection with 100 points and discrepancies will result in deduction of points. Failure to wear the



uniform will result in a zero for that day's inspection. (See Chapter 1.)

If you can't wear the uniform on the required day due to an excused absence, you will have to wear the uniform the next academic day (Monday or Tuesday) you have AFJROTC. If you fail to wear the uniform on the make-up day, it will result in a zero for the uniform inspection grade. Extended absences will be handled on a case-by-case basis.

An excused absence is the only acceptable reason you can earn a make-up grade. A uniform "in the cleaners" is not an acceptable exception to wearing the uniform.

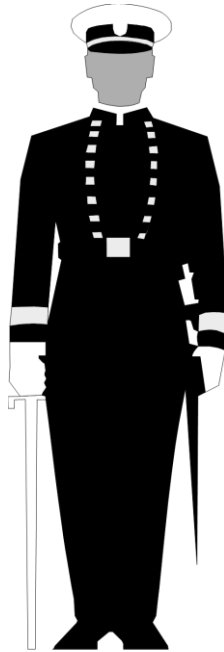
You will not wear the uniform to non-AFJROTC activities without the consent of one of the instructors. If you have any question about whether it is proper to wear the uniform or not, ask an instructor first.

### **UNIFORM COMBINATIONS**

Cadets will wear the service uniform or the service dress uniform. Special teams (drill team, color guard, orienteering, etc.) may be authorized special non-traditional uniform combinations. The instructors will designate the appropriate uniform combination to be worn on a uniform day or special event.

Generally, only AFJROTC issued items will be worn as (or on) the uniform, whether basic or special. You may not wear any uniform item bought from Military Clothing Sales Stores, mail order catalogues, military surplus stores, or any other authorized or unauthorized source without the express consent of the instructors or as authorized in this Cadet Guide. With the exception of socks/hose and undergarments, if we don't issue it to you, you can't wear it.

Also, civilian clothing items will never be worn with, on, or over the AFJROTC uniform.



### **GENERAL UNIFORM STANDARDS**

The uniform will always be neat, clean, pressed, proper fit, in good condition, zipped, snapped, or buttoned when worn. All loose strings and threads will be trimmed. All missing or loose buttons will be replaced.

No bulky items will be placed in uniform pockets which bulge or protrude in any manner causing an unprofessional appearance. Hands will not be placed in pockets at any time.

Pens and pencils must be concealed (not visible) in pockets and never tucked behind ears. However, it is recommended you not put pens or pencils in your shirt or pants pockets, as they can leak or stain and will destroy the uniform item. You will be financially responsible for ink damage to uniform items.

### **JEWELRY AND ACCESSORIES**

A single conservative wristwatch may be worn but will not exceed 1-inch width. A single bracelet may be worn, but must be conservative and no wider than 1/2 inch.

A maximum of three rings at any time may be worn (counting both hands). Thumb rings are allowed.

Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform).

**Earrings**--Females may wear one small spherical or square, conservative diamond, gold, white pearl, silver pierced or clip earring per earlobe, and the earring worn in each earlobe must match. They will fit tightly without

extending below the earlobe. Males are prohibited from wearing earrings in AFJROTC uniform and during AFJROTC activities.

Eyeglasses and sunglasses may have conservative ornamentation on frames and lenses. Eyeglasses will have clear, slightly tinted, or photosensitive lenses indoors or in formation. Sunglasses if worn will have conservative frames and lenses and may be worn only outdoors, but never in formation.

Necklaces, including religious medallions, if worn must be concealed under the uniform collar or undershirt.

Wear/use of an earpiece, any Bluetooth wireless technology, or headphones, while in uniform, indoors or outdoors, is authorized for official duties.

One handheld electronic device/cellphone may be attached to a belt/waistband on either side or clipped to a purse.

Umbrellas will be plain, solid black, gray, brown or dark blue and carried in the left hand. Attaché cases, gym bags, and backpacks will be carried in the left hand or over the shoulders. Books and other items will only be carried in the left hand. This is required for saluting purposes.

#### **TATTOOS AND BRANDS**

Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos or brands prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. Any cadet obtaining unauthorized tattoos or brands will be immediately disenrolled from the AFJROTC program.

**Figure 3-1. Personal Grooming Standards**

| <b>Item</b> | <b>Male Requirements</b>   | <b>Female Requirements</b>   |
|-------------|--|--|
| Facial Hair | <p>Except as noted below, male cadets must be clean shaven. <b>Mustaches</b> are permitted, but they will not extend downward past the upper lip line or extend sideways beyond a vertical line drawn upward from both corners of the mouth. <b>Sideburns</b> are permitted, but will be neatly trimmed and tapered same as the haircut, will be straight and even width (not flared) and end in clean-shaven horizontal line. Sideburns will not extend below the bottom of the orifice of the ear opening.</p>   | Not allowed.   |
| Cosmetics   | Not allowed.   | Will be conservative and in good taste.  |
| Hair        | <p>Will be clean, well-groomed and neat. If dyed, will be of one natural color. Will not contain excessive amount of grooming aids. Will not touch eye-brows when groomed or protrude below the front band of properly worn headgear. Will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the cadet's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut is permitted with tapered appearance. Will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or is a safety hazard. Will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Will not exceed 2 1/2 inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. (continued)</p> | <p>Will be clean, well-groomed and neat. If dyed, will be of one natural color. Will not contain excessive amount of grooming aids. Will not touch eye-brows when groomed or protrude below the front band of most properly worn headgear. May be visible in front of women's flight cap. Will be styled to present a professional appearance. Will not include ornamentation such as ribbons or jeweled pins. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the cadet's hair color or black are permitted to keep hair in place. Will not be worn in an extreme or fad style or be a safety hazard. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail. Will not exceed 4 inches in bulk or prevent proper wear of headgear.</p> |

**Figure 3-1. Personal Grooming Standards (continued)**

| <b><i>Item</i></b> | <b><i>Male Requirements</i></b>                         | <b><i>Female Requirements</i></b>  |
|--------------------|---|--|
| Hair (continued)   | Will not have any visible foreign items attached to it. | Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. |
| Nail Polish        | Not allowed.  | Will be conservative, single color, and in good taste. Will not contain any ornamentation.   |

**Figure 3-2. Uniform Standards**

| <b>Item</b> | <b>Male Requirements</b>   | <b>Female Requirements</b>  |
|-------------|--|---|
| Shirt       | The blue short-sleeved shirt is required for all uniform combinations, unless otherwise stated. The nametag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. (See Figure 3-3 for specific instructions concerning accouterments.) JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress coat. The shirt will be fully tucked in with a "military tuck" (no creases or tucks in front). With arms bent at a 90-degree angle, sleeve should barely touch or come within 1 inch of the forearm. The shirt will have a tapered fit. The only pressed creases will be on the sleeves; "military" creases on the front and back of the shirt are prohibited. All buttons on the shirt must be buttoned, except the top neck button if worn without tie. | The blue short-sleeved blouse is required for all uniform combinations, unless otherwise stated. The nametag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. (See Figures 3-4 for specific instructions concerning accouterments.) JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress coat. The tuck-in blouse (has shirt-tails) will be fully tucked in. The overblouse (has no shirt-tails) will not be tucked in. With arms bent at a 90-degree angle, sleeve should barely touch or come within 1 inch of the forearm. The blouse will have a tapered fit. The only pressed creases will be on the sleeves; "military" creases on the front and back of the blouse are prohibited. All buttons on the blouse must be buttoned, except the top neck button if worn without tab. |
| Tie/Tab     | Tie is optional unless worn with the service dress uniform. (See Figure 3-5 for tying instructions.) When worn, the tie must never be loosened or the top button of the shirt unfastened.  | Tab is optional unless worn with the service dress uniform. When worn, the tab must never be loosened or the top button of the blouse unfastened.   |
| Pants       | Trousers will be trim-fitted with no bunching at the waist or bagging at the seat. Knee and bottom leg widths will not be altered beyond current specifications. The waistband will be worn around the waist and the front of trouser legs rest on the front of the shoe with a slight break in the crease and the back of the trouser leg will be approximately $\frac{7}{8}$ inch longer (continued)   | Slacks fit naturally over the hips with no bunching at the waist or bagging at the seat. They are tailored, straight hanging, and no flare at bottom. The waistband will be worn around the waist and the front of slack legs rest on the front of the shoe with a slight break in the crease and the back of the slack leg will be approximately $\frac{7}{8}$ inch longer than the front.   |

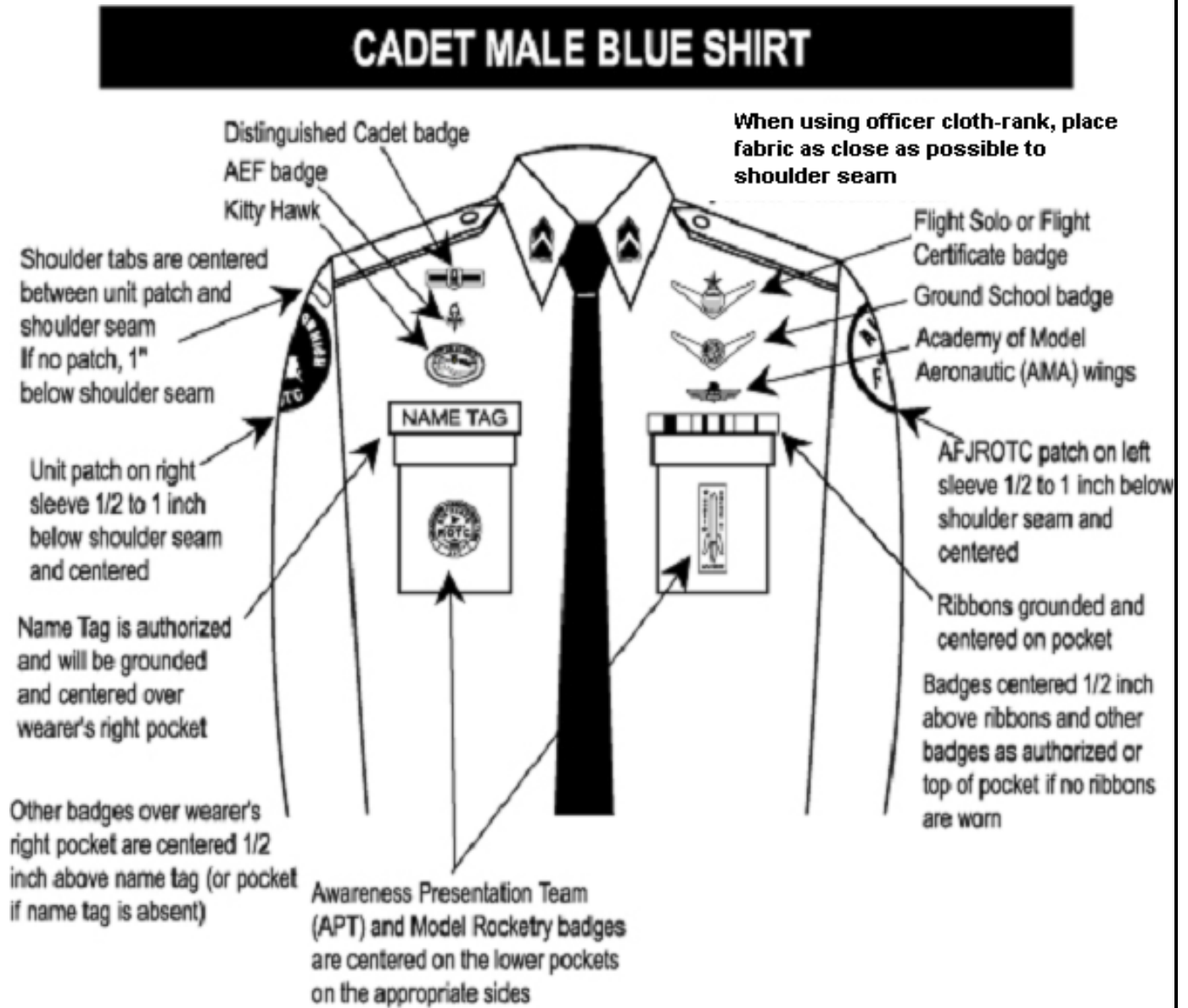
**Figure 3-2. Uniform Standards (continued)**

| <b>Item</b>             | <b>Male Requirements</b>   | <b>Female Requirements</b>   |
|-------------------------|--|--|
| Pants (cont'd)          | than the front. The trousers will be full cut, straight hanging and without pleats and cuffs.  |  |
| Belt                    | The blue belt and silver buckle are mandatory. The silver tip end of the belt extends beyond the buckle facing the wearer's left with no blue fabric showing. You will establish and maintain a "gigline" by lining up the leading edge of the shirt, the right edge of the belt buckle, and the leading edge of the trouser fly to form one straight line down the front of the uniform.  | The blue belt and silver buckle are mandatory on slacks with belt loops. The silver tip end of the belt extends beyond the buckle facing the wearer's right with no blue fabric showing. You must establish and maintain a "gigline" by lining up the leading edge of the blouse, the left edge of the belt buckle, and the leading edge of the slack fly to form one straight line down the front of the uniform. |
| Shoes                   | For first- and second-year cadets, the black oxford lace-up style shoes issued by AFJROTC are the <b>only</b> shoes authorized for wear with the service uniform. (Third- and fourth-year cadets may, at their own expense, purchase and wear no-shine, oxford-style shoes approved by the instructors.) They will always be black, clean, and highly shined including the edge of the soles. This will require a considerable amount of work on your part to get a shine on a brand new pair of military issue leather shoes. Never use liquid cleaner, polish, or floor wax because they will cause the leather to dry and crack severely. This ruins the shoes. |  |
| Socks/Hose              | Socks are mandatory. Only black plain socks without design are authorized.   | Hose or socks are mandatory. Only black plain socks without design are authorized. Hose must be sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Do not wear patterned hose.  |
| Lightweight Blue Jacket | Will be zipped up at least halfway. Not authorized for wear with service dress uniform. Insulated liner is optional. Rank insignia and shoulder patches are the only items attached to lightweight jacket. (See Figure 3-6 for placement.)   |  |
| Flight Cap              | Worn tilted slightly to your right with vertical crease of the cap in line with center of your forehead, in a straight line with your nose. The cap rests about 1 inch above eyebrows in front. When not worn, tuck it (continued)   | Worn tilted slightly to your right with vertical crease of the cap in line with center of your forehead, in a straight line with your nose. The cap rests about 1 inch above eyebrows in front. When not worn, tuck it (continued)   |

**Figure 3-2. Uniform Standards (continued)**

| <b>Item</b>               | <b>Male Requirements</b>  | <b>Female Requirements</b>  |
|---------------------------|---|---|
| Flight cap<br>(continued) | under belt on the left side, between first and second belt loops, but cap will not fold over belt. Cap insignia is required for officers. (See Figure 3-7.)   | under belt on the left side (with slacks with belt loops), between first and second belt loops, but cap will not fold over belt. Cap insignia is required for officers. (See Figure 3-7.) |
| Undergarments             | Undershorts and undershirt (white V-neck, U-neck, or athletic style <b>only</b> ) are mandatory.  | Bra and underwear are mandatory. You may wear other appropriate undergarments as necessary, provided they are not visible at the neck when worn with an open collar.                      |
| Service Dress Coat        | All buttons must be fastened when wearing the coat. When worn, the nametag and AFJROTC rank insignia, badges, and ribbons you have earned are worn on the coat instead of the shirt or blouse. (See Figures 3-8 and 3-9 for specific instructions concerning accouterments for the different coat types.) A tie or tab is always worn with any service dress coat. You are allowed to remove the service dress coat in a classroom. However, the coat will be put back on and all buttons fastened before leaving the classroom. This rule applies to all classes attended in uniform, not just your AFJROTC class. |   |

Figure 3-3 Cadet Male Blue Shirt

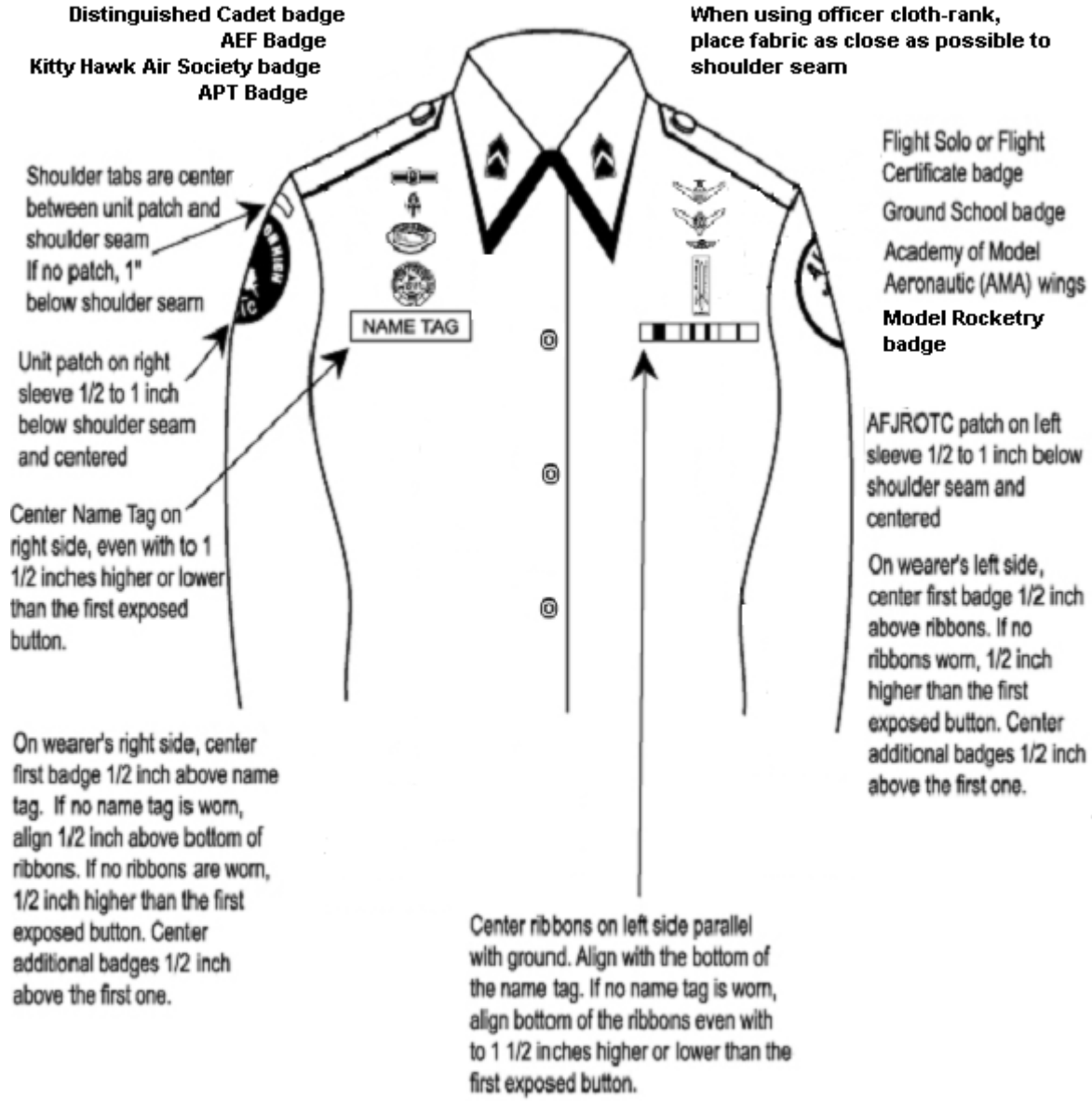


Officer and Enlisted grade insignia worn on both collars, centered side to side and top to bottom.  
Enlisted bottom point of torch points toward the point of the collar.  
Officer top point of rank aligned with point of collar.  
Airman Basic have no insignia of any kind on the collar.



**Figure 3-4 Cadet Female Blue Shirt**

## CADET FEMALE BLUE SHIRT



Officer and Enlisted grade insignia worn on both collars, centered side to side and top to bottom.  
Enlisted bottom point of torch points toward the point of the collar.  
Officer top point of rank aligned with point of collar.  
Airman Basic have no insignia of any kind on the collar.

**Figure 3-5. Tying the Male Necktie**



**Four-in-Hand Knot**

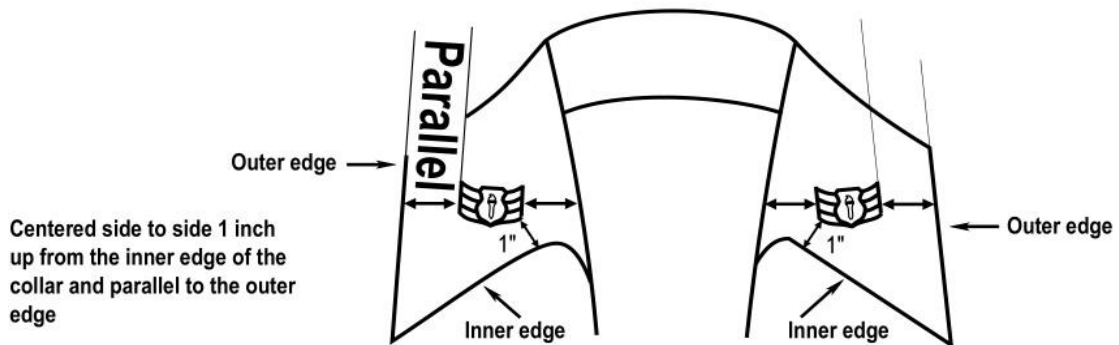
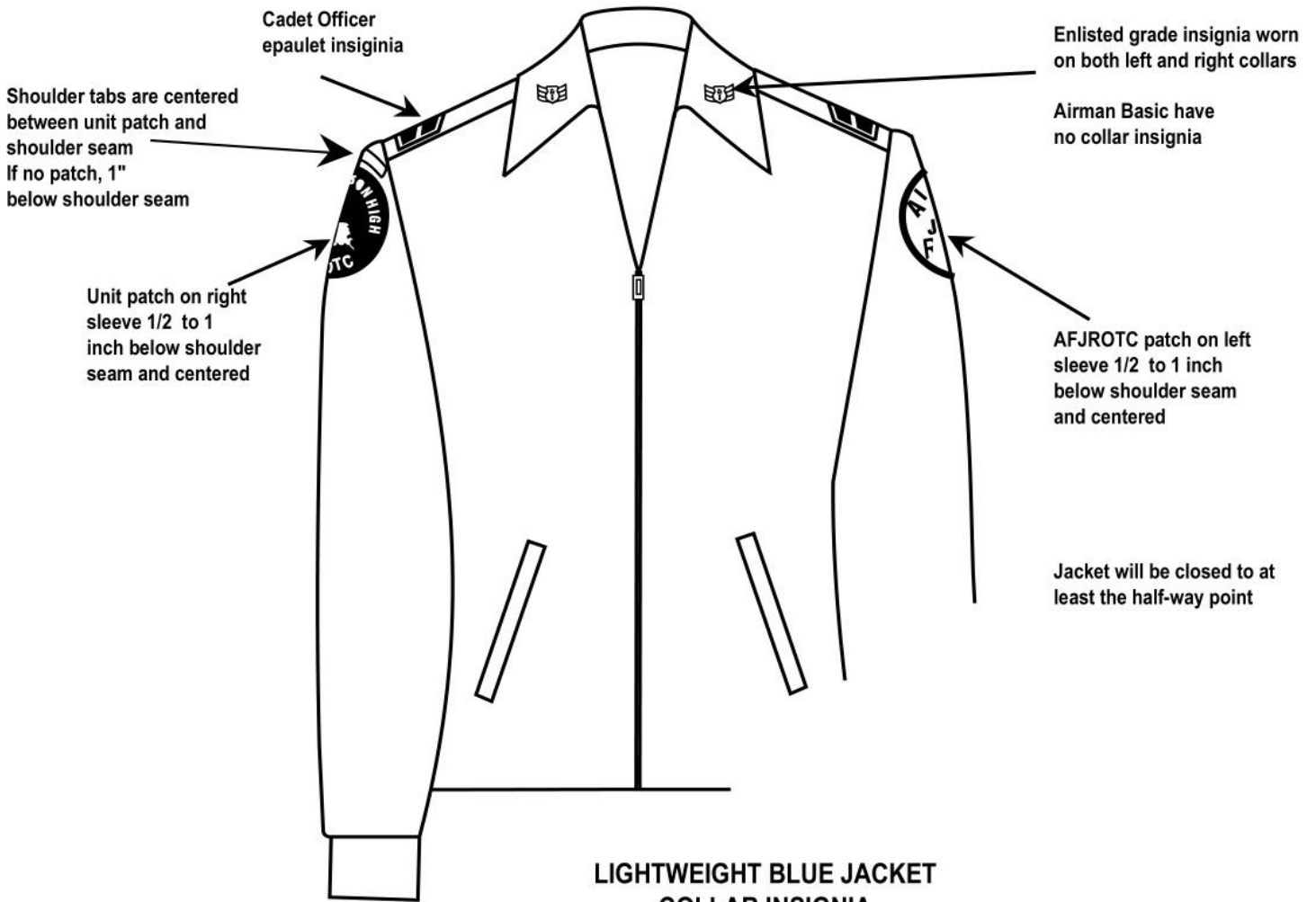
Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

**Windsor Knot**

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

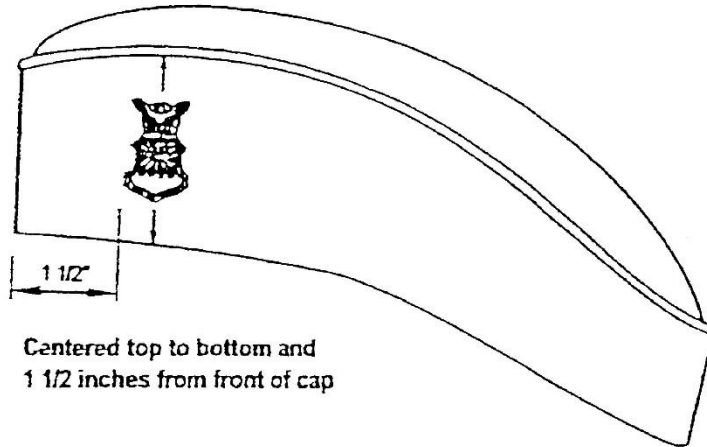
Figure 3-6. Cadet Lightweight Blue Jacket

# CADET LIGHTWEIGHT BLUE JACKET

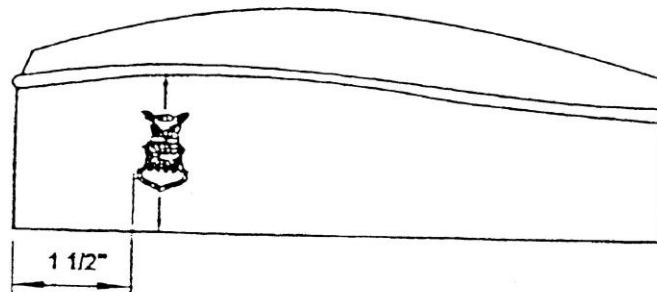


**F Figure 3-7. Officer Flight Cap Insignias**

## Female Flight Cap



## Male Flight Cap



Officers wear hat insignia surrounded with stars.  
Enlisted do not wear hat Insignia.

**Figure 3-8. Cadet Male Service Dress Coats**

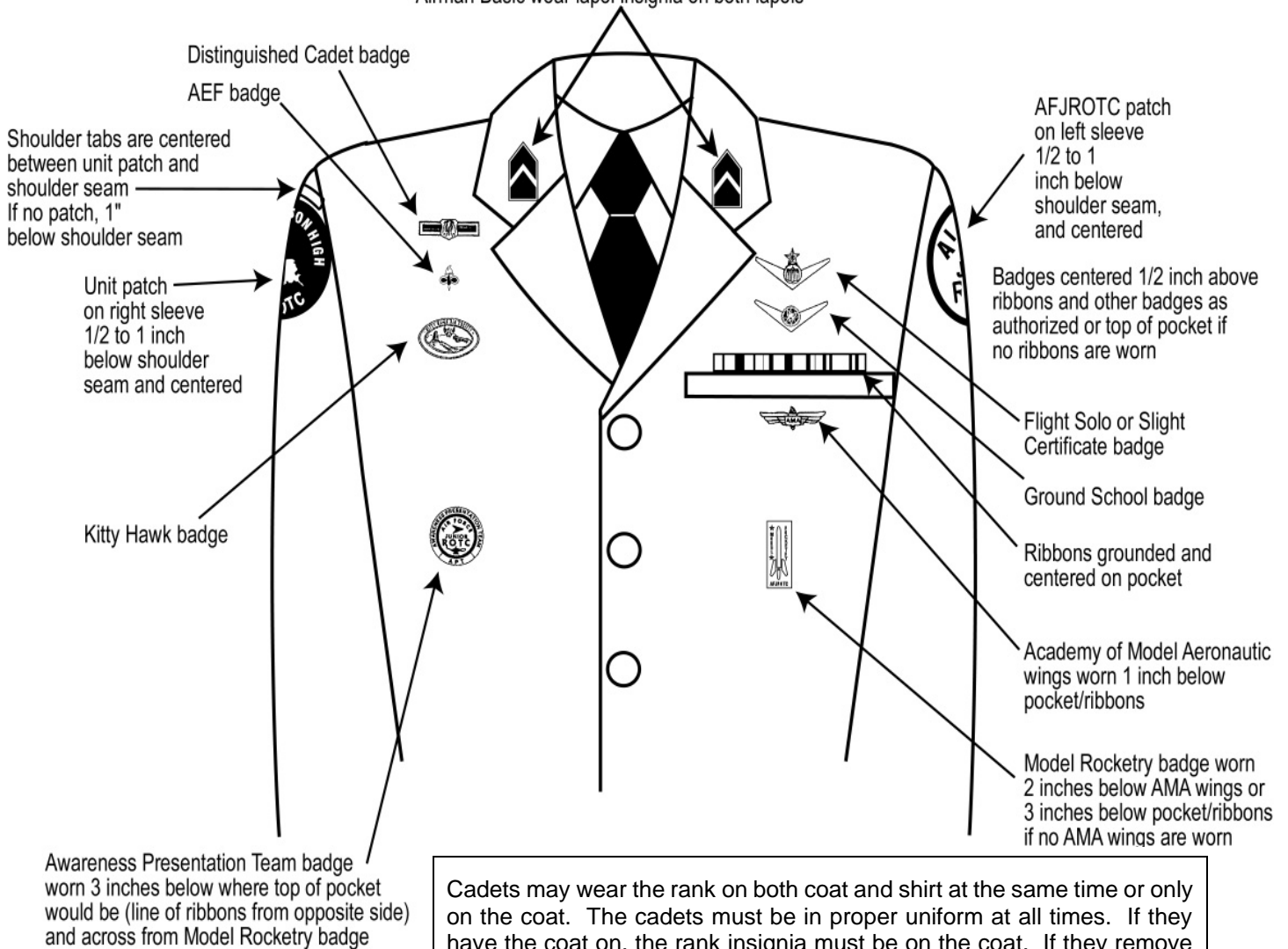
# CADET MALE 1620 SERVICE DRESS

All badges centered 1/2 inch above where pocket would be or other badges as authorized

Insignia worn halfway up seam, resting on but not over seam, parallel with ground

Officer and enlisted grade insignia worn on both lapels

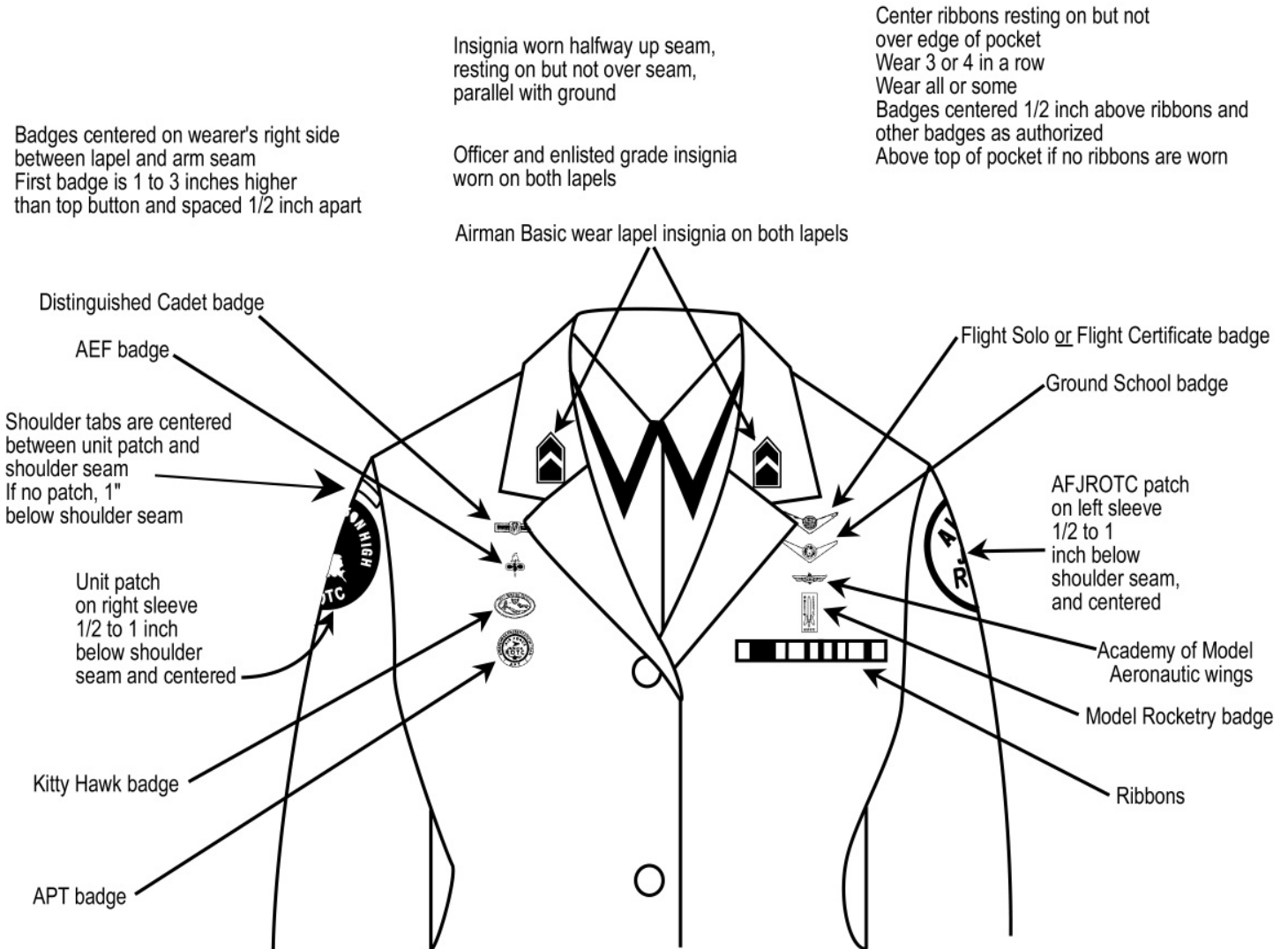
Airman Basic wear lapel insignia on both lapels



The metal nametag is authorized on the service dress (not the blue shirt nametag).

**Figure 3-9. Cadet Female Service Dress Coats**

# CADET FEMALE 1620 SERVICE DRESS



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

The metal nametag is authorized on the service dress (not the blue shirt nametag).

**Figure 3-10. Cadet ABU Uniform**

**AIRMAN BATTLE UNIFORM**

# ABU



**BDU-style hat**

Worn whenever outside

**t-shirt**

Wear PT shirt

**Wash n' Wear**

Use ABU wash guidelines stated inside the uniform.

**Namesapes**

Last name is sewn on the right side. AFJROTC is sewn on the left.

Over the pockets.

**Lots o' pockets**

Must be buttoned at all times. Hat may be kept inside any leg pocket.

**Boots**

Must be bloused. Will be demonstrated

Note: The ABU is authorized for third and fourth year cadets only and is currently NOT issued by the unit.

## CHAPTER FOUR

### BASIC DRILL

**T**his chapter is for instruction and quick review of the basic drill positions and movements which are part of basic cadet drill and ceremonies training.

Drill is the art or exercise of training personnel in precision individual and formation movement. It instills discipline, teamwork, and *esprit de corps* among those involved.

During the first several weeks of the school year, the Leadership Education portion of the Aerospace Science course will concentrate primarily on the instruction and evaluation of basic drill positions and movements. You will be evaluated on your ability to perform these actions. Also, cadet flight leaders may learn how to command basic individual and group drill.

After these first few weeks, about one day each week throughout the rest of the school year will be devoted to practicing the basic drill movements while learning some intermediate and advanced drill techniques.

#### DRILL TERMS

**Alignment.** Combination of dress and cover. See Dress and Cover.

**Base.** The element on which a movement is planned, regulated, or aligned.

**Cadence.** The uniform step and rhythm in marching and giving of commands; the number of steps marched per minute.

**Center.** The middle point of a formation. On an odd numbered front, center is the center person or element. On an even numbered front, center is the person or element just right of center.

**Cover.** Individual alignment directly behind the person in front of them while maintaining distance

**Dress.** The alignment of individuals or elements side to side, or in line, while maintaining proper interval.

**Element.** The basic formation; the smallest drill unit comprised of at least three, but usually eight to twelve individuals.

**File.** A single column of individuals placed one behind the other.

**Flank.** The extreme right or left (troops' right or left) side of a formation in line or in column.

**Flight.** A formation of at least two, but not more than four elements.

**Guide.** Individual designated to regulate the direction and rate of march.

**In Column.** The arrangement of units (formation), side by side, with guide and element leaders at the head and the dress to the right.

**Inverted Column.** The arrangement of units (formation), side by side, with guide and element leaders at the rear and the dress to the left.

**In Line.** The arrangement of units (formation), one behind the other, with the guide and element leaders to the right flank and the dress to the right.



**Inverted Line.** The arrangement of units (formation), one behind the other, with the guide and element leaders to the left flank and the dress to the left.

**Interval.** The space between individuals placed side by side. Normal interval is an arm's length and close interval is 4 inches.

**Mark Time.** Marching in place at the cadence of 100 to 120 steps per minute.

**Pace.** A step of 24 inches, measured heel to heel. This is the length of a full step in quick time.

**Quick Time.** The cadence of 100 to 120 steps (12 or 24 inches in length) per minute.

**Rank.** A single line of persons placed side by side.

**Step.** The prescribed distance measured from heel to heel between the feet of a marching person; usually 12 or 24 inches.

**Unit.** Any portion of a given formation.

### **BASIC DRILL COMMANDS**

Most drill commands are in two parts, with a definite pause between them, called the Preparatory Command and Command of Execution. All commands are given from the position of attention, at the cadence you want the movement to be performed, and always with a clear "command voice."

**Preparatory Command.** Tells what the movement or action will be. This allows mental preparation to execute the movement or action.

**Command of Execution.** The "go" command. Tells when the action or movement is to be performed.

**Combined Command.** A command where the preparatory and execution commands are combined. Examples: At Ease, Rest, and Fall In.

**Supplemental Command.** Directs one unit of the formation to perform an action or movement different from the rest.

**Informational Command.** Has no preparatory or command of execution and is not supplemental in nature. Example: "Dress your flight to the right."

### **CHARACTERISTICS OF A COMMAND VOICE**

A good command voice is a skill you have to work at. The following are characteristics of a command voice:

**Loudness.** Volume used in giving commands.

**Projection.** The ability of the individual to project the voice without strain.

**Distinctness.** The correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to form words.

**Inflection.** The rise and fall of the voice, change in pitch.

**Snap.** The extra quality in a command voice that demands an immediate response.

### **INDIVIDUAL POSITIONS AND MOVEMENTS**

**Attention.** Attention is a standing position assumed by military personnel upon command. The commander brings the men and women to attention from any of the rest positions—except fall out—by issuing the command "**Flight, TENCH HUT.**" Like all other commands, the command to call the unit to attention should be given with a rhythmic flow of language and with a command voice that reflects enthusiasm and authority.

At the preparatory command “**Flight**,” cadets will assume the position of parade rest. At the command of execution, “**TENCH HUT**,” they assume the position of attention.

To come to attention, bring the heels together smartly and on line. Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees.

The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg.

The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

**Parade Rest.** The command for this position is “**Parade, HEST**.” On the preparatory command of “**Parade**,” cadets should mentally prepare to do the movement. On the command of execution “**HEST**,” the cadet should raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart as measured from the inside of the heels.

Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process, and extend and join the fingers, pointing them toward the ground. The palms will face outward. Place the right hand in the palm of the left, right thumb over the left to form an “X”. Keep head and eyes straight ahead. Silence and immobility are required while standing at parade rest.

**At Ease.** Cadets will assume this position when the combined command, “**AT EASE**,” is given. On the command, “**AT EASE**,” cadets may relax in a standing position. Their position in the flight will not change. Their right foot must remain in place and silence must be maintained.

**Fall Out.** The command is, “**FALL OUT**.” Upon hearing the command, “**FALL OUT**,” cadets may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

**Right Face.** In facing to the right, the command is “**Right, HACE**.” This is a two-count movement.

On the preparatory command of “**Right**,” cadets should mentally prepare themselves to do the movement. On the command of execution “**HACE**,” the cadet raises the left heel and right toe slightly and pivots 90 degrees to the right on the ball of the left foot and the heel of the right foot, assisted by a slight pressure on the ball of the left foot.

Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the left foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

**Left Face.** In facing to the left, the command is “**Left, HACE**.” This is a two-count movement.

On the preparatory command of “**Left**,” cadets should mentally prepare themselves to do the movement. On the command of execution, “**HACE**,” the cadet raises the right

heel and left toe slightly and pivots 90 degrees to the left on the ball of the right foot and the heel of the left foot, assisted by a slight pressure on the ball of the right foot.

Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the right foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

**About Face.** In facing to the rear, the command is “**About, HACE.**” This is a two-count movement.

At the command of execution “**HACE,**” the cadet lifts the right foot from the hip just enough to clear the ground. Without bending the knees, the cadet should place the ball of the right foot approximately half a shoe length behind and slightly to the left of the left heel.

The weight of the body should be distributed on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the left foot has not changed. This completes count one of the movement.

Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention. This completes count two of the movement.

### **FORMING AND INSPECTING THE FLIGHT**

**Form the Flight.** To form the flight, the Flight Sergeant will first take a post and face the assembly space where the flight is to be formed. The flight forms in three elements of an equal number of cadets at the command “**FALL IN.**”

The Flight Guide will take a position facing the Flight Sergeant and to the Flight Sergeant’s left so that the first element will fall in centered on and three paces from the Flight Sergeant. Once halted at the position of attention, the Flight Guide performs an automatic dress right dress. When the Flight Guide feels the presence of the first Element Leader with the fingertips, the Flight Guide will execute an automatic ready front.

The first element members fall in directly to the left of the Element Leader, and once halted, execute automatic dress right dress. The second and third Element Leaders fall in behind the first Element Leader, execute automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the cadet in front of them. The remaining cadets will fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.

As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention. Once it is formed, the left flank of the formation will be squared off, with extra cadets on the end of the third or second elements only as needed. The Flight Sergeant, after forming the flight, will take the last position in the third element and the Flight Commander will take charge of the flight.

**Size the Flight.** There are many cadets of all heights throughout the formation after the execution of fall in. This looks totally disorganized and definitely not military. To remedy this, Flight Commanders size the flight.

After the flight has fallen in, the Flight Commander commands, “**Right, HACE.**” With the flight now in column formation, the Flight Commander orders, “With the exception

of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up."

After the taller cadets have moved to the front of the formation, the Flight Commander commands, "**Right, HACE.**" With the flight now in inverted line formation, the Flight Commander again orders, "With the exception of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up."

Though not always necessary, it is good practice for the Flight Commander to command, "**Left, HACE,**" and direct the taller cadets (with the exception of the Element Leaders and Flight Sergeant) forward one last time. The flight is now sized properly and the Flight Commander commands, "**Left, HACE.**"

**Taking Report.** After sizing the flight, the Flight Commander commands, "**REPORT.**"

Without moving the feet, the first Element Leader twists at the waist to face the Flight Commander, salutes, and reports, "Sir/Ma'am, first element all present or accounted for." The Flight Commander, without moving the feet, twists at the waist to face the first Element Leader, returns the salute, and faces forward. The first Element Leader drops the salute and faces forward.

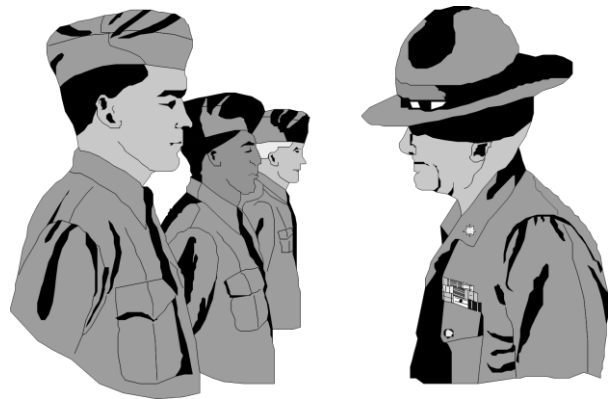
The second and third Element Leaders, in turn, perform the same procedure to report the status of their elements. After the Element Leaders have reported, the Flight Commander may command the flight, "**AT EASE,**" until the inspector approaches.

**Open Ranks Inspection.** As the inspector approaches, the Flight Commander faces the flight at attention, calls the flight to attention, and executes an about face. The inspector stops three paces directly in front of the Flight Commander. The Flight Commander salutes and reports, "Sir/Ma'am, \_\_\_ Flight all present or accounted for." The inspector returns the salute and orders, "Prepare the flight for inspection."

The Flight Commander executes an about face and commands, "**Open Ranks, HARCH.**" On the command "**HARCH,**" the third element stands fast and performs and holds an automatic dress right dress. The second element takes one pace forward with the left foot, then performs and holds an automatic dress right dress. The first element, starting with the left foot, takes two paces forward and performs and holds an automatic dress right dress.

The Flight Commander, immediately after commanding the flight to open ranks and while the elements are opening, steps off with the left foot and proceeds to align the elements. After aligning the third element, the Flight Commander executes a right face in marching, halts three paces past the first element, faces left, and commands, "**REDUP, HUNT.**" The Flight Commander takes one pace forward with the left foot (to a position directly in front of the Flight Guide), faces right, salutes, and reports to the inspector, "Sir/Ma'am, the flight is prepared for inspection." The inspector returns the salute and proceeds directly to inspect the Flight Commander.

The Flight Sergeant at this point takes one step to the rear, faces to the right, marches quickly around the flight to a position one pace to the right and one pace in front of the Flight Guide, executes a left face, and waits to record the results of the inspection.



After inspecting the Flight Commander, the inspector tells the Flight Commander, "Accompany me on the inspection." The inspector steps past the Flight Commander's left side and begins inspecting the Flight Guide.

The Flight Commander performs a left face and commands, "**Second and third elements, Parade, HEST.**" The Flight Commander executes a half left in marching without armswing and halts one pace to the right and one pace to the rear of the inspector, causing the Flight Commander to precede the inspector.

These positions of the Flight Commander, inspector, and Flight Sergeant are maintained throughout the inspection of the front of each element. When moving from cadet to cadet during the inspection, the inspector and Flight Commander simultaneously execute right faces in marching and in-place halts. The Flight Sergeant simply takes two paces forward without facing the element.

After the inspector has inspected the last cadet in the first element, the Flight Commander hesitates momentarily and allows the inspector and Flight Sergeant to move around the end of the element first to inspect the rear of the element.

While the rear of the first element is being inspected, the second Element Leader comes to attention and commands, "**Second Element, TENCH HUT.**"

After inspecting the rear of the element, the Flight Commander stops in front of the second person in the next element and faces right as the inspector stops in front of and begins inspecting the Element Leader. The Flight Sergeant quickly moves around the inspector, takes up the same position to the inspector's left, and continues recording inspection results.

The first Element Leader, when he or she can see the Flight Commander out of the corner of the eye, commands, "**First element, Parade, HEST.**" The same procedures apply to each of the remaining elements.

After the last element has been inspected, that Element Leader does not command, "**Parade, HEST.**" The inspector inspects the Flight Sergeant and commands, "**POST.**" The Flight Sergeant then returns to the last position in the last element.

The inspector and Flight Commander proceed to the front of the flight. The Flight Commander marches three paces beyond the first element, faces to the left, and commands, "**Flight, TENCH HUT.**" The Flight Commander then takes one pace forward, performs a right face, and receives comments from the inspector.

The inspector then tells the Flight Commander, "Take charge of your flight." The Flight Commander salutes the inspector and the inspector departs. The Flight Commander faces left and commands, "**Close Ranks, HARCH.**"

On the command "**HARCH,**" the first element stands fast. The second element takes one pace forward and halts at the position of attention. The third element takes two paces forward and halts at attention. All cadets cover on the person directly in front of them. The Flight Commander posts in front of and centered on the flight.

## **STEPS AND MARCHING**

**Forward, March.** To march forward in quick time from a halt, the command is "**Forward, HARCH.**" On the command, "**HARCH,**" the cadet smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.

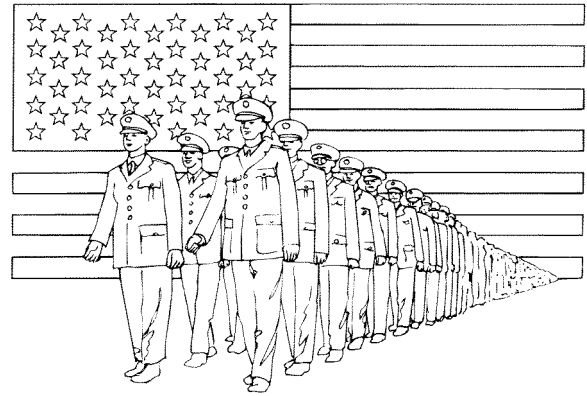
When stepping off and while marching use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg. The hands are cupped with the thumbs pointed down, and the arms hang straight, but not stiff, and swing naturally. The swing of the arms will measure 6 inches to the front (measured from the

rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh.)

Proper dress, cover, interval, and distance will be maintained. Cadence will be adhered to. Cadence count, if used, is counted as HUT, TWOOP, THREEP, FOURP, HUT, TWOOP, THREEP, FOURP as follows:

- Counts one and three are given as the heel of the left foot strikes the ground.
- Counts two and four are given as the heel of the right foot strikes the ground.

**Flight, Halt.** To halt from quick time, the command is “**Flight, HALT,**” given in rhythm as either foot strikes the ground. On the command “**HALT,**” the cadet takes one more 24-inch step. Next, the trailing foot will be brought smartly alongside the front foot. Heels will be together, on line, and form a 45 degree angle. Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.



**To the Rear, March.** The command “**To the rear, HARCH**” is given as the right foot

strikes the ground. At the command “**HARCH,**” take one half step (12-inch pace) with the left foot and pivot on the balls of both feet 180° to the right while suspending the arm swing. Then step off with the left foot in the new direction with another 12-inch half step and continue the march in the new direction with full 24-inch steps. While pivoting, do not force the body up or lean forward.

**Right Flank, March.** The command “**Right Flank, HARCH**” is used to move the entire formation right quickly, for short distances and calls for a right facing maneuver while marching. The preparatory command “**Right Flank**” is given as the right foot strikes the ground. The command of execution, “**HARCH,**” is given the next time the right foot strikes the ground.

All cadets in the flight take one more step and pivot on the left foot at the same time, turning 90° to the right and stepping off with the right foot. This causes the entire formation to change direction in one step.

**Left Flank, March.** The command “**Left Flank, HARCH**” is used to move the entire formation left quickly, for short distances and calls for a left facing maneuver while marching. The preparatory command, “**Left Flank**” is given as the left foot strikes the ground. The command of execution, “**HARCH**” is given the next time the left foot strikes the ground. All cadets in the flight take one more step and pivot on the right foot at the same time, turning 90° to the left and stepping off with the left foot. This causes the entire formation to change direction 90° in one step.

**Column Right, March.** The command “**Column Right, HARCH**” is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command “**Column Right**” is given as the right foot strikes the ground and the command of execution, “**HARCH**” is given the next time the right foot strikes the ground.

On the command, “**HARCH,**” the first element takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, and suspends armswing during the pivot. Step off with one 24-inch step and begin half steps with coordinated armswings.

Each cadet in the first element follows the person in front of them and pivots in the same place.

The second element takes one 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes two 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches to your right, then begin half steps and establish dress and cover.

The third element takes one more 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes four 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches on the right, then begin half steps and establish dress and cover.

As soon as the entire flight has turned and dress and cover is reestablished, the command, "**Forward, HARCH,**" is given.

**Column Left, March.** The command "**Column Left, HARCH**" is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command "**Column Left**" is given as the left foot strikes the ground and the command of execution, "**HARCH**" is given the next time the left foot strikes the ground.

On the command, "**HARCH,**" the third element takes one more 24-inch step, pivots 90 degrees to the left on the ball of the right foot, and suspends arm swing during the pivot. Step off with one 24-inch step and begin half steps with coordinated arm swing. Each cadet in the third element follows the person in front of them and pivots in the same place.

The second element takes one 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes two 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches to your left, then begin half steps and establish dress and cover.

The first element takes one more 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes four 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches on the left, then begin half steps and establish dress and cover.

As soon as the entire flight has turned and dress and cover is reestablished, the command, "**Forward, HARCH,**" is given.

### 30 Step Flight Drill Sequence

1. Fall in
2. Open ranks, March
3. Ready, Front
4. Close rank, March
5. Present, Arms
6. Order, Arms
7. Parade, Rest
8. Attention
9. Left, Face
10. About, Face
11. Forward, March
12. Right flank, March (Right Foot)
13. Left flank, March (Left Foot)
14. Column right, March (Right Foot)
15. Forward, March
16. To the rear, March(Right Foot)
17. To the rear, March(Right Foot)
18. Column right, March(Right Foot)
19. Forward, March
20. Eyes, Right
21. Ready, Front
22. Column right, March(Right Foot)
23. Forward, March
24. Change step, March(Right Foot)
25. Column right, March(Right Foot)
26. Forward, March
27. Flight, Halt(Left Foot)
28. Left, Face
29. Right step, March
30. Flight, Halt

## 59 Step Flight Drill Sequence

1. Report in
2. Order Arms
3. Dress right dress
4. Ready front
5. Parade rest
6. Flight attention
7. Count off
8. Right face
9. Close march
10. Extend March
11. Left face
12. Open ranks March
13. Close ranks March
14. Left face
15. About face
16. Left step march
17. Flight halt
18. Left face
19. About face
20. Right step march
21. Flight halt
22. About face
23. Right face
24. Forward march
25. Column right march (Forward march)
26. Column right march (Forward march)
27. Left flank
28. Right flank
29. Column left March (Forward march)
30. To the rear march
31. To the rear march
32. Flight halt
33. Column of files from the right
34. Flight halt
35. Columns of three (or twos) to the left
36. Column left March (Forward march)
37. Half step march
38. Forward march
39. Column left March (Forward march)
40. Change step march
41. Flight halt
42. Column half-left march
43. Column half-left march
44. To the rear march
45. To the rear march
46. Eyes right
47. Ready front
48. Column left March (Forward march)
49. Column left March (Forward march)
50. Flight halt
51. Forward march
52. Half-step march
53. Forward march
54. Counter march
55. Counter march
56. Left flank
57. Change step march
58. Flight halt
59. Report out



## CHAPTER FIVE

# CUSTOMS AND COURTESIES

**M**ilitary customs and courtesies go beyond basic politeness; they play an extremely important role in building morale, esprit de corps, discipline, and unit effectiveness.

By teaching respect for the flag, for example, they remind us of the allegiance and sacrifice required of all military personnel, past and present. Customs and courtesies ensure proper respect for the chain of command, and they build the foundation for the self-discipline that is important in times of crises. Traditional ceremonies allow us to properly honor those who have served well and faithfully, and the customs and courtesies surrounding mass formation help to develop unit cohesion and synchronize our efforts to achieve a common goal.

A custom is an act or ceremony, stemming from tradition, which is enforceable as an unwritten law. On the other hand, if guidance is in written form, it is a military courtesy.

### BASIC ETIQUETTE

Etiquette is defined as common, everyday courtesy. The world functions more smoothly and pleasantly when citizens practice good manners. Because

your actions are part of everyday life, you need to make a conscious effort to analyze your behavior. Your manners are of utmost importance not only because you are representing the Air Force and Junior ROTC but also because you are dealing with human feelings. As you read through this section, take the time to make a mental comparison to see how you measure up. This may help you identify areas you need to make a conscious effort to improve upon.

**Say "Please" and "Thank You".** People respond more enthusiastically when you ask them in a courteous manner to do something. They also appreciate it when you acknowledge their efforts by saying, "Thank you."

**Address Adults Properly.** As a rule, address *all* adults with whom you associate as "Mr." or "Ms." and a last name. Also, responding with "yeah" or "nah" is disrespectful. Proper responses include, "Yes, ma'am," or "No, sir."

**Classroom Courtesy.** How you conduct yourself in the school environment will leave a lasting impression (good or bad) on your teachers and fellow students. Ensure these impressions are

positive by always being courteous. For example, do not lean or sit on desks, and do not lean back in a chair and put your feet on yours or someone else's desk. This type of conduct does not present a positive image.



In general, your manners in the school environment are pretty much common sense. If you are considerate of other people and conscious of your image, your manners will be above reproach. Likewise, it is your responsibility to make your fellow cadets aware of any rude behavior on their part.

**Don't Gossip.** Discussions of others' personal habits, problems, and activities, real or rumored, often result in quarrels and disputes among people who live and work together. The morale of any Junior ROTC group will suffer because of feuds that arise from gossip. The best policy is not to gossip and to discourage others from gossiping.

### **RESPECT FOR THE U.S. FLAG**

When you offer respect for our flag and our national anthem, you have an opportunity to reflect thoughtfully on the democratic principles that have made our nation great. The meaning of freedom, dignity of the individual, the pursuit of happiness, and national unity all come to mind when you think of our flag. It is the symbol of our nation to the world.

When you salute the flag as it is raised or lowered, **THINK.** Think about the flag flying over Arlington and other national cemeteries. Think about the flag being carried into combat by Service members. Think about the freedom Americans enjoy today, freedom without precedent in the history of the world. You project the strength behind the flag to make this freedom possible.

**Showing Respect for the Flag.** You must use the following procedures when

showing respect to the flag and the National Anthem.

- All cadets in uniform, and outdoors, at any ceremony where the U.S. flag is present, come to attention, face the flag in the ceremony, and salute. (See Chapter 4, Basic Drill). If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle; come to attention, face the flag (or music if not visible), and salute.
- Indoors (in uniform), when the National Anthem or *To the Colors* is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention, facing the music. Do not salute.
- When in civilian clothes outdoors, take the same action as when in uniform, but use the following manner of saluting. Men remove their hats with the right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women salute by standing at attention and placing the right hand over the heart.
- When in civilian clothes indoors, render the civilian salute by standing at attention and placing the right hand over the heart.



### **JUNIOR ROTC CUSTOMS AND COURTESIES**

#### **Addressing Other Cadets.**

One of the most frequent custom and courtesy cadets must immediately accept and render is that of addressing or

responding to cadet officers with “Yes, Sir (Ma’am)” or “No, Sir (Ma’am).” While this affectation may seem strange at first, it will quickly become second nature. This is one of the first lessons in “better citizenship” you are exposed to in AFJROTC. Using “Sir” or “Ma’am” is equally correct whether you are addressing a four-star general, your parents or guardians, your boss, or even your neighbor. It demonstrates the kind of positive attitude, self-discipline, and respect every person appreciates in others.

You will always address the SASI as Sir or Rank, and the ASIs as Sir or Rank and last name, respectively.

The SASI or ASI, on the other hand, may address cadets by their first name. This is not being casual or unprofessional. It is common practice within a junior-senior relationship for the senior member to use the first name of the junior member as a sign of both respect and friendship. It will never be done unless the situation is appropriate.

The junior member, however, will never presume to respond to the senior member in any way other than an appropriate military manner unless invited to do so. Again, this is permitted only when appropriate and never when conducting formal drill practice. This is a common *custom and courtesy* practiced throughout the world in all military and civilian communities.

**Saluting.** The salute is an old and honorable tradition to greet one another which goes back to the earliest days of warfare.

Your own salute has its beginning dating back to medieval times. During this time, knights wore suits of armor which included a helmet and a visor. When two knights riding horses met, they would raise their visors to expose their faces for recognition. If recognized as friends, they would leave their visors

up and drop their hands. This was always done with the right hand since the left hand was used to hold the reins of the horse. The salute further evolved during the time when free men serving as soldiers in Europe began carrying their own weapons. When these soldiers met, they would raise their right hand to show that they held no weapon and that the meeting was a friendly one.

The hand salute of today is a version of all the variations of this same act since antiquity. It is an honorable and significant tradition which is followed in some form or fashion by every professional military force in the world.

When saluting another cadet, you are not saluting fellow students you happen to know. You are saluting the uniform, the rank, and the position whether you recognize the individual or not. Cadets saluting each other may be best friends or bitter rivals, it doesn't matter. AFJROTC membership dictates that you render the proper military courtesies to each other whenever appropriate and that you do so in a professional manner.

- The salute is not normally rendered when not in uniform.
- Salutes are exchanged only between enlisted and officer personnel and between officers of different grade/rank.
- Enlisted cadets do not salute each other or enlisted members of the Armed Forces, except during certain drills and ceremonies.
- When visiting a military installation you will salute all officers, because an active duty or reserve Second Lieutenant still outranks a “Cadet” Colonel.
- Salutes are usually only accomplished when outside and wearing the flight cap, indoors when formally reporting-in, or during other

official indoor ceremonies requiring such action.

- Most of your salutes will be rendered outdoors and off campus when passing other cadets or the SASI.
- When walking with cadets of higher rank, the most senior cadet (officer or enlisted) will walk on the right side. The right side is considered by military tradition a position of honor and respect.
- The enlisted cadet or junior cadet officer always initiates the salute. The salute is initiated when the lower ranking individual is approximately three to six paces from the individual being saluted. The salute is held by the junior cadet and the senior cadet or SASI will return the salute before passing. Once the senior cadet or SASI salutes, the junior cadet will drop their salute.
- The salute is also accompanied by a greeting. The junior cadet greets: "Good Morning (Afternoon/Evening), Sir (Ma'am)." The senior cadet responds: "Good Morning (Afternoon/Evening)."
- If you are running outdoors in uniform, slow to a normal walk in

order to render or return the salute. The salute is never rendered while running.

**Reporting In.** Indoors, the salute is rendered whenever you are formally reporting to a more senior cadet officer or the SASI. This is accomplished by approaching the senior cadet officer or SASI in a military manner, stopping approximately 2-3 paces directly in front of the individual being reported to, standing at attention, rendering the salute and stating, "Cadet (**LAST NAME**), reports as ordered."

You will remain at attention (holding the salute) until the salute is returned. If the SASI or senior cadet officer does not state, "At Ease," when returning the salute, remain at attention after dropping the salute. If the command, "At Ease," is given, execute a crisp Parade Rest.

When finished, come to attention and render the salute again, without comment. The salute will again be held until the SASI or senior cadet officer returns it. Then, drop the salute, execute an About Face, and exit in a military manner, by the most direct route.

## CHAPTER SIX

# ORGANIZATION AND CADET LEADERSHIP

The AFJROTC TX-031 Wing is based at Ferguson Education Center in Arlington, Texas. It is under the command of a cadet Wing Commander designated by the instructors the preceding school year. The Wing Commander is assisted by the Vice Wing Commander. Typically, a Command Chief is appointed to assist in good order and discipline as well.

The Wing is further organized into three Groups: Operations Group, Support Group, Alpha Group, Bravo Group (when needed) which are under the direct control of the Wing Commander.

The key personnel positions are determined by the cadre with the assistance of the outgoing and incoming leadership staff.

**Operations Group:** Operations Group Commander is responsible for short and long range planning of all scheduled AFJROTC co-curricular and extracurricular activities.

**Support Group:** Support Group Commander controls a wide variety of cadet officers and noncommissioned officers who lead and specialize in the administrative duties of the Corps.

**Alpha/Bravo Groups (when needed):** Alpha/Bravo Group Commanders is responsible for leadership of the Squadrons. The Squadrons are led by Squadron Commanders, who are chosen by the Group Commanders with approval of the Wing Commander.

- Arlington Squadron Commander and First Sergeant.

- Bowie Squadron Commander and First Sergeant
- Sequin Squadron Commander and First Sergeant.
- Lamar Squadron Commander and First Sergeant.
- Sam Houston Squadron Commander and First Sergeant.
- Martin Squadron Commander and First Sergeant.

### JOB DESCRIPTIONS

The following are the other positions and job descriptions currently identified for the TX-031 AFJROTC Wing.

#### **WING COMMANDER (WG/CC)**

Is responsible for:

- Commanding and controlling the Wing, using staff and subordinate commanders.
- The appearance, discipline, efficiency, training, and conduct of the Wing.
- Assisting instructors in conducting leadership training.
- Establishing goals to be achieved by the Wing.
- Monitoring the Cadet Promotion System.
- Convening Cadet Boards as required.
- Planning and coordinating all Wing activities, facilities, and resources according to Air Force policies and procedures.
- Coordinating with the Senior Aerospace Science Instructor (SASI) and ASIs.

**VICE WING Commander (WG/CV)** Is responsible for:

- Command of the group during the commander's absence.
- Assisting the Wing Commander as directed.
- Presiding over cadet boards as necessary.
- Establishing special action committees as required and monitoring their progress.
- Keeping the Wing Commander informed of all activities related to his or her position.

**Command Chief** Is responsible for:

- Providing recommendations to the CC and CV based on inputs from cadets and acts as liaison between the Corps and Wing staff.
- Advising the CC on problems in the Corps and recommends solutions.
- Holding any necessary cadet NCO meetings to ensure proper support is given to the Wing.
- Conducting necessary activities to monitor the Wing's status.

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**SUPPORT GROUP COMMANDER (SG/CC)** Is responsible for:

- Command and control of the Support Group positions. Assuming command of the Wing in the absence of the Wing Commander and the Vice Wing Commander.
- Planning and coordinating Wing extracurricular and co-curricular activities, using the Group Staff.
- Work with the Operations Group Commander as needed on short- and long-range planning of all scheduled activities, to include coordinating Drill Team and Color Guard performances and competitions, APT activities, Modeling Club activities, Orienteering events, and the Annual Awards Ceremony.
- Preparing and updating the Master Operations Plan (MOP).

- Ensuring pertinent group information and uniform requirements are passed on to the appropriate offices on a regular basis to ensure its maximum dissemination through all available resources, to include the Wing Web page.

**Personnel** Is responsible for:

- Ensuring proper maintenance of cadet administrative files.
- Maintaining the wing organizational chart and unit manning document (UMD).
- Auditing cadet participation in extra-curricular and co-curricular activities for award credit.
- Publishing and distributing special orders.
- Preparing plaques and certificates for award winners.
- Supervising duties of assigned personnel staff.
- Maintaining a record of cadet and Wing awards earned and available.

**Information Systems** Is responsible for:

- Recording and filing staff meeting agenda and minutes and providing them to the senior staff and instructors within two business days following the meeting.
- Maintaining the Wing Web Page on the Internet.
- Organizing and filing information and documents appropriately.
- Maintaining continuity files.
- Maintaining and updating all cadet regulations/publication and cadet data base.
- Supervising duties of assigned information management staff.
- Publishing a cadet newsletter twice each semester, which highlights Wing activities, achievements, and special interest stories.

**Logistics (LG)** Is responsible for:

- Assisting the ASI in issuing and receiving uniform items, equipment, and supplies.
- Assisting the ASI in maintaining supply records in accordance with AFJROTC directives.
- Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, and equipment.
- Conducting supply inventories as required.
- Providing guidance to the entire Cadet Corps on proper supply discipline.
- Coordinating logistical support.
- Supervising duties of assigned logistics staff and flight supply representatives.
- Coordinating and directing supply representatives.

**Public Affairs (PA)** Is responsible for:

- Overseeing all community service activities.
- Submitting news articles to: school and local newspapers, Leader Magazine, and other publications as necessary concerning corps activities.
- Assist the Information Systems Officer in publishing the cadet newsletter.
- Providing all group audio/visual and photographic support.
- Maintain a digital photo library and scrap book of all group activities.
- Supervising duties of assigned public affairs staff.



**Historian (HS)** Is responsible for:

- Recording and recovering of historical information and data pertaining to Corps activities.
- Documentation of historical activities, achievements, and special interest items.
- Updating and maintaining an up-to-date scrapbook documenting Group activities.
- Supervising duties of assigned historian staff.

**Safety (SE)** Is responsible for:

- Investigating all injuries and safety incidents resulting from, or pertaining to Corps activities.
- Ensuring appropriate school safety policies are complied with during cadet activities.
- Reporting all safety violations or findings to the instructors and providing recommendations for corrective actions.

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### **OPERATIONS GROUP COMMANDER (OPS/CC)**

Is responsible for:

- Command and control of the Operations Group positions. Assuming command of the Wing in the absence of the Wing Commander, Vice Wing Commander, and Support Group Commander.
- Planning and coordinating extracurricular and co-curricular activities, using the Group Staff.
- Short- and long-range planning of all scheduled activities, to include coordinating Drill Team and Color Guard performances and competitions, APT activities, Modeling Club activities, Orienteering events, and the assisting with the Annual Awards Ceremony.
- Work with the Support Group Commander as needed in preparing

and updating the Master Operations Plan (MOP).

- Ensuring pertinent squadron information is passed onto the appropriate offices on a regular basis to ensure its maximum dissemination through all available resources, to include the Wing Web Page.

**Drill Team Commander (DT)** Is responsible for:

- Ensuring drill team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Identifying to the personnel office and instructors all drill team and drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Color Guard Commander (CG)** Is responsible for:

- The scheduling of personnel for **ALL** color guards. This can be done on a small team basis or another approved system as coordinated with applicable personnel. Whatever the system, it is imperative that the instructors approves and knows what system you plan to use.
- Ensuring color guard practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines,

uniforms, and supplies as needed and/or on a regular basis.

- Identifying to the personnel office and instructors all color guard and drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Physical Training Team Commander (PT)** Is responsible for:

- Ensuring PT team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Identifying approved physical fitness ribbon qualified personnel. Also identify all drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized. PT team is a part of the drill team during competitions when entered.

**Awareness Presentation Team Commander (AP)** Is responsible for:

- Ensuring awareness presentation team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed. This will include such things as contacting school principals/community leaders to set up the performance/activity.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed.



- Identify all APT Badge qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Modeling and Rocket Team Commander (MT)**

Is responsible for:

- Ensuring modeling team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance, activity, and rocket launch logistical support as needed.
- Identifying and reporting team needs to include supplies as needed and/or on a regular basis.
- Also identify all Model Rocket Badge and/or AMA Wings qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Orienteering Team Commander (OT)**

Is responsible for:

- Ensuring orienteering team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include course info, meet info, uniforms, and supplies as needed and/or on a regular basis.
- Identifying all activity ribbon and orienteering competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Kitty Hawk Commander (KH)** Is responsible for:

- Ensuring Kitty Hawk responsibilities are carried out as directed by Instructors.
- Identifying and reporting team needs to include uniforms and supplies as needed and/or on a regular basis.
- Ensuring tutors are available for needed areas and managing the tutoring schedule. This may be done through a tutor leader if the need exists.

**SQUADRON COMMANDERS**

Are responsible for:

- Planning and coordinating activities within the squadron each semester.
- Command and control of the Squadron, using staff and subordinate commanders.
- Relaying information from the senior Wing Staff to the Flight Commanders regularly.
- Relaying information from the Flight Commanders to the Wing Staff.
- Acting as liaison between instructors and the Squadron.
- Recommending cadets within the squadron for awards and recognition to the CC and instructors.

**First Sergeants (CCF)**

Are responsible for:

- Implementing the squadron commander's leadership policies.
- Keeping the Squadron Commander informed on matters of health, morale, and discipline of cadets.
- Enforcing uniform wear and standards of conduct, customs, and courtesies.
- Liaison between squadron NCOs and the Command Chief.
- Coordinating logistics activities between staff and flight sergeants.

**Flight Commander (“X” FLT/CC)**

Is responsible for:

- Maintaining discipline, training, and conduct of the flight.
- Leading the flight in drill and ceremonies formations.
- Planning and coordinating activities within the flight.
- Execution of classroom procedures.
- Recommending cadets within the flight for awards and recognition.

**Flight Sergeant (“X” FLT/SG)**

Is responsible for:

- All flight logistics activities.
- Assisting the FLT/CC with leadership of the flight.
- Providing flight leadership during the commander’s absence.
- Maintaining current flight roster.

**Flight Guide (“X” FLT/GO)**

Is responsible for:

- Assists the FLT/SGT in accomplishing flight responsibilities.
- Assumes the FLT/SGT’s duties in their absence.
- Performing as Guidon Bearer during flight drill.

**Element Leader (“X” FLT/E1-E2-E3)**

Is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the element’s cadets.
- Coordinating activities within the element and keeping element members informed about these activities.
- Recommending cadets in the element for awards.

**STAFF MEETINGS**

The Cadet Wing Commander and staff must meet on a frequent basis to operate an effective program. Accordingly, the cadet staff will meet at least once a month or as determined by the Cadet Wing Commander or instructors.

The Cadet Wing Commander will submit an agenda to the instructors

before the meeting. One of the instructors should be present at meetings, if available.

Attendance by cadet staff members at these meetings is mandatory unless written permission for absence is approved by the Wing Commander or instructors. Oral requests are not recognized. The top Corps leaders cannot merely hold a position and rank without participating.

Four unexcused absences will—and an excessive number of excused absences may—result in a staff member’s removal from office and loss of temporary rank. In every case, the staff member is solely responsible for ensuring an acceptable replacement is present at all staff meetings.

The cadet staff members required to attend all staff meetings are:

- Wing Commander
- Vice Wing Commander
- Command Chief
- Information Systems Officer
- Public Affairs Officer
- Group Commanders
- Squadron Commanders

Also, the Cadet Wing Commander may order the presence of other staff members at any scheduled staff meeting to address special concerns.

The Information Systems Officer is the official recorder of all staff meetings and will maintain a file of all meeting minutes and agendas. Copies of the meeting minutes will be provided to the instructors, Wing Commander, Group Commanders, Squadron Commanders, and Flight Commanders no later than two school days after the meeting.

Flight Commanders are responsible for briefing their flight members on the staff meeting proceedings.

**Figure 6-1. TX-031<sup>th</sup> AFJROTC Wing Unit Manning Document**

| <b>Function</b>             | <b>Position Title</b>     | <b>Maximum Grade</b>        | <b>Auth</b>       |   |
|-----------------------------|---------------------------|-----------------------------|-------------------|---|
| <b>Command</b>              | Wing Commander            | Cadet Colonel               | 1                 |   |
|                             | Vice Wing Commander       | Cadet Lt. Colonel           | 1                 |   |
|                             | Command Chief             | Cadet Chief Master Sergeant | 1                 |   |
| <b>Support Group</b>        | Commander                 | Cadet Lt. Colonel           | 1                 |   |
|                             | Logistics Commander       | Cadet Major                 | 1                 |   |
|                             | Community Service Officer | Cadet Captain               | 1                 |   |
|                             | Personnel Officer         | Cadet Captain               | 1                 |   |
|                             | Public Affairs Officer    | Cadet Captain               | 1                 |   |
|                             | Health & Wellnes Officer  | Cadet Captain               | 1                 |   |
|                             | Wing Historian            | Cadet First Lieutenant      | 1                 |   |
|                             | Wing Comptroller          | Cadet First Lieutenant      | 1                 |   |
|                             | Wing Multimedia Officer   | Cadet First Lieutenant      | 1                 |   |
|                             | Fund Raising Officer      | Cadet First Lieutenant      | 1                 |   |
|                             | <b>Ops Group</b>          | Commander                   | Cadet Lt. Colonel | 1 |
|                             |                           | Unarmed Drill Commander     | Cadet Captain     | 1 |
|                             |                           | Armed Drill Commander       | Cadet Captain     | 1 |
| Academic Bowl Commander     |                           | Cadet Captain               | 1                 |   |
| Cyber Patriot Commander     |                           | Cadet Captain               | 1                 |   |
| Color Guard Commander       |                           | Cadet First Lieutenant      | 1                 |   |
| Orienteering Commander      |                           | Cadet First Lieutenant      | 1                 |   |
| Rocketry Commander          |                           | Cadet First Lieutenant      | 1                 |   |
| Model Aeronautics Commander |                           | Cadet First Lieutenant      | 1                 |   |
| APT Commander               |                           | Cadet First Lieutenant      | 1                 |   |
| Kitty Hawk Commander        |                           | Cadet Captain               | 1                 |   |
| Special Projects Commander  |                           | Cadet Captain               | 1                 |   |
| A/B Group                   |                           | Commander                   | Cadet Lt. Colonel | 1 |
| Squadron                    | Commander                 | Cadet Major                 | 6                 |   |
| Squadron                    | First Sergeant            | Cadet Master Sergeant       | 6                 |   |
| Flight                      | Commander                 | Cadet Second Lieutenant     | 12                |   |
| Flight                      | Sergeant                  | Cadet Staff Sergeant        | 12                |   |
| Flight                      | Element Leaders           | Cadet Senior Airman         | 24                |   |

- \* - If a fourth year cadet, the maximum grade is Captain
- 1 – If a first year cadet, the maximum grade is Staff Sergeant
- 2 – If a first year cadet, the maximum grade is Senior Airman
- 3 - If first year cadet, the maximum grade is Airman First Class
- 4 – If a first year cadet, the maximum grade is Airman

**Figure 6-2. TX-031st AFJROTC Wing Cord Designation**

| <u>Team</u>                 | <u>Cord</u> |
|-----------------------------|-------------|
| Drill/Physical Fitness Team | WHITE       |
| Color Guard                 | RED         |

# CHAPTER SEVEN

## PROMOTIONS AND PERSONNEL ADMINISTRATION

**P**ersonnel actions and administration are vital to the operation of our AFJROTC Wing. They are reported (positive or negative) based on your contributions to the cadet corps. Positive reports will be rewarded and negative reports will result in disciplinary actions.

Promotions, awards, decorations and other recognition are **earned**, never demanded. Your actions and behavior at all times are considered when determining whether or not you are worthy of recognition. This means your behavior in or out of uniform, on or off campus, will affect your eligibility for awards and promotions.

### PROMOTIONS

Promotion provides constant challenge and motivation to members of the active duty Air Force as well as to members of AFJROTC. The insignia of particular cadet ranks reflect visible evidence of progression and standing among fellow cadets. It should be noted that promotion is recognition of growing maturity, the ability and willingness to accept additional responsibility, and demonstrated leadership and followership qualities.

There are two types of ranks a cadet may hold at the same time-Permanent and Temporary.

See Promotion Criteria Chart at the end of this chapter for specifics on all promotions.

### Permanent Rank

This rank is awarded based on years of satisfactory service in JROTC. Permanent ranks are presented during uniform issue at the beginning of each school year (except first-year cadets, who are considered after completing their first semester).

- First-year cadets in the first semester are Cadet Airmen Basic.
- First-year cadets in the second semester are Cadet Airmen.
- Second-year cadets are Cadet Airmen First Class.
- Third-year cadets are Cadet Senior Airmen.
- Fourth-year cadets are Cadet Staff Sergeants.

The SASI and instructors will make determinations regarding exceptions to permanent rank promotions. First year cadets are judged on their first semester grades.

### Temporary Rank Promotions

These ranks are awarded based on the leadership position to which you are assigned. Only a limited portion of the Corps is assigned to leadership positions. You must **earn** a leadership position, based on past performance and future potential. Being a third or fourth-year cadet does not guarantee a leadership position.

You must then **keep** the leadership position by continued satisfactory service. Failing to perform assigned leadership duties will be grounds for your losing the position and rank.

Temporary ranks are not carried over to the next school year. Temporary grades are awarded only when they are higher than your permanent rank.

As stated earlier, temporary ranks are awarded based on the leadership position to which you are assigned. Cadets in leadership positions are expected to exceed standards, not just meet them.

Like the Air Force, job responsibilities and duties will increase with promotion.

Cadets earn job assignments and are entrusted to carry out their duties, to include supervisory responsibilities, to the best of their ability. Failing to do so will result in losing the position and its associated rank.

At the end of the school year the instructors will appoint cadets to temporarily fill Group leadership positions, from the Flight Commanders to the Group Commander. However, some positions may not be filled and some cadets may be assigned more than one position. Cadets assigned to more than one position will be awarded the highest rank.

Cadet officer grades are hard to achieve and will normally be awarded only to fourth-year and some third-year cadets, but this is no guarantee that all fourth- and third-year cadets will be in a leadership or officer position. The SASI and ASIs will closely scrutinize a cadet officer's entire academic record and conduct. Also, officers will almost always have successfully completed a sanctioned Summer Leadership School; to include MOWW or Boys/Girls State.

Second-year cadets will not normally be officers. If there are not enough qualified fourth- and third-year cadets to fill all cadet officer positions, the best qualified second-year cadets will fill the positions. Again, academic record and past conduct will be scrutinized and preference will be given to those who

have successfully completed a sanctioned Summer Leadership School.

As cadets leave the program (disenroll from school or JROTC, transfer to another school, etc.) or fail to meet standards, their immediate cadet supervisor will nominate a replacement for SASI or ASI approval.

Cadet leaders will be evaluated after the first semester to consider whether or not they will retain their current position and for promotion. To be promoted, cadet leaders must meet all of the promotion criteria chart requirements during the first semester of the current school year:

Retaining your current position will be based on the promotion criteria chart information.

### **Transferring In**

Cadets who transfer from another JROTC program will assume temporarily the permanent grades they have earned (based on years of JROTC) in their last unit. The ASI will request their cadet records from the losing unit. Upon receipt of the cadet records, the instructors will evaluate the cadet's record and award an appropriate grade and position.

### **UMD**

A cadet will wear the insignia of the cadet temporary rank. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for the position in the Unit Manning Document (see Chapter 6).

For the first semester of the school year, cadets assigned to leadership positions will receive a rank lower than what is stated on the UMD for that position. (However, any cadet who was selected a Distinguished or Honor Graduate of a sanctioned Summer



Leadership School the previous summer would normally receive the highest authorized rank for that position.)

As stated earlier, some cadet NCOs may hold officer positions. Remember, the UMD shows only the **maximum** rank for that position. There are no minimum ranks.

### **ISS/OCS**

Suspension (in or out of school) or placement in OCS will be grounds for immediate demotion, loss of position, and/or loss of promotion eligibility. The instructors will be the final authority on this issue. Also, assignment to Alternative Education will result in immediate removal from AFJROTC.

### **Cadet Promotion Board**

The Wing Commander will convene a Cadet Promotion Board. The board will document and forward promotion recommendations to the instructors.

(Note: An instructor will be present during promotion boards.)

For cadet officers, the Cadet Corps Commander will chair the promotion board and select board members (must be promotion board eligible) from among the cadet officers.

For cadet enlisted promotions, the Command Chief (if staffed) will chair the promotion board and select two members (must be promotion board eligible) from among the enlisted cadets.

The board score will be based on a personal interview and records review. The board will not have access to the cadet's other weighted factors. The board dates will be posted at least two weeks prior to the board. Cadets who cannot or fail to appear before the board will not be considered for promotion (Extenuating circumstances will be considered by the instructors on a case by case basis).

Points will be tallied for all nominees and instructors will determine the number of cadets promoted.

The SASI and ASIs will determine promotion recommendations for the members and recorders of the promotion boards.

**Proceedings.** Although the proceedings are closed, any cadet or supervisor can submit documents they want considered by the board concerning promotion of any cadet, including themselves. As a minimum, the board members will evaluate the cadet's records, any written submitted correspondence, and the cadet's personal interview when determining whether a cadet should be promoted.

**Procedures.** The Wing Commander will publish procedures telling when and where the boards will convene, who will chair the boards, who will be members of the board, and reporting instructions for nominees.

The Personnel Officer will notify nominees when and where to report to the board and what general areas they will be asked to discuss with the board.

The board members will evaluate and grade each nominee on a scale from 1 to 10. There is no quota system, all or none may receive a score of 10. In addition to the score, the board members will recommend to promote or not promote each cadet. All recommendations to not promote must be fully justified in writing, listing all of the factors used to make this determination. Board members will document their evaluations on each cadet without discussion with other board members. The board president will collect the evaluation forms and forward them to the instructors for review and approval.

Nominees will report to the board in uniform as directed and be prepared to answer questions about all of the following topics:

- The cadet's accomplishments and why they deserve promotion.
- Disciplinary problems noted in the cadet's record.

- Recent current events in the news, especially concerning U.S. government affairs.
- The cadet's Chain-of-Command, up to and including the President of the United States.

### **Cadet Promotion Test**

All eligible cadets wishing to be promoted will take a promotion examination, in most cases. Examinees will have about 1 hour to complete the test. Failure to take the test will render a cadet ineligible for promotion.

### **Training Certificates**

**Certificate of Completion.** Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. A cadet must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive the following training credit:

- Excused from one year of the General Military Course (GMC) of the college AFROTC program. Must contact the Professor of Aerospace Science (PAS) at the college or university where the cadet is enrolled to receive training credit.
- Enlistment at pay grade E-3 in the Air Force or Navy, and E-2 in the Army or Marine Corps after completing basic training. This provides immediate and substantial monetary benefits and accelerated promotion opportunities ahead of other enlistees who enter active duty at the same time.

**Certificate of Training.** Presented to a cadet in good standing who successfully completes two years of AFJROTC. Cadets must have the certificate in their possession to be excused from one semester of a college AFROTC program. The PAS must be contacted upon

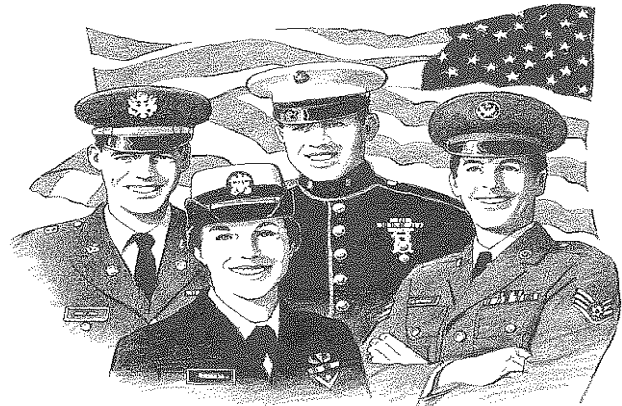
enrollment at a college or university offering the AFROTC program.

**Eligibility.** These certificates are very important documents. Passing grades in *each semester* of AFJROTC enrollment constitutes successful completion for the purposes of issuing these certificates. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

### **Other Actions**

Here is discussed some of the most common personnel actions occurring in the Group. This list is not all inclusive.

**Suggestions.** Suggestions are encouraged and welcome from any cadet. A suggestion box is available in the AFJROTC classroom.



**Dereliction of Duty.** All duties that are neglected by cadets will be noted. Dereliction of Duty Forms (**STRIKES**), are used to note such actions. The appropriate authority will fill out the form for a cadet who has not done their assigned duty. (For example, Flight Commanders complete a form for a cadet who volunteers, but fails to show, for flag details, ushering duty, fund raisers, etc.)

The cadet will be notified and counseled by the Group Commander. Depending on the severity the matter,



the situation will be brought to the attention of the instructors for further determination. The form will be filed in the cadet's personnel record to be used later to evaluate the cadet for leadership schools, job assignments, promotions, and awards.

**Uniform Discrepancies.** All cadets will note uniform discrepancies of other cadets. Any cadet seen not conforming to dress and appearance regulations will be notified and requested to correct their action on the spot. If no correction is made, the reporting cadet will complete a Uniform Discrepancy Form. These forms will be deposited in the discrepancy box found in the AFJROTC cadet room. The Deputy Group Commander and Senior Enlisted Advisor will monitor these reports and forward them to the instructors.

The cadet will be notified and counseled by an instructor and the cadet may receive zeros (**0**) for their weekly uniform grades if the violation is serious enough. In all cases, the form will be filed in the cadet's personnel folder by the Personnel Officer to be used later to evaluate the cadet for leadership schools, job assignments, promotions, and awards.

## **Reserve Cadets**

Reserve cadets are cadets that have completed at least one year of JROTC who enroll into this program from another school and/or previous cadets that have full schedules. Reserve students may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets are allowed to participate in all AISD AFJROTC activities, which involve:

- Community Service
- Drill Team
- CIA trips
- Co-curricular Activities, etc.

All other cadets must be enrolled in the AFJROTC academic program which includes Aerospace Science and Leadership classes. Cadets are only allowed to be classified as "Reserve" if they have **COMPLETED AS100 Courses** (One year of AFJROTC Aerospace Science and Leadership Class). Time in reserve status **does not** count towards the Certificate of Completion.

**Figure 7-1. TX-031 AFJROTC WING Promotion Criteria Chart**

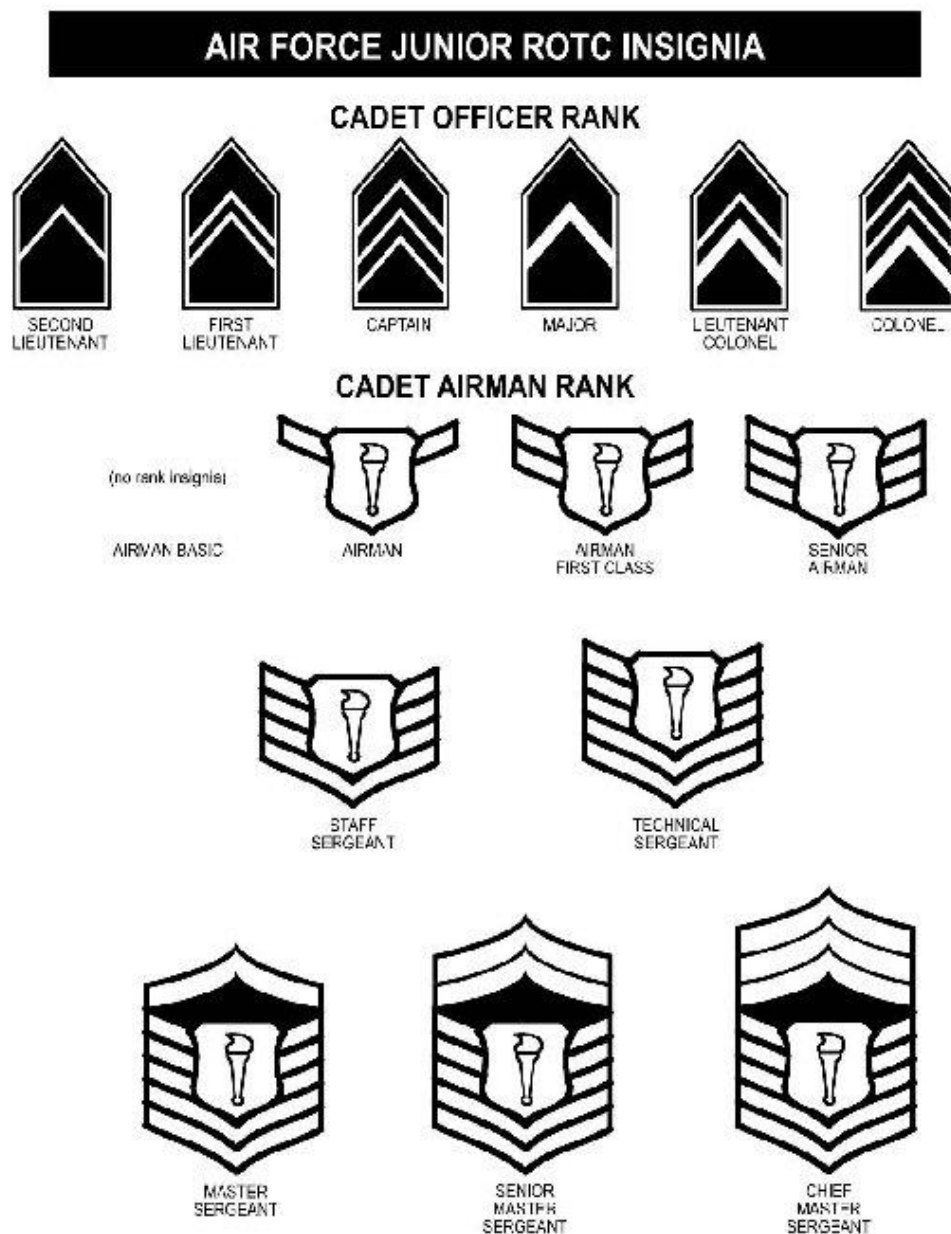
|  |            | Temporary     |                |
|--|------------|---------------|----------------|
|  |            | <u>Retain</u> | <u>Promote</u> |
| <b>I. GENERAL REQUIREMENTS</b>         |            |               |                |
| Pass all classes w/no 6 wk failures *  |            | Y             | Y              |
| No suspensions *                       |            | Y             | Y              |
| All duties satisfactory                |            | Y             | Y              |
| No Major Discipline Problems           |            | Y             | Y              |
| <b>II. Weighted Promotion System</b>   |            |               |                |
|  | <u>Max</u> |               |                |
| ROTC Grade -semester avg.              | 100        | 75            | 85             |
| Promotion Test –cadet guide            | 75         | 60            | 64             |
| Service – semester hours               | 25         | 5             | 10             |
| Board – <b>see board section</b>       | 10         | 0             | 7              |
| Total                                  | 210        | 140           | 166            |
| <b><u>To be promoted you must:</u></b> |            |               |                |
| 1) Meet all “Y” general requirements   |            |               |                |
| 2) Have the minimum total score        |            |               |                |
| 3) Be approved by the instructors      |            |               |                |

\* Can be waived by submitting a letter of justification/explanation to the SASI. SASI will make the final determination

**Figure 7-2. TX-031 AFJROTC WING RETENTION CHART**

| <b>PERMANENT RANK RETENTION CRITERIA</b> | Permanent      |
|--|----------------|
|  | <u>Retain</u>  |
| <b>I. GENERAL REQUIREMENTS</b>           |                |
| Successfully completed previous semester | Y              |
| No Major Discipline Problems             | Y              |
| AFJROTC Grade -semester avg.             | 70             |
| Promotion Test –cadet guide              | Must Take Test |
| Total                                    | 70             |

**Figure 7-3. AFJROTC Rank Insignia**



## CHAPTER EIGHT

# AWARDS AND DECORATIONS

**T**he Cadet Awards and Decorations Program exists to foster morale, incentive, and *esprit de corps*, and recognizes the achievements of AFJROTC cadets. Appropriate medals, ribbons, badges, pins, etc., will be temporarily issued to deserving cadets; they must be turned in at the end of the school year when other uniform items are turned in.

All awards and decorations will only be worn in accordance with AFJROTC directives and this Cadet Guide (see Chapter 4, Dress & Appearance).

Minimum criteria specified in this chapter are often stricter than those established by Headquarters AFROTC. We have done this to preserve the integrity of the decorations to ensure they recognize truly exceptional performance. We want to guard against rewarding mediocrity.

### INSIGNIA AND BADGES

**Ground School Badge.** Awarded for completion of any aviation ground school program prescribed by the Federal Aviation Administration (FAA).

**Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by an FAA certified flight instructor for either powered or unpowered aircraft.

**Flight Certificate Badge.** Awarded to any cadet who possesses an FAA flight examiner pilot's certificate for either powered or unpowered aircraft.

**Awareness Presentation Team Badge.** Awarded for participation in 4 Awareness Presentation Team events and all required practices/rehearsals.

**Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society.

**American Modeling Association (AMA) Wings.** To earn the wings, members must:

- Construct aircraft/vehicle/weapon system model of choice.
- Write a one page essay chronicling a conflict, mission or historical event in which said aircraft/vehicle/weapon system was an integral part. Essay must be approved by SASI before AMA wings are awarded.

**Distinguished AFJROTC Cadet Award.** This annual award consists of a certificate and a Distinguished AFJROTC Cadet badge.

The award recognizes only one outstanding second- or third-year cadet each year. Announcement is made at the Annual Awards Ceremony. This allows the recipient to wear the award throughout the 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 recipient should also hold the following awards to qualify:

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

**Aerospace Education Foundation (AEF) Academic Cadet Award.**

Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript.

**Model Rocketry Badge.** Awarded to cadets who have fulfilled the following model rocketry program requirements:

- Attend at least two-thirds of all model rocketry meetings.
- Participate in the minimum required model rocket launches.

**Shoulder Cords.** Cadets are permitted to wear one cord on the left shoulder. Wear the shoulder cord only on the light blue shirt/blouse and the service dress coat. Colors denote different honors.

- **Drill Team Cord.** White shoulder cords are worn on a daily basis by members who have participated in at least one drill meet. Other cadets may be issued, and may temporarily wear, the cord only during an actual performance or detail as part of the Drill Team uniform.
- **Color Guard Cord.** Red shoulder cords are worn on a daily basis by members who have participated in at least three color guard events. Other cadets may be issued, and may temporarily wear, the cord only during an actual performance or detail as part of the Drill Team uniform.

**AWARDS AND DECORATIONS**

**Order of Precedence.** Ribbons and medals must be arranged in the order of precedence. The ribbon or medal with the highest precedence must be nearest the lapel on the top row; other ribbons or medals will follow from the wearer's right to left (see Figures 8-1 and 8-2). The current order of precedence for AFJROTC ribbons can also be found on the chart posted on the classroom bulletin board.

**Subsequent Awards.** Oak leaf clusters (bronze or silver) are added to ribbons as the award is earned the second or more times. Bronze oak leaf clusters each signify one subsequent award. Silver oak leaf clusters replace each five bronze oak leaves. (See Figure 8-3.)

**Ribbons of Other Services.** AFJROTC cadets are permitted to wear ribbons earned while they were enrolled in United States Army, United States Navy, United States Marine Corps, or United States Coast Guard JROTC units. Group the ribbons according to service with the order of precedence determined by the regulations of each service.

AFJROTC cadets will wear AFJROTC ribbons ahead of other services' JROTC ribbons or awards. Other services' ribbons are grouped by service in the following order: Army, Navy, Marine Corps, and Coast Guard. Only four Civil Air Patrol (CAP) ribbons may be worn on the AFJROTC uniform. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform.

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

**Medals.** Medals and ribbons may be worn simultaneously for formal, semiformal, and special occasions of a limited nature. The routine wear of medals with ribbons is prohibited.

## **DESCRIPTIONS AND CRITERIA**

### **AFJROTC LEVEL AWARDS**

**Gold and Silver Valor Award.** These awards consist of a medal, ribbon, and citation. Headquarters AFROTC approve and authorize these awards.

- The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.
- The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

**Cadet Humanitarian Award.** This award consists of a ribbon and certificate. Headquarters AFROTC approves and authorizes this award.

The award recognizes humanitarian effort or performance by cadets involving actions above and beyond the call of duty.

### **NATIONAL SERVICE ORGANIZATION AWARDS**

**Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon. The AFA Award is presented at the Annual Awards Ceremony to the most outstanding third-year cadet. The award recipient should possess or meet the following personal characteristics and eligibility criteria:

- Positive attitude toward AFJROTC and school.
- Outstanding personal appearance (uniform and grooming).
- Display the highest personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (prompt-ness, obedience, and respect for customs).

- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Possession of the highest personal and ethical standards and strong positive convictions.
- Rank in the top of their AS and academic class.
- Be recommended by the instructors for the Outstanding Cadet Ribbon.

**Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WW I military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

This annual award recognizes one outstanding third-year cadet at each unit. The winner is announced at the Annual Awards Ceremony. The selected cadet should meet the following criteria:

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

**American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented at the Annual Awards Ceremony to one third- or fourth-year

cadet based on the cadet's overall scholastic achievements. The cadet should:

- Rank in the top of their high school class and AS class
- Demonstrate leadership qualities.
- Actively participate in student activities.

**American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one first, second, third and fourth-year cadet based on the cadet's general military excellence. The cadet should:

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

**Daughters of the American Revolution (DAR) Bronze Award.** This award consists of a bronze medal and ribbon. It is presented annually to one cadet that best meets the following criteria:

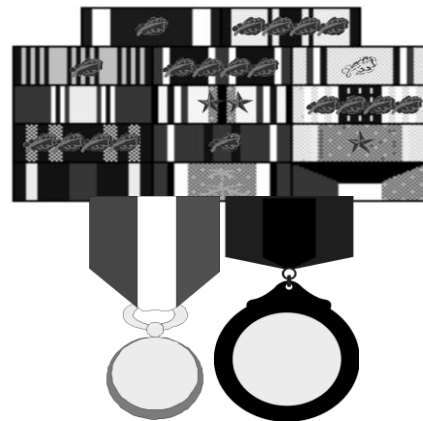
- Rank in the top 25% of their AS class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

**American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon and is presented at the Annual Awards Ceremony. It is awarded to one qualified cadet that possesses individual characteristics contributing to leadership, such as:

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

**Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate and is presented at the Annual Awards Ceremony for military and academic achievement to an outstanding fourth-year cadet. The recipient should possess individual characteristics contributing to leadership such as:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).



- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal and ethical standards and strong positive convictions.
- Rank in the top of their AS class.

**Military Order Of World Wars (MOWW).** This award consists of a bronze medal pendant, certificate, and ribbon. It is presented to a cadet at the Annual Awards Ceremony. The cadet must:

- Excel in all military and scholastic aspects at the time of selection and presentation of the award.
- Indicate through military and scholastic grades, extracurricular activities, and individual endeavors a desire to serve our nation.
- Commit to continue in the aerospace science program for the next school year.

**The Military Officers Association of America (MOAA).** This award consists of a medal pendant with ribbon and is presented at the Annual Awards Ceremony to an outstanding third-year cadet who shows exceptional potential for military leadership. The cadet should:

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

**Veterans Of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon and is presented at the Annual Awards Ceremony to an outstanding cadet from each class who is actively engaged in the AFJROTC

program and who possesses the following individual characteristics contributing to leadership:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.
- Be active in student activities.
- Not have been a previous recipient of this award.

**National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate, recognizing an outstanding third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. The cadet should:

- Be in the top of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

**Sons Of The American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon and recognizes one outstanding third-year cadet who exhibits a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. The cadet should:



- Be currently enrolled in the AFJROTC program.
- Be in the top of their AFJROTC and overall class.

**Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate, recognizing one outstanding third-year cadet. The cadet should:

- Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
- Demonstrate academic excellence by being in the top of their class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been a previous recipient of this award.

**Military Order Of the Purple Heart Award.** This award consists of a medal pendant with a ribbon and annually recognizes one outstanding third- or fourth-year cadet who demonstrates leadership ability. The cadet should:

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

**Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. The cadet should:

- Be in the top of their AFJROTC class.

- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

#### ***Tuskegee Airmen Award***

This award consists of a ribbon and certificate recognizing two cadets that:

- Maintains a "B" average in ROTC
- Is in good academic standing
- Actively participates in corps activities
- Participated in at least 50% of all unit service programs

### **Unit Level Awards**

***These awards are based on three time-lines: Annually, Semester, and 6-weeks. Award timelines terminate with end of school year activities.***

#### **6-WEEKS**

***Drill Competition Ribbon.*** Awarded to team members (primary and alternates) for "placing" in an Air Force or Joint Service drill meet.

***Orienteering Competition Ribbon.*** Awarded to team members (primary or alternates) for "placing" in an orienteering meet.

***Service Ribbon.*** Awarded for sustained, distinctive performance in school, community, or AFJROTC service projects. Qualifying projects will be determined by the instructors.

Cadets earn the Service Ribbon for each ten hours of accumulated service time. You are responsible for ensuring the Cadet-in-Charge of the event correctly records your participation and accurate time for each qualifying project.

***Activities Ribbon.*** Awarded for distinguished participation in at least two of the following co-curricular activities:

- Community parades.
- Model/rocketry meets.

- Academic or essay competitions.
- Orienteering meets.

Oak leaf clusters will be awarded for every additional two activities. Any activity qualifying for this award will not be used to accumulate service hours toward the Service Ribbon.

If a cadet has earned the Co-curricular Activities Leadership Silver Star and also earns the Activities Ribbon, the cadet may wear both ribbons (the maximum allowed).

**Achievement Ribbon.** Awarded for any of the significant achievements listed here and limited to no more than 5% of the cadet corps.

- Earning the Boy Scouts of America Eagle Scout award.
- Standing in the top 10% of your academic class.
- Earning the Honor/Distinguished Graduate Award at a sanctioned Summer Leadership School.
- Any other significant achievement as determined by the instructors.

NOTE: Cadets may not receive more than one Achievement Ribbon per year.

- **Flight Commander's Honor Cadet.** Every six-week grading period, Flight Commanders may select, with Instructors concurrence, a single outstanding cadet in their flight to receive this award. The Honor Cadet must have demonstrated superior leadership in the conduct of the flight and contributed significantly to flight operations.

**SEMESTER**

**Academic Ribbon.** Awarded each semester for academic excellence as signified by attaining an "A" in AFJROTC and not showing up on any failing lists for all other classes.

**Outstanding Flight Ribbon.** Awarded each semester to members of the outstanding flight. The outstanding flight is determined by the total average grades of all members in the flight. It includes exam grades, homework, drill proficiency and uniform inspections.

**Co-curricular Activities Leadership Ribbon.** Awarded for demonstrating superior leadership while planning and participating in group activities including, but not limited to:

- Curriculum-In-Action field trips
- Air Force or Joint Service drill meets
- Group field day events
- Annual Awards Ceremony
- Any other group activity deemed appropriate by the instructors
- Awareness Presentation Team Events

The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. The silver star may be awarded a maximum of four times (four stars) and is worn centered on the Activities Ribbon.

**Drill Team Ribbon.** Awarded for distinguished participation in one scheduled Air Force or Joint Service drill meet (or two public demonstration events) and two-thirds of all Drill Team practice sessions each semester.

**Color Guard Ribbon.** Awarded for distinguished participation in at least three scheduled color guard events and two-thirds of all Color Guard practice sessions each semester.

Singing Cadets and JROTC Band members may qualify for this award by performing, with the Color Guard in at least two public events.

**Saber Team Ribbon.** Awarded for distinguished participation in one scheduled Air Force or Joint Service drill meet (or two public demonstration events) and two-thirds of all saber team practice sessions each semester.

**Physical Fitness Ribbon.** Awarded for sustained participation in a physical fitness program. This award is based on locally developed criteria. See Chapter 9, Physical Fitness Program.

**Recruiting Ribbon.** Awarded for outstanding effort in support of the Group's recruiting activities. To qualify, cadets must recruit one new AFJROTC cadet who successfully completes at least one full semester in the JROTC program.

**Attendance Ribbon.** Awarded each semester to cadets with perfect attendance in ROTC, no absences or tardies (except school business exempted or excused absences) for the entire semester.

**Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind (ISS, Out-of-School, AEP, etc.) and no adverse reports from any other school staff or faculty member and no detentions or other inappropriate behavior as determined by the instructors in a semester. Also, a referral to the office from AFJROTC class will disqualify you from this award for that semester.

**Dress and Appearance Ribbon.** Awarded for wearing the AFJROTC uniform on every designated uniform day and maintaining a 90 average on uniform inspections each semester. Failing to wear the uniform just once, excused or unexcused, will disqualify you from this award for that semester.

#### **ANNUALLY**

**Outstanding Cadet Ribbon.** Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. These awards are presented at the Annual Awards Ceremony. The recipient from each class should have earned the following awards during the current school year:

- Academic Ribbon

- Service Ribbon
- Good Conduct Ribbon
- Dress and Appearance Ribbon

If more than one cadet in each class earned all of these awards, the instructors will select the outstanding cadet.

**Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. It will be presented at the Annual Awards Ceremony.

The SASI and ASI will select no more than 5% of the corps of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

**Superior Performance Ribbon.** Awarded annually for the top 10% of each cadet year group based on academic average and service points with the following *minimum* criteria: JROTC grade average must be at least 95, and should have earned at least two Service Ribbons in the current school year.

**Outstanding Unit Award.** Awarded to all cadets enrolled at the time a unit's **OUTSTANDING** rating is earned.

**Excellent Unit Award.** Awarded to all cadets enrolled at the time a unit's **EXCELLENT** rating is earned.

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration.

**Longevity Ribbon.** Awarded for completion of each AS year. The ribbon will be awarded at the Annual Awards Ceremony.

**Awareness Presentation Team Badge.** Awarded for participation in at least 4 Awareness Presentation events. Recruiting events will be conducted at

all 10 Junior High Schools as well as other venues throughout the schoolyear.

**American Modeling Association (AMA) Wings.** Awarded to cadets in good standing and actively participating in AMA. Cadets must construct a model

airplane, vehicle, weapon system, etc... Cadets will submit completed model and 1 page information paper to the SASI for final authorization for awarding of wings.

**Figure 8-1. AFJROTC Awards and Order of Precedence**

**INSTRUCTIONS:**

- Place a check in Column A at each ribbon you have.
- Number them in Column C (1, 2, 3, etc.) in order from top to bottom.
- Then match the total number with the correct style shown in the diagrams on Figure 8-2.

| <b>A</b> | <b>B</b>  | <b>C</b> |
|----------|---|----------|
|          | AFJROTC Valor Award (Gold)  |          |
|          | AFJROTC Valor Award (Silver)  |          |
|          | Cadet Humanitarian Award  |          |
|          | Community Service with Excellence Award                                       |          |
|          | Air Force Association Award   |          |
|          | Daedalian Award   |          |
|          | American Legion Scholastic Award  |          |
|          | American Legion General Military Excellence Award                             |          |
|          | Daughters of the American Revolution Award                                    |          |
|          | American Veterans Award   |          |
|          | Reserve Officers Association Award  |          |
|          | The Military Order of World Wars Medal  |          |
|          | Military Officers Association Award   |          |
|          | Veterans of Foreign Wars Award  |          |
|          | National Sojourners Award   |          |
|          | Sons of the American Revolution Award   |          |
|          | Scottish Rite, Southern Jurisdiction Award                                    |          |
|          | Military Order of the Purple Heart Award                                      |          |
|          | Air Force Sergeants Association Award   |          |
|          | Sons of Union Veterans of the Civil War                                       |          |
|          | Tuskegee Airmen Inc. AFJROTC Cadet Award                                      |          |
|          | The Retired Enlisted Association Award  |          |
|          | Celebrate Freedom Foundation/Embry Riddle Aeronautical University JROTC Award |          |
|          | Nonfunded National Award  |          |
|          | Outstanding Cadet Ribbon  |          |
|          | Leadership Ribbon   |          |
|          | Achievement Ribbon  |          |
|          | Superior Performance Ribbon   |          |
|          | Distinguished Unit Award  |          |
|          | Outstanding Organization Award  |          |
|          | Top Performer Award   |          |
|          | Academic Ribbon   |          |
|          | Outstanding Flight Ribbon   |          |
|          | Leadership School Ribbon  |          |
|          | Special Teams Competition   |          |
|          | Orienteering Ribbon   |          |
|          | Cocurricular Activities Leadership Ribbon                                     |          |
|          | Drill Team Ribbon   |          |
|          | Color Guard   |          |
|          | Saber Team  |          |
|          | Marksmanship Ribbon   |          |
|          | Good Conduct Ribbon Service Ribbon  |          |
|          | Service Ribbon  |          |
|          | Health and Wellness Ribbon  |          |
|          | Recruiting Ribbon   |          |
|          | Activities Ribbon   |          |
|          | Attendance Ribbon   |          |
|          | Dress & Appearance Ribbon   |          |
|          | Longevity Ribbon  |          |
|          | Civil Air Patrol Awards (Four Types - See Chart)                              |          |

**Figure 8-2. Diagrams of Ribbon Sets**

To create your ribbon set, match the number you have earned with the set shown below. Number in Col C indicate position as shown.

**18**

|    |    |    |
|----|----|----|
| 1  | 2  | 3  |
| 4  | 5  | 6  |
| 7  | 8  | 9  |
| 10 | 11 | 12 |
| 13 | 14 | 15 |
| 16 | 17 | 18 |

**17**

|    |    |    |
|----|----|----|
| 1  |    | 2  |
| 3  | 4  | 5  |
| 6  | 7  | 8  |
| 9  | 10 | 11 |
| 12 | 13 | 14 |
| 15 | 16 | 17 |

**16**

|    |    |    |
|----|----|----|
| 1  |    |    |
| 2  | 3  | 4  |
| 5  | 6  | 7  |
| 8  | 9  | 10 |
| 11 | 12 | 13 |
| 14 | 15 | 16 |

**15**

|    |    |    |
|----|----|----|
| 1  | 2  | 3  |
| 4  | 5  | 6  |
| 7  | 8  | 9  |
| 10 | 11 | 12 |
| 13 | 14 | 15 |

**14**

|    |    |    |
|----|----|----|
| 1  |    | 2  |
| 3  | 4  | 5  |
| 6  | 7  | 8  |
| 9  | 10 | 11 |
| 12 | 13 | 14 |

**13**

|    |    |    |
|----|----|----|
| 1  |    |    |
| 2  | 3  | 4  |
| 5  | 6  | 7  |
| 8  | 9  | 10 |
| 11 | 12 | 13 |

**12**

|    |    |    |
|----|----|----|
| 1  | 2  | 3  |
| 4  | 5  | 6  |
| 7  | 8  | 9  |
| 10 | 11 | 12 |

**11**

|   |    |    |
|---|----|----|
| 1 |    | 2  |
| 3 | 4  | 5  |
| 6 | 7  | 8  |
| 9 | 10 | 11 |

**10**

|   |   |    |
|---|---|----|
| 1 |   |    |
| 2 | 3 | 4  |
| 5 | 6 | 7  |
| 8 | 9 | 10 |

**9**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |

**8**

|   |   |   |
|---|---|---|
| 1 |   | 2 |
| 3 | 4 | 5 |
| 6 | 7 | 8 |

**7**

|   |   |   |
|---|---|---|
| 1 |   |   |
| 2 | 3 | 4 |
| 5 | 6 | 7 |

**6**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |

**5**

|   |   |   |
|---|---|---|
| 1 |   | 2 |
| 3 | 4 | 5 |

**4**

|   |   |   |
|---|---|---|
| 1 |   |   |
| 2 | 3 | 4 |

**3**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
|---|---|---|










**2**


|   |   |
|---|---|
| 1 | 2 |
|---|---|

**1**

|   |
|---|
| 1 |
|---|

**Figure 8-3. Placement of Oak Leaf Clusters**

| 1   | 2   | 3   | 4   | 5   | 6   | 7  | 8   | 9           | 10  |
|---|---|---|---|---|---|--|---|-------------|---|
|  |  |  |  |  |  |  |  | <b>Note</b> |  |

 = Each BRONZE OLC represents subsequent awards of the same ribbon.

 = Each SILVER OLC represents five BRONZE OLCs.

**Note:** For the tenth award (nine clusters) wear one ribbon with one silver and three bronze clusters, and a second ribbon of the same award without clusters.

- Place clusters horizontally and tilt slightly downward to the wearer’s right to allow maximum number of clusters on the ribbon. Tilt all at the same angle.
- Wear a maximum of four clusters on each ribbon. Place silver clusters to the wearer’s right of bronze clusters. Replace the bronze clusters with a silver cluster after receipt of the fifth bronze cluster.
- If all authorized clusters do not fit on a single ribbon, wear a second ribbon. Wear a minimum of three clusters on the first ribbon before wearing a second ribbon. When wearing the second ribbon, place after the initial ribbon. It counts for one award. When future awards reduce clusters to a single ribbon, remove the second ribbon.
- There are two methods of affixing clusters on ribbons: Separate Cluster or Single-Constructed Cluster (two or more clusters manufactured together).
  - When affixing separate clusters to the ribbon, space clusters equally. If using separate clusters on one ribbon, use them on all ribbons.
  - If using single-constructed cluster, center it. If using single-constructed cluster on one ribbon, use it on all ribbons.
  - You may mix single-constructed clusters with separate clusters only if the combination authorized is not available as a single-constructed cluster. For example, a combination of silver clusters and bronze clusters is not available in a single-constructed cluster. In this event, place the clusters close to one another so they give the appearance of a single-constructed cluster.

# CHAPTER NINE

## PHYSICAL FITNESS/WELLNESS PROGRAM

The primary objective of the AFJROTC Wellness program is to encourage cadets to exercise regularly, watch their diet, and pursue activities determined to improve their physical health and well-being. The AFJROTC program strives to promote the total fitness concept in its curriculum and activities.

At the discretion of the SASI, cadets will be allowed to change into appropriate fitness clothing during physical fitness activities. The AFJROTC PT Uniform may not be mixed with any combination of the Air Force Uniform.

Cadets' physical fitness often affects their mental fitness. The AFJROTC curriculum addresses topics that include general health guidelines, stress and time management, and concepts affecting self-esteem. The curriculum, however, does not prescribe a strict and rigorous physical fitness program. Instead, it tries to help you understand the value and methods of good physical conditioning, and then allows you to start and pursue activities which you have determined will best meet your needs.

### Physical Fitness Test

#### 1. Sit-ups

##### Objective

To measure abdominal strength/endurance by maximum number of sit-ups performed in 1 minute.

##### Testing

Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for 1-minute. The cadet stops on the word "stop."

##### Scoring

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



Sit-ups



## 2. One-mile Run

### Objective

To measure heart/lung endurance by fastest time to cover a onemile distance. Due to the extreme heat in some regions it may be necessary to do this exercise indoors or early morning hours.

### Testing

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

### Scoring

Before administering this test, cadets’ health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.



**One-Mile Run**

## 3. Right Angle Push-ups

### Objective

To measure upper body strength/endurance by maximum number of push-ups completed in one minute.

### Testing

The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner’s hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for one minute. The cadet stops on the word “stop.”

### Scoring

Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.



**Right Angle Push-ups**

**Figure 9-1. Physical Fitness Test (PFT) Tracking Sheet**

**AFJROTC Physical Fitness Test (PFT) Tracking Sheet**

| <b>Cadet Name</b> | <b>Sit-Ups<br/>(# - 1 Min)</b> | <b>One-Mile Run<br/>(Minutes:Seconds)</b> | <b>Right Angle<br/>Push-ups<br/>(# - 1 Min)</b> |
|-------------------|--------------------------------|---|---|
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
|                   |                                |   |   |
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## CHAPTER TEN

# SPECIAL PROGRAMS

All special programs in the corps will be overseen by the Operations Group Commander who is responsible for short and long range planning of all scheduled AFJROTC cocurricular and extracurricular activities.

Co-curricular activities are designed and available to make the AFJROTC program more interesting and challenging. Cadets who participate will gain more exposure to leadership, teamwork, and citizenship training than those not participating.

In addition, cadets are encouraged to participate in the school's extracurricular activities, including sports, band, choir, and especially student government. These experiences will enhance the training and abilities of cadets to successfully plan and execute their AFJROTC activities and official duties.

While every cadet is encouraged to participate in as many of these activities as possible, there are no mandatory co-curricular and extracurricular events. Also, you must realize that prudent scheduling on your part is necessary. The AFJROTC co-curricular activities schedule of practices and events will not suffer to accommodate the schedule of the school's extracurricular activities.

Sometimes, even two or more AFJROTC activities may have scheduling conflicts. Therefore, you may often be faced with prioritizing your desires and making tough decisions. That is a real-world life experience.

Every AFJROTC activity will be supervised by an AFJROTC instructor and led by an experienced cadet charged with the responsibility of managing and recording the activities of each club or committee meeting.

This chapter describes some, but not all, of the AFJROTC co-curricular activities that may be available any given school year. The deciding factors used to determine whether or not a particular activity will be offered are:

- Cadet participation.
- Instructor availability.
- Sufficient funding.

### PARTICIPATION

There are not always enough resources to allow all cadets to participate in all activities and field trips. Therefore, preference for participation is given to cadets whose academic, leadership, and demonstrated performance in other areas meets or exceeds standards. A positive attitude and good conduct and behavior records are also essential considerations.

The uniform is normally worn on field trips, orientation flights aboard Air Force or other service aircraft, and parades. **At the least, the Corps physical fitness uniform is required attire.**

Cadets must comply with the state and district "No Pass, No Play" rules for involvement in AFJROTC activities. Students will be required to maintain passing grades (70 or higher) in all subjects to actively participate or perform in activities. Special consideration is not granted for AP or Honors courses.

Failure to maintain passing grades on a six week report will result in probation until the following three week report. While on probation, students may practice with special teams, but may not compete, perform, or participate in field trips.

Cadets unable to achieve passing grades after the three week period will be

suspended from all activities to allow more time to devote to the course(s) they are failing. A student on suspension will not be permitted to participate or practice in any activities during the suspension.

### **DESCRIPTION OF SOME AVAILABLE ACTIVITIES**

It is not feasible to include all the activities which an AFJROTC cadet can participate in during the school year, but the following addresses some of the major programs you may enjoy.

#### ***Curriculum in Action (Field Trips).***

CIA is a term used to describe school-sponsored co-curricular activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum.

Each school year, the Corps attempts to plan at least three out-of-town field trips:

- NASA's Johnson Space Center in Houston.
- USS Lexington, Corpus Christi, Texas.
- Visit to Air Force installations at one of several bases within driving distance of Arlington.

#### ***Kitty Hawk Air Society.***

This is a national AFJROTC Honors Club to support, challenge, and honor those cadets who demonstrate academic excellence.

It is led by the KHAS Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the KHAS in all activities.

Cadets who are nominated for KHAS membership must meet all of the following criteria:

- Overall GPA of 3.0 (or 9.5 WGPA).
- AFJROTC average of 4.0 ("A") for a one year period.

- No failing grades.
- Successfully completed at least one year of AFJROTC, as well as current AFJROTC enrollment.

**COLOR GUARD.** The Color Guard presents the national, state, school, and unit flags at home sports events, parades, and other special events approved by the instructors. This elite unit is trained and commanded by the Color Guard Commander who is responsible for coordinating all Color Guard activities, including membership, attendance, equipment, scheduling, and team member credit toward ribbons and other awards.



**DRILL TEAM.** This is a precision competition unit which performs regulation and exhibition armed and unarmed drill routines at competitions, parades and other special events. They are led by the Drill Team Commander who is responsible for coordinating all Drill Team activities, including membership, attendance, equipment, scheduling, and team member credit toward ribbons and other awards.

**Awareness Presentation Team.** This team is an academic endeavor designed to provide positive role models for elementary and middle school students. It provides a practical application of skills learned in the leadership education portion of the AFJROTC curriculum.

An APT team is normally composed of cadets selected by the instructors based on demeanor, verbal abilities, and professional appearance. The team is led by the APT Commander who is

responsible for planning, organizing, and leading the APT activities.

The team is responsible for selecting topics, conducting research, writing, and presenting the material used. The instructors approve all topics and content.

Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts, drug use and abuse, or stranger danger. Question and answer sessions are not part of APT presentations.

**Model Rocketry.** Members of this activity will learn to build and launch model rockets. They are led by the Model Rocketry Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the Model Rocketry Club activities. This activity is closely supervised by the instructors with a special emphasis on safety.

AFJROTC sponsored rocketry competitions are conducted in events such as altitude, duration, spot launches, and appearance. All launches are conducted under the National Association of Rocketry (NAR) rules and restrictions.

**Static/Flying Aerospace Modeling.** Members in this activity will learn to build and show model aircraft and other

aerospace vehicles. They are led by an Aerospace Modeling Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the Model Rocketry Club activities.

There are two competitive categories, static and flying.

- Static displays are built and displayed in the AFJROTC or general school area. Cadets will be required to give a short presentation on the aircraft's type, purpose, history, and capabilities in the classroom.
- Flying models (gas powered) compete in skill and accuracy competitions.

**Orienteering.** Members in this activity will learn to use a map and compass together. They will run orienteering courses for fun and for competition. Advanced courses and competitions are available depending on the level of expertise of the team members. Members will also have an opportunity to go on overnight camping trips associated with these activities.

Cadets may participate on one or all of these teams. Participation as a member of any of these teams is a **privilege, not a right**. Everyone may try out for any of the teams, but actual selection to a team will be based on ability and commitment to the team. Cadets must first earn their positions and then maintain the standards that will enable them to keep those positions.

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**Attachment 1. Abbreviations**

|                                   |   |
|-----------------------------------|---|
| <b><i>SASI</i></b>                | Senior Aerospace Science Instructor   |
| <b><i>ASI</i></b>                 | Aerospace Science Instructor  |
| <b><i>AFI</i></b>                 | Air Force Instruction; rules and regulations governing Air Force units or activities.   |
| <b><i>AFOATS Instructions</i></b> | Air Force Officer Accession and Training Schools; see above, these instructions specifically deal with aspects of the ROTC programs.  |
| <b><i>AFJROTC</i></b>             | Air Force Junior Reserve Officer Training Corps; programs located at selected high schools designed to provide an introduction to the Air Force and provide leadership and citizenship training. Participation in these programs does not incur a military obligation, but do provide additional benefits upon successful completion. |
| <b><i>AFROTC</i></b>              | Air Force Reserve Officer Training Corps; referred to as senior programs, located at selected colleges. Successful completion of these programs can lead to a commission as an officer in the Air Force.  |
| <b><i>AS</i></b>                  | Aerospace Science; may refer to the Aerospace Science portion of the AFJROTC curriculum, or may to the entire AFJROTC program.  |
| <b><i>IAW</i></b>                 | In Accordance With; meaning to comply with instructions or directions as listed in the referenced instruction.  |
| <b><i>LE</i></b>                  | Leadership Education; refers to the Leadership Education portion of the AFJROTC curriculum.   |
| <b><i>NCO</i></b>                 | Noncommissioned Officer   |
| <b><i>UMD</i></b>                 | Unit Manning Document; a listing of all positions and ranks required to operate the unit effectively.   |

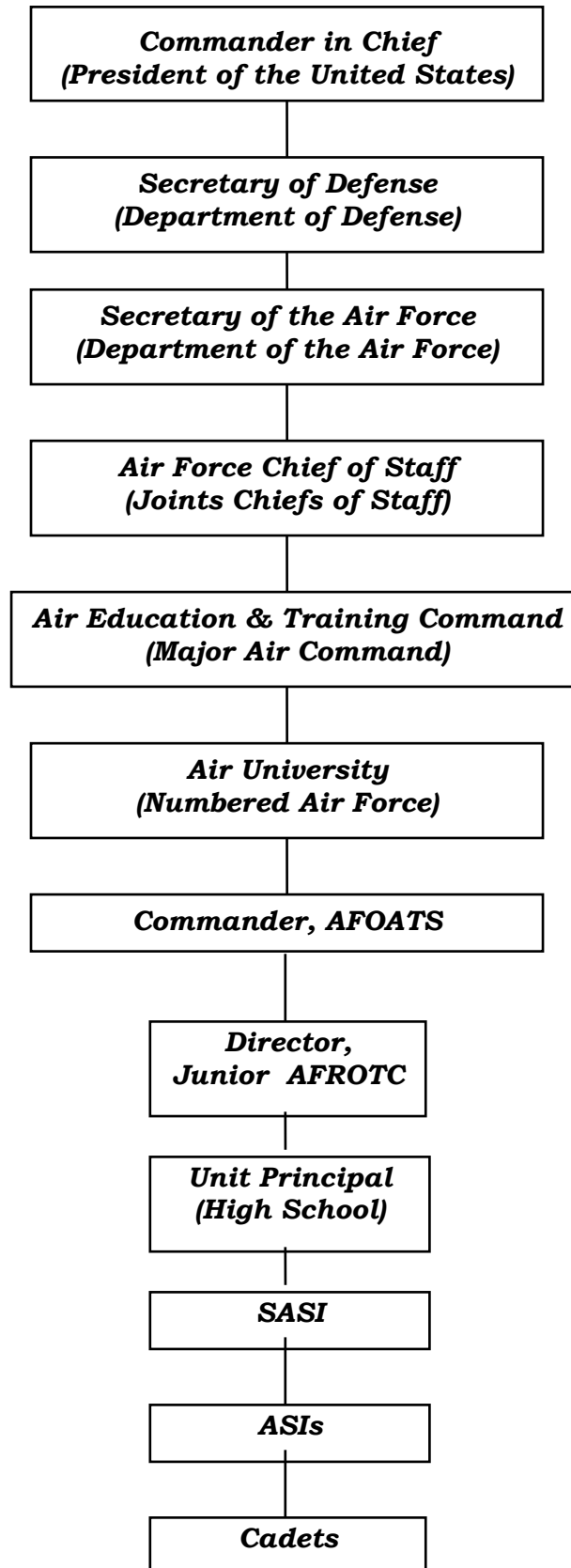
## **Attachment 2. 30 Step Drill Sequence**

During each Air Force inspection one flight of second year cadets will be selected to demonstrate a series of formation drill movements for evaluation of course effectiveness. This "Flight Drill Performance" will consist of the following actions, completed in order:

- |                         |                         |
|-------------------------|-------------------------|
| 1. Fall In              | 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         |
| 6. Order Arms           | 21. Ready, Front        |
| 7. Parade, Rest         | 22. Column Right, March |
| 8. Flight, 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        |



**Attachment 3. AFJROTC Chain of Command**



# United States Air Force Ranks

## Rank, Pay Grade, and Insignia

### Enlisted

| E-1               | E-2   | E-3   | E-4   | E-5   | E-6   | E-7   |   | E-8   |  | E-9   |   | E-9   |   |
|-------------------|---|---|---|---|---|---|---|---|--|---|---|---|---|
| Air Force         |   |   |   |   |   |   |   |   |  |   |   |   |   |
| no insignia       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Airman Basic (AB) | Airman (Amm)  | Airman First Class (A1C)  | Senior Airman (SrA)   | Staff Sergeant (SSgt)   | Technical Sergeant (TSgt)   | Master Sergeant (MSgt)  | First Sergeant (E-7)  | Senior Master Sergeant (SMSgt)  | First Sergeant (E-8)   | Chief Master Sergeant (CMSgt)   | First Sergeant (E-9)  | Command Chief Master Sergeant (CCM Sglt)  | Chief Master Sergeant of the Air Force (CMSAF)                                      |

### Officer

| O-1   | O-2   | O-3   | O-4   | O-5   | O-6   | O-7   | O-8   | O-9  | O-10  |   |
|---|---|---|---|---|---|---|---|--|---|---|
| Air Force   |   |   |   |   |   |   |   |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |
| 2nd Lieutenant (2nd Lt.)  | 1st Lieutenant (1st Lt.)  | Captain (Capt.)   | Major (Maj.)  | Lieutenant Colonel (Lt. Col.)   | Colonel (Col.)  | Brigadier General (Brig. Gen.)  | Major General (Maj. Gen.)   | Lieutenant General (Lt. Gen.)  | General (Gen.)  | General of the Air Force (reserved for wartime only)                                  |

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**Attachment 5. AFJROTC Ribbon Chart**

# Air Force and Space Force JROTC Ribbon Chart

|  |   |   |  |   |  |
|--|---|---|--|---|--|
| <br>1. Gold Valor Award                           | <br>2. Silver Valor Award                                | <br>3. Cadet Humanitarian Award                  | <br>4. Silver Star Community Service w/Excellence Award   | <br>5. Community Service with Excellence Award                       | <br>6. Air Force Association Award            |
| <br>7. Daedalian Award                            | <br>8. Daughters of the American Revolution Award        | <br>9. American Legion Scholastic Award          | <br>10. American Legion General Military Excellence Award | <br>11. Reserve Organization of America (ROA) Award                  | <br>12. Military Officers Association Award   |
| <br>13. Veterans of Foreign Wars (VFW) Award      | <br>14. National Society United States Daughters of 1812 | <br>15. National Sojourners Award                | <br>16. Scottish Rite, Southern Jurisdiction Award        | <br>17. Military Order of the Purple Heart                           | <br>18. Sons of the American Revolution Award |
| <br>19. Military Order of World Wars Medal        | <br>20. American Veterans Award                          | <br>21. Air Force Sergeants Association          | <br>22. Tuskegee Airman Inc. Award                        | <br>23. The Retired Enlisted Association Award                       | <br>24. Celebrate Freedom Foundation Award    |
| <br>25. Air Commando Association Award           | <br>26. Distinguished Unit Award w/Merit                | <br>27. Distinguished Unit Award                | <br>28. Outstanding Organization Award                   | <br>29. Outstanding Flight Ribbon                                   | <br>30. Top Performer Award                  |
| <br>31. Outstanding Cadet Ribbon                | <br>32. Leadership Ribbon                              | <br>33. Superior Performance Ribbon            | <br>34. Achievement Ribbon                              | <br>35. Academic Ribbon  | <br>36. Cadet Leadership Course Ribbon      |
| <br>37. Special Teams Placement Ribbon          | <br>38. All-Service National Competition Ribbon        | <br>39. Air Force Nationals Competition Ribbon | <br>40. Orienteering Ribbon                             | <br>41. Leadership Development Requirement (LDR) Leadership Ribbon | <br>42. Drill Team Ribbon                   |
| <br>43. Color Guard Ribbon                      | <br>44. Sabre Team Ribbon                              | <br>45. Marksmanship Ribbon                    | <br>46. JLAB Ribbon                                     | <br>47. Cyber Patriot Ribbon                                       | <br>48. StellarXplorers Ribbon              |
| <br>49. Raiders Team Ribbon                     | <br>50. Military Model Building Ribbon                 | <br>51. Unmanned Aircraft Systems (UAS) Ribbon | <br>52. Robotics Ribbon                                 | <br>53. Good Conduct Ribbon  | <br>54. Service Ribbon                      |
| <br>55. Health and Wellness Ribbon              | <br>56. Recruiting Ribbon                              | <br>57. Activities Ribbon                      | <br>58. Attendance Ribbon                               | <br>59. Dress and Appearance Ribbon                                | <br>60. Longevity Ribbon                    |
| <br>61. Bataan Death March Memorial Hike Ribbon |   | <br>62. Patriotic Flag Ribbon                  | <br>63. Resiliency Ribbon                              | <br>64-68. CAP Ribbons   |  |

Version: 1 July 2023

**Attachment 6. Phonetic Alphabet/24 Hour Clock**

**Phonetic Alphabet**

| Letter | Pronunciation | Letter | Pronunciation |
|--------|---------------|--------|---------------|
| A      | Alpha         | N      | November      |
| B      | Bravo         | O      | Oscar         |
| C      | Charlie       | P      | Papa          |
| D      | Delta         | Q      | Quebec        |
| E      | Echo          | R      | Romeo         |
| F      | Foxtrot       | S      | Sierra        |
| G      | Golf          | T      | Tango         |
| H      | Hotel         | U      | Uniform       |
| I      | India         | V      | Victor        |
| J      | Juliet        | W      | Whiskey       |
| K      | Kilo          | X      | X Ray         |
| L      | Lima          | Y      | Yankee        |
| M      | Mike          | Z      | Zulu          |

**Military Time / the "24-Hour" Clock**

Commonly known as "military" time, and formally referred as Universal Military Time [UMT], the 24-hour clock is the normal method of indicating time when using your radio.

Converting to military time is quick and easy with a little practice. Since the day is divided into 24-hours, references to "AM" or "PM" are no longer needed. Any number higher than 1200 equals a PM time period.

Another benefit of using military time is that time is always referred to in hundreds of hours. For example, 0200 Hours is reported as "Zero Two Hundred Hours" and 1700 Hours is reported as Seventeen Hundred Hours.

So the next time you are listening to your radio or watching a military movie and someone says its "2130 hours" -- you'll now be able to use simple subtraction to find civilian time: 2130 - 1200 = 9:30 PM

| <b>- AM -</b>   |                   | <b>- PM -</b>   |                   |
|-----------------|-------------------|-----------------|-------------------|
| <b>Military</b> | <b>= Civilian</b> | <b>Military</b> | <b>= Civilian</b> |
| 0001 Hrs        | = 12:01 AM        | 1201 Hrs        | = 12:01 PM        |
| 0100 Hrs        | = 1:00 AM         | 1300 Hrs        | = 1:00 PM         |
| 0200 Hrs        | = 2:00 AM         | 1400 Hrs        | = 2:00 PM         |
| 0300 Hrs        | = 3:00 AM         | 1500 Hrs        | = 3:00 PM         |
| 0400 Hrs        | = 4:00 AM         | 1600 Hrs        | = 4:00 PM         |
| 0500 Hrs        | = 5:00 AM         | 1700 Hrs        | = 5:00 PM         |
| 0600 Hrs        | = 6:00 AM         | 1800 Hrs        | = 6:00 PM         |
| 0700 Hrs        | = 7:00 AM         | 1900 Hrs        | = 7:00 PM         |
| 0800 Hrs        | = 8:00 AM         | 2000 Hrs        | = 8:00 PM         |
| 0900 Hrs        | = 9:00 AM         | 2100 Hrs        | = 9:00 PM         |
| 1000 Hrs        | = 10:00 AM        | 2200 Hrs        | = 10:00 PM        |
| 1100 Hrs        | = 11:00 AM        | 2300 Hrs        | = 11:00 PM        |
| 1200 Hrs        | = 12 Noon         | 2400 Hrs        | = 12 Midnight     |
|                 |                   | or              | =                 |
|                 |                   | 0000 Hrs        |                   |

- Some military people use terms similar to a form of "military shorthand" when referring to time. For example, the term "Oh Dark Thirty" is not an actual time. But military people use the term to refer to "sometime during the middle of the night" or "sometime very, very early in the morning."
- Sometimes a military person will refer to Zero Five Hundred [0500 Hours] as "Oh Five Hundred." The 0500 is a number, not a letter, so the reference is technically incorrect. However, it's not an uncommon reference.

Official military time for mid-night is 0000 Hrs, but many people and reputable sources also use 2400 Hrs.

**AIR FORCE SONG**



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!  
Down we dive spouting our flames from under, Off with one helluva roar!  
We live in fame or go down in flame.  
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 hands blasted the world asunder; How they lived God only knew!  
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

Here's a toast to the host, Of those who love the vastness of the sky, To a friend we send a 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 blue yonder, Keep the wings level and true; If you'd live to be a grey-haired  
wonder, Keep the nose out of the blue! Fly to fight, guarding our nation's borders,  
We'll be there followed by more! In echelon we carry on.  
Oh, nothing'll stop the U.S. Air Force!