



TX-081

Warbirds

Cadet Guide

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THE AIR FORCE JUNIOR ROTC 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.

WELCOME LETTER FROM INSTRUCTORS

Welcome to Abilene High School (AHS) Air Force Junior ROTC. We are excited you chose to belong to JROTC. Our program provides you the tools and environment that will help you grow as a citizen and leader. We will do this by focusing on our mission to ***“develop citizens of character dedicated to serving their country and community.”***

We will help you become successful by emphasizing the Air Force Core Values of ***“Integrity First, Service Before Self, and Excellence In All We Do,”*** and the AFJROTC Cadet Creed. By applying what you learn, and through your participation in JROTC, you will:

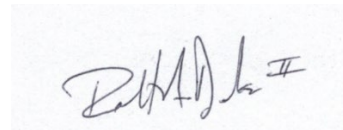
- Develop leadership skills, build confidence, and become accountable and responsible
- Wear the uniform proudly and properly
- Respect the chain of command and use of proper customs and courtesies
- Become proficient in individual and flight drill
- Conduct yourself in a socially acceptable manner
- Perform assigned duties
- Apply yourself to learn the fundamentals of the Aerospace, Leadership and Wellness components of our program
- Practice good study habits, time management and pass all your classes
- Become a Citizen of Character
- Develop a healthy lifestyle

AFJROTC plays an important role at Abilene High School. We are involved in many campus activities and community events. Whether you are marching in a parade, supporting an athletic team or wearing your uniform proudly, remember that you represent your school, your community, and the TX-081 Corps.

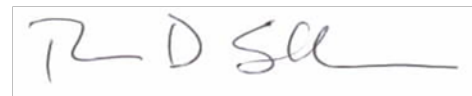
Lastly, YOU, as a cadet in the Abilene High School AFJROTC Corps are accountable for the information in this handbook, both in practical application and during periodic quizzes throughout the year. Remember that EFFECTIVE LEADERSHIP begins with responsible FOLLOWERSHIP.

Again, welcome to the TX-081st! Remember ...

“Before You Can Learn to Lead, You Must Learn to Follow!”



ROBERT A. DAVIDSON II, Lieutenant Colonel, USAF (Ret)
Senior Aerospace Science Instructor (SASI)



THOMAS D, SOKOLNICKI, CMSgt, USAF (ret)
Aerospace Science Instructor (ASI)

CADET CODE OF CONDUCT

As a member of Air Force Junior Reserve Officer Training Corps, TX-081st, Abilene High School:

- I pledge to the best of my ability to bring credit upon myself, my family, country, school, community, and the Cadet Corps.
- I will strive to live my life by the highest moral standards.
- I will respect and follow the directions of my parents and those entrusted with the responsibility to teach me those social values and life skills that I will require becoming a productive citizen.
- I will constantly strive to improve my body, mind, Cadet Corps, school, and community.
- I will serve my community to benefit the welfare of all.
- I will live by and uphold the laws and policies of the community and school governing my conduct.
- I will attempt to instill these values in my fellow cadets.
- I will respect the rights of all and will not tolerate those who verbally or physically abuse others based on color, creed, religion, handicap, or gender.

**“WE WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE
AMONG US ANYONE WHO DOES.”**

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CHAPTER 1 – ELIGIBILITY, ENROLLMENT AND DISENROLLMENT

1. **Eligible Students**—All AHS students, enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join. All students must be enrolled **voluntarily** and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniform.
2. **Cross-town agreement**— Cooper High School or Academy of Technology, Engineering, Math and Science (ATEMS) students who meet the above criteria, may enroll in AHS AFJROTC.
3. **Transfers**—Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank/awards held in another service program is determined by the Senior Aerospace Science Instructor (SASI).
4. **Non-discrimination**—all enrollment and disenrollment decisions will be free from discrimination regarding race, religion, color, ethnicity, gender or national origin. The principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.
5. **Disenrollment**—AFJROTC students may be disenrolled at any time during the academic year with proper cause. A student may be disenrolled for:
 - a. Failure to maintain acceptable standards (including uniform and wear grooming).
 - b. Ineptitude or indifference to training or disciplinary reasons.
 - c. Any other reason deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the corps.
 - d. Documentation will be kept in the cadet file (as applicable) for any behaviors which could lead to disenrollment. A cadet's parent(s) will be contacted prior to any disenrollment action. Additionally, other teachers, counselors, coaches, etc., may be consulted to see if the substandard behavior can be corrected. In any case, with proper documentation, the SASI has the sole discretion on cadet disenrollment.
6. **Other Considerations:**
 - a. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special group of students as compared to the remainder of the student body.
 - b. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment that ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.
 - c. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be limited in their participation in corps activities and selection for corps leadership positions.
 - d. Cadets wishing to participate in after school Leadership Development Requirement (LDR) AFJROTC activities may do so at the discretion of the SASI.
 - e. While AFJROTC instills self-discipline, it is not a remedy for chronic student disciplinary problems.
7. **Reserve Cadets**—A student who has been a cadet for at least one academic year and cannot participate in the AFJROTC academic program for that year, may be designated as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.



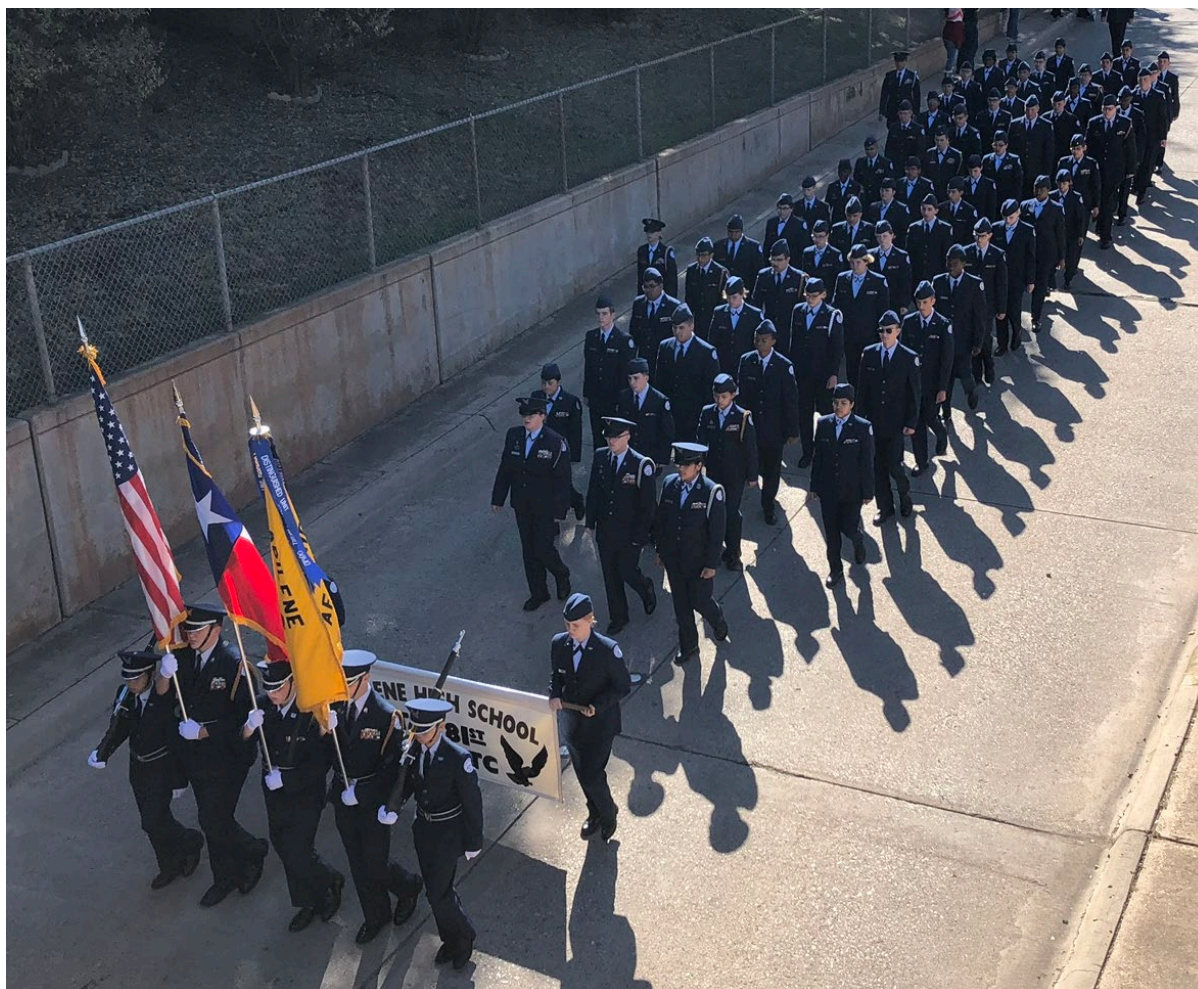
CHAPTER 2 – HISTORY OF AFJROTC

1. **Junior ROTC program**—began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools; the Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to 870 high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 90,000 cadets. Only boys were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then, the number of females has increased to over 40% of the cadet corps.
3. **AFJROTC program**—provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to students in grades 9-12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.



CHAPTER 3 – AFJROTC MISSION, GOALS AND OBJECTIVES

1. The **vision** is to provide an environment that will help students grow into mature adults mentally, physically, and morally.
2. The **mission** of the AFJROTC program is to “Develop citizens of character dedicated to serving their nation and community.”
3. The **goals** of the AFJROTC program are to instill:
 - a. The values of citizenship
 - b. Service to the United States
 - c. Personal responsibility and accountability
 - d. A sense of pride, confidence, and accomplishment
4. The **objectives** of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."
5. The unit specific **goals** can be found on the TX-081st webpage at <https://www.abileneisd.org/abilene-high/departments/jrotc/>



CHAPTER 4 – CADET CONDUCT

1. **Attitude**—is a state of mind. It may be positive, or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
 - a. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.
 - b. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline**—refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that results from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect**—respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority.
4. **Integrity**—the term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.
5. **Ethics**—as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil—judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - a. Be honest.
 - b. Keep promises.
 - c. Obey and be loyal to proper authorities.
 - d. Be courageous.
 - e. Grow in knowledge.
 - f. Be willing to work.
 - g. Be moderate (don't do anything to excess).
 - h. Maintain and enhance your health.
 - i. Don't harm people.



6. United States Air Force Core Values.

- a. **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 needed in today’s military. Integrity is the ability to hold together and properly regulate all elements of one’s personality. People of integrity, for example, are capable of acting on conviction, or their strong beliefs. They can control their impulses and appetites.
- b. **Service before Self**—this statement tells us that professional duties take precedence over personal desires.
- c. **Excellence in All We Do**—this expression directs us to develop a passion for continuous improvement and innovation that will propel us into a long-term, upward spiral of accomplishment and performance.

7. Cadet Roles and Responsibilities.

- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, AISD, Abilene High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
 - b. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - c. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential, and potential to take on more responsibility.
 - d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior/higher ranking cadets.
 - e. Cadet leaders are always required to provide a proper example and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
 - f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position.
8. **Titles of Address**—Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word **cadet** as to not confuse with active-duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma’am.
9. **Saluting**—the hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
- a. **When to Salute**—Active Duty, Retired, and Cadet Officers will be saluted outside in uniform on and off campus.
 - b. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the “National Anthem” or “To the Colors.”
 - c. **Pledge of Allegiance at School**—when at school, out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge. In uniform, stand at attention, remain silent, and face the flag.
10. **Academic Standards**—your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement

academically. You are expected to do your homework, turn in your work, and pass your classes. The SASI and ASI will monitor your academic progress. Academic eligibility is a requirement for many of our activities and field trips. Promotion is also based on academics. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.

11. **Public Display of Affection (PDA)**—PDA is **prohibited** at all times between all cadets, in or out of uniform, on campus or while off campus at an AFJROTC sponsored event.
12. **Inappropriate Behavior**—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority), disrespect, verbal threats, and physical attacks. As stated previously, this type behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school.
13. **Physical Discipline and Hazing is strictly forbidden**—Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm or emotional harm through verbal abuse. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.
 - a. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
 - b. Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited.
 - c. This is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
 - d. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.
14. **Seven Responses**—all cadets will make use of the following seven responses during all JROTC gatherings:
 - a. Yes, Sir or Ma'am.
 - b. No, Sir or Ma'am.
 - c. Sir or Ma'am I do not know but I will find out.
 - d. Sir or Ma'am may I ask a question?
 - e. Sir or Ma'am may I make a statement?
 - f. Sir or Ma'am there are no excuses.
 - g. Sir or Ma'am I do not understand.

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:

- a. Classroom entrance—All Cadets will enter the classroom upon arrival and stand behind their assigned seat at Parade Rest until the tardy bell rings; this means no talking. **If the class is unable to demonstrate self-discipline or enter the classroom appropriately, the entrance procedures will be repeated.**



- b. Roll call—the flight commander / sergeant will call the room to attention and all cadets will recite the Cadet Creed. Following the creed, the element leaders will report attendance. The element leaders will in turn salute the flight commander/sergeant and report any absent cadets. The flight commander/sergeant will report any absences. The instructor will verify and record any absences. The flight commander/sergeant will direct the class to take their “seats” and cover any upcoming events, information, uniform wear, etc.
- c. Report—once the flight commander/sergeant has made the announcements, they will call the flight to attention and inform the instructor that the class is ready for instruction, with the following reporting statement: “Sir, ___ Flight is prepared for instruction.
- d. Tardies—No excuses are accepted for tardiness and school tardy procedures will be followed. No person will be reported as present unless they are **in** the classroom before the tardy bell rings.

2. The flight commander/sergeant, when appropriate, should notify the instructor when there are 5 minutes remaining in the period. At this time, the flight commander/sergeant will lead the class in preparing for dismissal, straightening the room, returning books to the shelves, etc. When the bell rings to change classes, the flight will be called to attention by the flight commander/sergeant. The flight will remain at attention until dismissed by the SASI/ASI or Flight Commander.

3. **Conducting class in AFJROTC**—all classes are conducted in a military manner. The following classroom rules of conduct apply, cadets **WILL NOT**:

- a. Leave the classroom after tardy bell without instructor’s permission.
- b. Leave their seat without permission.
- c. Talk when the instructor is speaking or someone else has the floor.
- d. Use cell phones or other electronic devices, unless given permission.
- e. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
- f. Throw anything in the classroom.
- g. Write on or deface tables, chairs, walls, books, etc.
- h. Eat, drink, or chew gum in the classroom, unless given permission.
- i. Write on white board without instructor permission.
- j. Disturb pictures or bulletin board items.
- k. Read or work on material that does not apply to AFJROTC without permission from the instructor.
- l. Sit in any seat other than your assigned seat.
- m. Remove markers or erasers from the board tray.
- n. Make loud noises or participate in horse play in the classroom.
- o. Throw trash on the floor.

- p. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed, they may return to their seat.
 - q. Break red without permission.
4. **Academic Work**—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities, and games, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all times, cadets are expected to fully participate in classroom activities. For all written assignments, cadets will be required to label their work in the following cadet academic header format:

First Line: Cadet Rank, Last Name, First Initial
 Second Line: Flight
 Third Line: Military Date Format

Example

The image shows a sample of a cadet academic header on a piece of lined paper. A vertical red line is drawn on the left side. To the left of this line, on the first line, there is a white circle. To the right of the red line, the following text is written on the first three lines: 'c/TSgt Doe, J.', 'A Flight', and '28 Aug 23'. The rest of the paper has horizontal blue lines.

5. **Instructor Office Entrance Procedures**—for any cadet to enter the instructor office the following procedures apply.
- a. Stand at the red line until addressed.
 - b. Once addressed, ask for permission to enter with the statement, “Sir, permission to enter.”
 - c. Once given permission, march smartly into the office at a place approximately 3 paces from the instructor’s desk, stop at attention, salute, and give the appropriate reporting statement.
 - (1) If the cadet is initiating the conversation, “Sir, Cadet *Last name* reports.”
 - (2) If the instructor directed the cadet to come to the office, “Sir, Cadet *Last name* reports as ordered.”
 - d. Stand at attention unless otherwise directed by the instructor.
 - e. At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.
6. **Cadet Changing Rooms and Logistics Room**—The Changing Rooms are used for preparing for PT, briefings, meetings, administrative, and logistical work. All cadets are responsible for the cleanliness of the rooms. Horseplay and foolishness will not be tolerated at any time. If anyone fails to follow these guidelines, the SASI or ASI has the authority to remove ALL privileges from all cadets to use these rooms.

CHAPTER 6 – UNIFORM GUIDANCE AND GRADING



1. **Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks, and other provided AFJROTC or school facilities. Before any item of government property is issued for long term use, the cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price. Uniform items are Air Force property and **MUST BE ACCOUNTED FOR AT ALL TIMES**.
2. Air Force Junior ROTC cadets wear the same uniforms as active-duty personnel except for special JROTC rank and patches. At no time do we bring discredit to the Air Force uniform by wearing it improperly. The proper wearing of the uniform should be a matter of personal pride. It is each cadet's responsibility to care for and properly wear the uniform. Each cadet must be properly groomed and ensure the uniform is clean and pressed to project a positive image. This requires personal responsibility to pay careful attention when setting up your uniform, as well as cleaning, caring and storage of the uniform.
3. **Uniform Initial Issue**—each cadet will be fitted with their blue AFJROTC uniform within the first 6 weeks of school upon parent's acceptance of responsibility and cadets meeting established standards.
 - a. **Alterations**—any items that require alterations to ensure a proper fit (pant length or sleeve coat length) is paid for at government expense. Cadets will not have issued uniforms altered by parents or tailors in any manner, without the permission of the instructors. Alterations will be made in accordance with Air Force standards.
4. **Uniform Maintenance**—when wearing the uniform, you must ensure your uniform is always correct and in good condition.
 - a. Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.
 - b. If a uniform item no longer fits, the cadet must bring it in for replacement, clean and serviceable, as soon as possible.
 - c. Uniform updates will not occur on uniform wear days; this includes, but is not limited to, incorrect sizes, ribbon/rank updates, etc.
5. **Uniform Turn-in**—All cadets are required to pay a refundable \$20.00 cleaning deposit. Uniforms are issued in a clean condition. When a cadet leaves the program for any reason, they are required to turn in all issued uniform items clean (excluding socks, t-shirt, and PT gear). If the uniforms are returned clean (cleaner's bag and current dated receipt required), the cleaning deposit will be refunded.

6. **Care of the Uniform**—Cadets must clean their uniform every week prior to wearing it. General care includes washing the uniform, taking care to not soil or stain it in any manner, and ensuring it is lint and dirt free. You should hang your uniform appropriately...**DO NOT** stuff it in your backpack, cram it in your athletic locker, or chunk it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the SASI/ASI's attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.
 - a. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it.
 - b. The pants/slacks, lightweight jacket, flight caps, ties and neck tabs should be dry-cleaned.
 - c. The **service dress coat** is "dry-clean only" and will **NEVER** be placed in a washing machine or dryer...you will ruin it. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners at least once each semester and keep it covered when not in use.
 - d. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques are taught in class. The shoes will always be laced to the top and tied.

7. **Occasions for wearing**—Cadets receive instruction on the proper wear of all uniforms. The wear of the AFJROTC uniform other than designated occasions is strictly prohibited without prior approval of the SASI or ASI. On uniform inspection days, cadets are expected to adhere to the following:
 - a. Wear the complete uniform properly throughout the school day from the time you depart your home, and until you return home.
 - b. If you participate in an extracurricular after school activity such as band, athletics, cheer, etc., that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.
 - c. At **NO** time will a partial uniform be worn, or uniform parts be worn with non-uniform clothing.
 - d. Civilian attire such as coats or sweaters will NOT be worn with the uniform at any time.
 - e. The uniform policy of the Abilene AFJROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required **will result in disenrollment of the cadet from the AFJROTC program**. Cadets are responsible for preparing their uniforms for inspections. Instructors fully understand cadets, especially the younger cadets, often do not have the ability to send/retrieve their uniforms to/from the dry cleaners. **Parents** should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking late and rushing to catch the bus is not an excuse. At the very least, you should prepare the uniform the night before. Should you have any questions concerning uniform inspection or wear requirements contact the SASI/ASI.

8. **When to Wear**—each cadet must wear the uniform once per week. Wearing once per week is defined as wearing the uniform to school **ALL DAY**. The uniform of the week is posted on the bulletin board on Thursday of the week prior. Uniform wear for entire semester is posted on the AFJROTC web page. **Failure to wear the proper uniform on the prescribed day will result in a grade of MIS (missing, calculated as a zero) for the uniform wear for that day.** Under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include, but are not limited to, athletic or PE classes, shop, art or cooking classes, or other groups that might require you to wear another school uniform (e.g., band, Gold Rush, etc.). In these cases, you are required to wear the AFJROTC uniform until that class time and change back into your uniform after that class is over. **If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero for the day.**

9. Major uniform or cadet grooming violations due to direct refusal by the cadet to correct **may** result in the cadet being required to change out of the uniform into normal school clothes and receiving a zero for the uniform grade. This may include, but is not limited to, cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, it is important to remember that cadets wear the same uniform as active-duty military members and will not be allowed to show disrespect to the uniform. **Only instructors can impose this requirement.**

10. **Uniform Wear Options**—uniform wear is indicated by one of the following options ⁴:

- a. Option A: Short Sleeve Blue Shirt, Open Collar (no tie or tab) ¹
- b. Option B: Short Sleeve Blue Shirt with Tie or Tab¹
- c. Option C: Service Dress
- d. Option D: ABUs
- e. Option E: Unit Shirt^{2 & 3}
- f. Option F: Air Force Physical Training Gear (PTG)
- g. Option G: Flight Duty Uniform (FDU)

Note 1: The lightweight jacket may be worn with Option A or B.

Note 2: When the Unit Shirt is worn as an authorized uniform or for a community service event it will be worn with nice blue jeans or other appropriate pants/shorts, tucked in, and with a belt. Also, grooming standards must be met, i.e., female hair up, male haircut and shave, etc.

Note 3: When a cadet is unable to wear their uniform on the assigned day due to alterations, the cadet will wear Option E or they will not be given credit for uniform wear that week.

Note 4: If cadets are assigned to In School Suspension (ISS), they are required to wear the current option upon return to class.

11. **Uniform Wear Make Ups**—if a cadet is absent on the designated uniform wear day, he/she is required to wear the uniform on the next day they return to school. If a cadet knows in advance that they will be absent on the uniform wear day, they are responsible to either wear the uniform before or after the absence and will receive a full grade based on a personal inspection. If a cadet fails to wear the uniform on the designated day, he/she may make it up for a maximum of 70 points. **It is the cadet's responsibility to find the SASI/ASI or Flight leadership to inspect them.**

12. **ABU/FDU Uniforms**—authorized for cadets as deemed appropriate by SASI/ASI. Cadets will receive initial ABU issue after they have earned their first promotion and all cadets are in blues. ABUs/FDUs may be substituted for the standard service uniform, as approved by the SASI/ASI. Additionally, cadets are authorized to wear ABUs/FDUs on Thursday if they attained a 90 or better on the Wednesday uniform inspection.



13. **Uniform Inspection Procedures/Grading**—on uniform wear days (normally Wednesdays), an Open Ranks Inspection will be performed in each flight. During inclement weather, the inspection will be conducted in an instructor designated alternate location. An Instructor, Flight Commander, or a Senior Staff member will conduct the inspection. While cadets may conduct the uniform inspection, the actual grade given for uniform wear will be determined by the instructor. The Inspection Grading Rubric is shown below. **Failure to wear the uniform three (3) times during a grading period could result in disenrollment from the JROTC program.**

TX-081 AFJROTC INSPECTION GRADING RUBRIC

Discrepancy F Flight	Total 100 - Penalty	Hat - not worn	Hat - dirty	Hair - not in standards	Facial Hair	Sideburns/mustache	Jewelry	Make-up/nails	Rank - not worn	Rank - placement	Nametag - not worn	Nametag - placement	Ribbons - not worn (Opt C)	Ribbons - placement	Tie/tab - not worn	T-shirt - improper	T-shirt - not worn	Buttons	Rope - not worn	Shirt - not pressed/dirty	Belt - not worn	Belt - direction	Pants - clean/pressed	Socks - color/missing	Shoes - not shined	Military bearing
		Date: 29 Nov 23		10	5	15	20	5	10	20	10	5	10	5	10	5	10	5	10	10	5	10	10	5	10	10
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		10	5	15	20	5	10	20	10	5	10	5	10	5	10	5	10	10	5	10	10	5	10	10	10	10

14. **PT Gear**—on scheduled PT Days (typically Fridays), cadets are required to wear the issued Air Force PT Gear, socks (white or black) and **appropriate athletic style shoes**. In the event of inclement (cold) weather, cadets may wear school appropriate athletic gear over their Air Force Physical Training Gear (AFPTG). **Inclement weather is defined as 45 degrees and below, including the wind chill**. Proper wear of the PT uniform also includes maintaining grooming standards (i.e., haircuts, shave, female hair up, etc.). Cadets are given 5 minutes to change into/out of the PT uniform. The PT grade is calculated as follows:

- a. Proper PT Gear, athletic shoes and participate Grade = 100
- b. Partial PT Gear, athletic shoes and participate Grade = 70
- c. Proper PT Gear, athletic shoes and does not actively participate Grade = 50
- d. Participates and athletic shoes Grade = 50
- e. **Missing athletic shoes** Grade = 0
- f. Cadets unable to participate due to injury (requires note from doctor) Grade = NG
- g. Cadets absent on PT day (cannot make-up missed PT) Grade = NG

Men must be shaved/haircut or max 70; women’s hair must be up (i.e. ponytail).

15. **Unit Shirt**—once cadets pay the \$15.00 yearly activity fee, they are issued the unit shirt. This shirt is worn at many community service events, field trips, and occasionally as the weekly uniform option.

CHAPTER 7 – DRESS AND APPEARANCE STANDARDS/UNIFORM OPTIONS

1. **AFJROTC** cadets generally wear the same uniform as that worn by active-duty personnel in the Air Force. We expect Cadets to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base



visits—you represent the Corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and society.

2. **Cadet Uniform Standards:**

- a. **Uniform Do's and Don'ts**—Here are a few general do's and don'ts about wearing the uniform.

Do

- Wear the Air Force service uniform properly and with pride.
- Ensure the uniform is clean/pressed and worn on the established day.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Ensure badges, insignia, belt buckles and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean; replace them when they become worn, frayed, or faded.

Don'ts

- Do not wear the uniform with other clothing or lend to anyone.
- Do not allow articles such as wallets, pencils, pens, and combs to be visible.
- Do not wear earphones or headphones while in uniform, unless required for duty.
- Do not carry cell phones, unless required for duty. (When required for duty, they must be clipped to the waistband or purse or be carried in the left hand when not in use.)

- b. **Uniform Standard Exceptions**—Because Abilene High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply **ONLY** while on campus.

Hat Area—the issued Air Force hat will always be worn while outside in uniform, on and off campus. The only exception to this rule is during **AND ONLY** during **LUNCH** while **IN THE COVERED CAFETERIA PATIO AREA**. Cadets are reminded that not only are they wearing the same uniform as active-duty Air Force members, but Abilene is a military community, and the population is very conscience of people in uniform. If someone tells you to put your hat on...put it on!

Service Coats/Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom for any reason, the cadet must wear and button the coat. Additionally, although designed as an outer garment, for the same reason, the lightweight jackets may be kept on while in classrooms but will be removed for uniform inspections.

- c. **Hats**—will always be worn with the uniform outside. This includes the covered walkways.

- d. **Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in this chapter. Only AFJROTC authorized rank, badges, insignia, ribbons, medals, etc. may be worn by cadets.
- e. **Shoulder Patches**—wear of the AFJROTC official shoulder patch and Abilene High School Unit patch is mandatory on the short sleeve blue shirt, service coat, lightweight blue jacket and ABUs.
- f. **Gloves**—solid white or solid black gloves are authorized for special teams.
- g. **Shoulder Cords**—if properly earned, cadets are authorized to wear one distinctive shoulder cord with any blue service uniform combination (they will not be worn on the lightweight jacket or ABUs). Shoulder cords will not be worn with civilian clothing. Cords will be worn grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Authorized cords are described as follows:
- (1) **Group Commander** will wear a single black with silver braid.
 - (2) **Deputy Group Commander/Squadron Commanders/Director of Staff/Superintendent** will wear a single gray braid.
 - (3) **Flight Commanders/Flight Sergeants** will wear a single gold braid.
 - (4) **Element Leaders** will wear single black braid.
 - (5) **Top Ten Academic cadets** will wear a single white braid.
 - (6) **Drill Team/Color Guard team members** will wear cords as determined by the SASI/ASI.
 - (7) No other shoulder cords are authorized to be worn unless approved by the SASI/ASI.
- h. **Shoulder Tabs and Berets**—shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Currently, the only authorized tabs are Color Guard and Saber Team.
- i. Color Guard shoulder tabs and berets are awarded to cadets who complete the following:
- Attend and participate in at least 5 color guard practices.
 - Demonstrate the basic color guard movements: parade rest with rifles, position of attention, carry colors, present arms, order arms, marching with rifles and performing wheels, inner face, and outer face.
 - Participate in at least 3 color guard details.
 - Color Guard Team Commander recommendation.
- j. Saber Team shoulder tabs and berets are awarded to cadets who complete the following:
- Attend and participate in at least 5 saber team practices.
 - Demonstrate the basic saber team movements: unsheathing, position of attention, ceremonial at ease, present sabers, order sabers, arch sabers, order sabers, sheathing sabers, and marching with sabers sheathed and unsheathed.
 - Participate in at least 3 saber details.
 - Saber Team Commander recommendation.
3. **Cadet Appearance and Grooming Guidelines**—when a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme or the unusual. **The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.** The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.

- a. **Jewelry**—while in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
- b. **Rings**—Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb.
- c. **Necklaces**—Necklaces will not be visible at any time. If worn, will be concealed under a collar or undershirt.
- d. **Bracelets**—Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative. Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets remain authorized). **Colored/rubber or fabric bracelets are not allowed.**
- e. **Watches**—Must be conservative and only one can be worn around the wrist while in uniform or PTG, or Option E in an official capacity. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond covered, neon, bright colors, and bands that exceed 1 inch width.
- f. **Eyeglasses or Sunglasses**—Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses are not authorized while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

*Cadets may wear sunglasses during in ranks inspection with the approval of the SASI/ASI.

- g. **Tattoos or Brands**—Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
- h. **Body Piercing/Ornamentation**—In uniform, except for earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. **NOTE: Getting a new piercing in an unauthorized body part (e.g., ear cartilage, belly button, nose, tongue etc.) that requires healing time, WILL NOT make it authorized to be worn in uniform, EVEN IF IT IS ALLOWED BY THE DISTRICT DRESS CODE. These items will have to be removed or the uniform will have to be taken off and the cadet will be given a zero for uniform wear.**
- i. **Gauges**—are not authorized. Plugs for gauge holes in the ear lobes are **not authorized** (regardless of color, i.e., flesh colored).
- j. **Dental Ornamentation**—Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

- k. **Electronic Devices**—wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel or as designated by SASI.
- l. **Undergarments**—Appropriate undergarments are required to be worn with all uniform combinations. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.
- m. **Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All Cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

4. **Specific Female Cadet Grooming Guidelines:**

- a. **Hair—no minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear.** Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back.

Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes (see below example). When in doubt, assess correct length of hair with cadet standing in the position of attention.

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

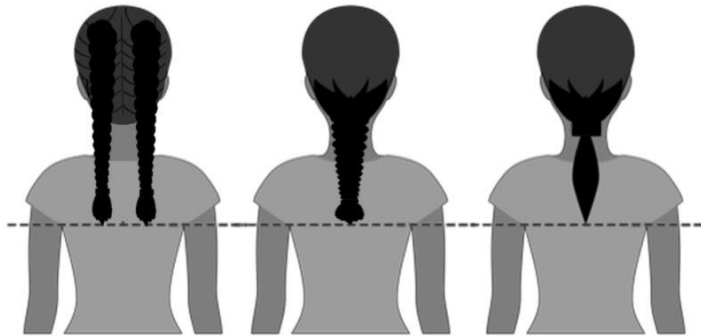
Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (like the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall

be of uniform dimension, small in diameter (approximately ¼ inch), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

Unauthorized—Mohawk, mullet or etched design.

Female Hair Style Examples (Ponytails)

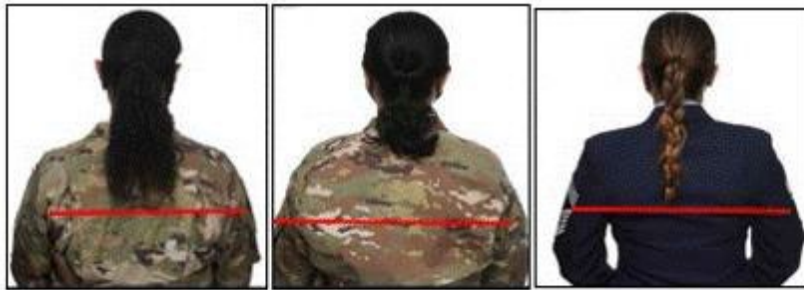


Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. In addition, women’s bangs may now touch their eyebrows, but not cover their eyes.

Authorized Female Hair Style Examples



Authorized Female Hair Style Examples



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Unauthorized Female Hair Style Examples



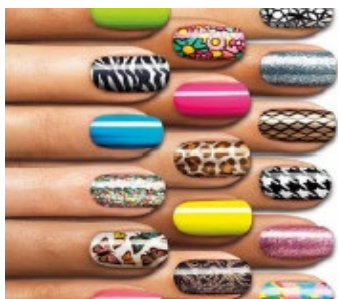
Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

- b. **Hair accessories**—If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two inches in width. Ornaments are *not* authorized (e.g., ribbons, beads, jeweled pins).
- c. **Earrings**—Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.
- d. **Cosmetics**—Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
- e. **Fingernails**—If worn, nail polish will be a single color that does not detract from the uniform, nor can the polish be extreme color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well-groomed.

(Below LEFT is a no, no. If you spend the money, oh well, you knew not to.) Ladies, please follow the rules. The instructors want you to look professional.



(French tips are authorized)

5. Specific Male Cadet Grooming Guidelines:

- a. **Hair**—Will be clean, well-groomed, and present a professional appearance and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g. gel, pomade, or moisturizer), appear lopsided, touch either eyebrow or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, or black. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric

directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2.5 inches in bulk, regardless of length and $\frac{1}{4}$ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or $\frac{1}{4}$ inch width. **Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are not authorized hair extensions.**



- b. **Sideburns**—If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line (see below drawing).
- c. **Mustaches**—Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth (see below drawing).
- d. **Beards**—Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2010. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.
- e. **Fingernails/Cosmetics**—Male cadets are not authorized to wear nail polish or cosmetics.
- f. **Earrings**—Male cadets are not authorized to wear earrings or any other type of facial piercings while in uniform. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

















Sideburns



Mustache

6. **Cadet Grade and Rank:**

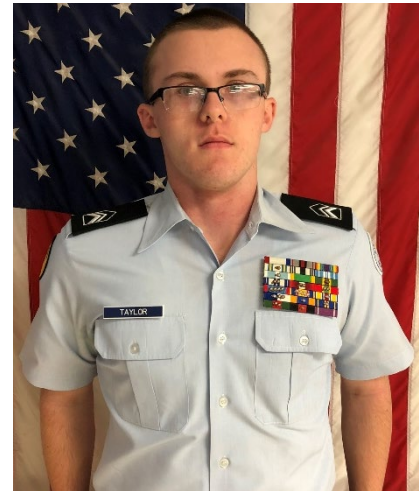
A difference between your cadet uniform and the one worn by active-duty Air Force personnel is the insignia. Cadets are divided into three categories: Airman, Noncommissioned Officer, and Officer. Airman grades include Airman Basic, Airman, Airman First Class and Senior Airman. The Noncommissioned Officer (NCO) grades start with the Staff Sergeant and progress upward through Chief Master Sergeant, the highest authorized for NCOs in the AFJROTC program.

Cadet Officer Rank		
Abbreviation Insignia		
Cadet Second Lieutenant C/2d Lt 	Cadet First Lieutenant C/1st Lt 	Cadet Captain C/Capt 
Cadet Major C/Major 	Cadet Lieutenant Colonel C/Lt Col 	Cadet Colonel C/Col 
Cadet Enlisted Rank		
Abbreviation Insignia		
Cadet Airman Basic C/AB No Insignia	Cadet Airman C/Amn 	Cadet Airman First Class C/A1C 
Cadet Senior Airman C/SrA 	Cadet Staff Sergeant C/SSgt 	Cadet Technical Sergeant C/TSgt 
Cadet Master Sergeant C/MSgt 	Cadet Senior Master Sergeant C/SMSgt 	Cadet Chief Master Sergeant C/CMSgt 

UNIFORM OPTION A & B – CADET MALE BLUE SHIRT

The only difference between Option A and B is the wear of the necktie.

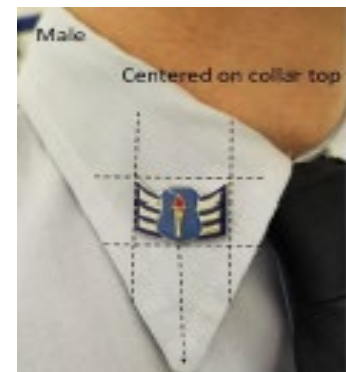
NAME TAG:	Mandatory—Grounded and centered over wearer's right pocket.
RIBBONS:	Optional—Grounded and centered over wearer's left pocket. Wear all, some or no ribbons earned.
RANK (Enlisted):	Worn on both left/right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
RANK (Officer):	Worn on both epaulets. Place as close as possible to the shoulder seam.
BADGES (Right):	Awareness Presentation Team (APT) Badge – centered top to bottom and side to side on right pocket; In order (top to bottom), Distinguished Cadet Badge, Aerospace Education Foundation (AEF) Badge, Kitty Hawk Badge—first badge placed ½ inch above name tag and centered horizontally; additional badges placed ½ inch above previous badge.
BADGES (Left):	Model Rocketry Badge – centered top to bottom and side to side on left pocket; Ground School Badge, Flight Solo or Flight Certificate Badge – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ inch above previous badge. No more than one flight badge is authorized.
SHOULDER TAB:	Centered between unit patch and shoulder seam.
SHOULDER CORD:	Grounded to the seam of the left shoulder under the epaulet.
TIE:	Tied in an appropriate knot and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
BELT:	The belt is worn through all belt loops with belt tip pointing to wearer's left. Tip of belt must cover the back of buckle edge with no blue showing between buckle and tab.
SHIRT:	Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (except for the top button in Option A).
PANTS:	Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten left back pocket button.
SHOES:	Issued black oxford shoes, shined to a high gloss.
SOCKS:	Plain, black, above the calf.
T-SHIRT:	Plain, white, V-neck or tank style.



Option A (Male)



Option B (Male)



Enlisted Rank Placement

UNIFORM OPTION A & B – CADET FEMALE BLUE SHIRT

The only difference between Option A and B is the wear of the neck tab

NAME TAG:	Mandatory—Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.
RIBBONS:	Optional—Centered on the left side, aligned with/parallel to the bottom of the name tag. Wear all, some or no ribbons earned.
RANK (Enlisted):	Worn on both left and right collar, centered from side to side and top to bottom. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
RANK (Officer):	Worn on both epaulets. Place as close as possible to the shoulder seam.
BADGES (Right):	In order (top to bottom), Distinguished Cadet Badge, Aerospace Education Foundation (AEF) Badge, Kitty Hawk Badge, Awareness Presentation Team (APT) Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ inch above previous badge.
BADGES (Left):	Model Rocketry Badge, Ground School Badge, Flight Solo or Flight Certificate Badge—first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ inch above previous badge. No more than one flight badge is authorized.
SHOULDER TAB:	Centered between unit patch and shoulder seam.
SHOULDER CORD:	Grounded to the seam of the left shoulder under the epaulet.
NECK TAB:	The neck tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.
BELT:	The belt is worn through all belt loops with tip of belt pointing to wearer’s right. Belt tip must cover the back of buckle edge with no blue showing between buckle and tab.
SHIRT:	Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (except for the top button in Option A).
PANTS:	Clean, pressed, free of lint/dirt and altered to appropriate length.
SHOES:	Issued black oxford shoes, shined to a high gloss.
SOCKS:	Plain, black, above the calf.
T-SHIRT:	If worn, must be plain, white, V-neck or tank style.



Option A (Female)



Option B (Female)



Enlisted Rank Placement

UNIFORM OPTION C – CADET MALE SERVICE DRESS

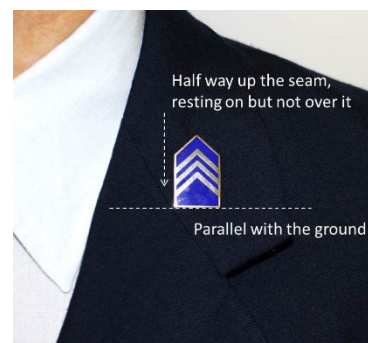
NAME TAG:	Mandatory—Centered on right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
RIBBONS:	Mandatory—Centered on left side on but not over the edge of pocket. Wear all or some ribbons earned.
MEDALS:	Centered and worn ½ inch below the top of the welt pocket. Only authorized on special occasions and cannot be worn with ribbons.
RANK:	Mandatory—Worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
BADGES (Right):	Awareness Presentation Team (APT) Badge—Centered 3 inches below the bottom of the silver name tag. In order (top to bottom), Distinguished Cadet Badge, Aerospace Education Foundation (AEF) Badge, Kitty Hawk Badge – first badge placed ½ inch above name tag and centered horizontally. Additional badges placed ½ inch above previous badge
BADGES (Left):	Model Rocketry Badge—Worn 2 inches below the pocket, Ground School Badge, Flight Solo or Flight Certificate Badge – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ inch above previous badge. No more than one flight badge is authorized.
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length.
SHOULDER TAB:	Centered between unit patch and shoulder seam.
SHOULDER CORD:	Grounded to the seam of the left shoulder.
TIE:	Same as Option B.
BELT:	Same as Option A and B.
SHIRT:	Same as Option B.
PANTS:	Same as Option A and B.
SHOES:	Same as Option A and B.
SOCKS:	Same as Option A and B.
T-SHIRT:	Same as Option A and B.



Option C (Male)



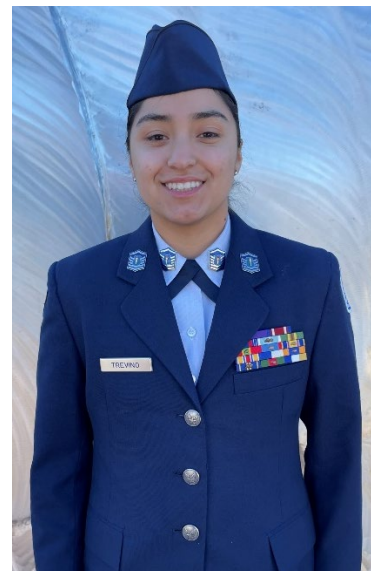
Enlisted Rank Placement



Officer Rank Placement

UNIFORM OPTION C – CADET FEMALE SERVICE DRESS

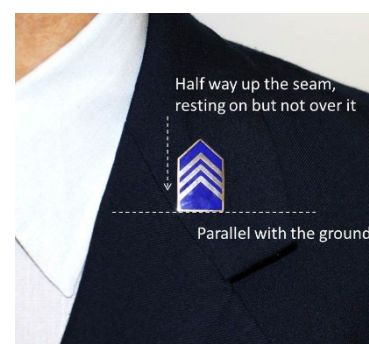
NAME TAG:	Mandatory—Centered on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Mandatory—Centered on left side on but not over the edge of the pocket.
MEDALS:	Centered and worn ½ inch below the top of the welt pocket. Only authorized on special occasions and cannot be worn with ribbons.
RANK:	Mandatory—Worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
BADGES (Right):	In order (top to bottom), Distinguished Cadet Badge, Aerospace Education Foundation (AEF) Badge, Kitty Hawk Badge, Awareness Presentation Team (APT) Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ inch above previous badge.
BADGES (Left):	Model Rocketry Badge, Ground School Badge, Flight Solo or Flight Certificate Badge—first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ inch above previous badge. No more than one flight badge is authorized.
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length.
SHOULDER TAB:	Centered between unit patch and shoulder seam.
SHOULDER CORD:	Grounded to the seam of the left shoulder.
NECK TAB:	Same as Option B.
BELT:	Same as Option A and B.
SHIRT:	Same as Option B.
PANTS:	Same as Option A and B.
SHOES:	Same as Option A and B.
SOCKS:	Same as Option A and B.
T-SHIRT:	Same as Option A and B.



Option C (Female)

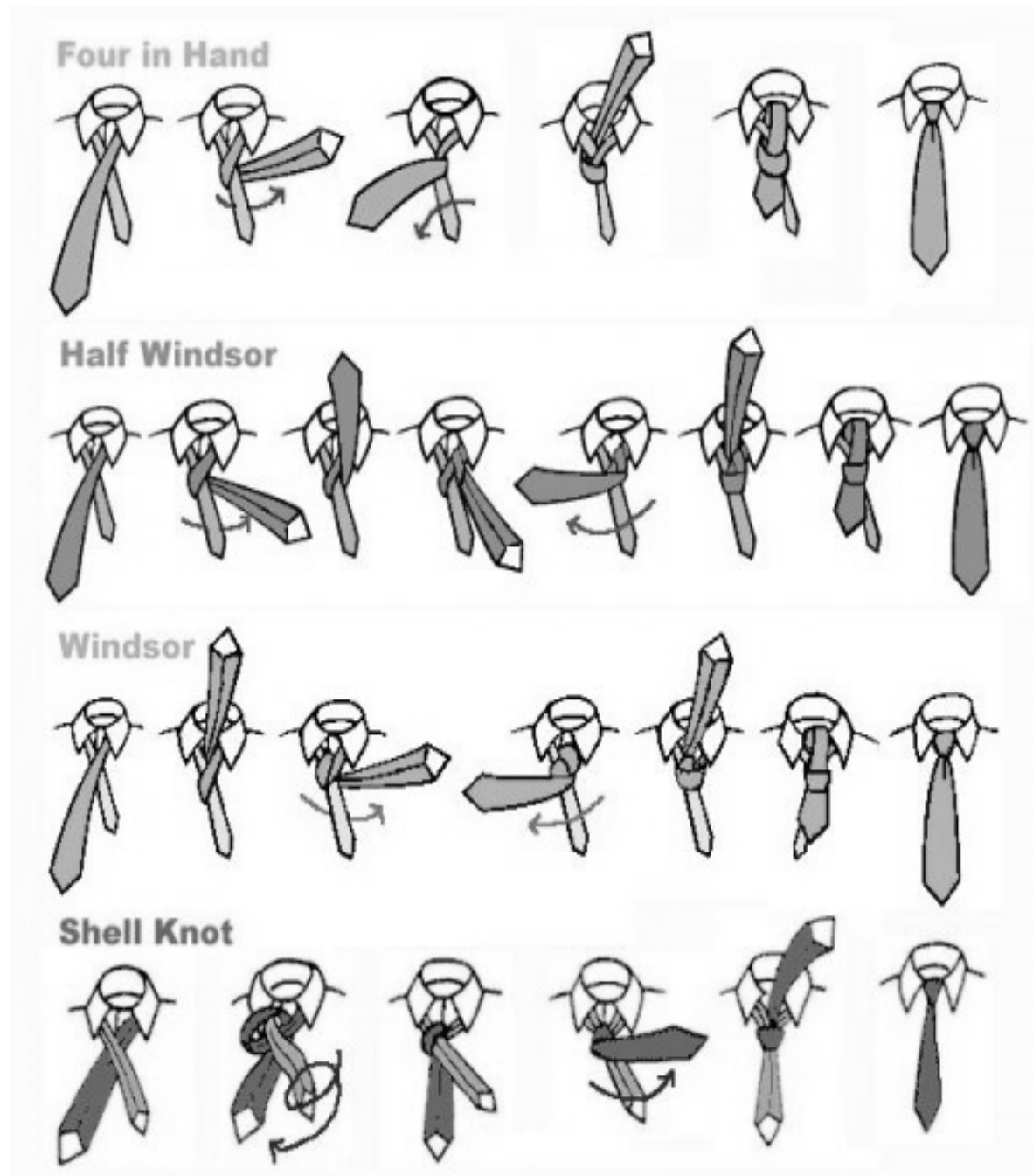


Enlisted Rank Placement



Officer Rank Placement

HOW TO TIE A TIE

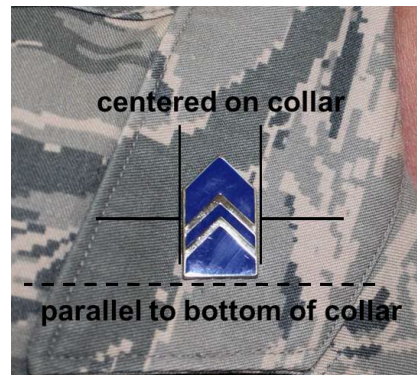


UNIFORM OPTION D – CADET AIRMAN BATTLE UNIFORM (ABU)

- NAME TAPE:** Mandatory—Worn centered and grounded over the right pocket.
- AFJROTC TAPE:** Mandatory—Worn centered and grounded over the left pocket.
- AFJROTC PATCH:** Mandatory—Worn centered on the left pocket.
- UNIT PATCH:** Worn centered on the right pocket.
- RANK:** Mandatory—Worn on both the left and right collars, centered on the collar and parallel with bottom of collar.
- SLEEVES:** May be worn properly rolled up or fully extended.
- T-SHIRT:** Tan/sand color.
- BELT:** Issued ABU belt.
- SOCKS:** Sage green or coyote brown socks.
- BOOTS:** AF Issue green or coyote brown boots.
- HAT:** AF Issue ABU hat.



Option D



Rank Placement



Proper Sleeve Roll

UNIFORM OPTION E – CADET UNIT SHIRT

The Cadet Unit Shirt will be worn for community service events and other occasions where wear of the Blue Air Force Uniform is inappropriate. When Option E is worn, the shirt will be tucked in. The cadet must wear nice pants (jean or cargo style; no holes) and a belt. In cases where the cadets will be outside in warm weather, nice shorts (jean or cargo style) may be authorized by the instructors (no “cut off” or athletic style shorts). Option E may also be used as a weekly uniform wear on a limited basis at the instructor’s discretion. If a cadet cannot wear their issued blue AFJROTC uniform on the appropriate day **due to alterations**, they are required to wear Option E to receive credit.

ALL applicable Grooming Standards Apply while in Option E. Haircuts and shave for boys, hair and makeup rules for girls, and jewelry rules for both genders are in effect.

NOTE: If cadets choose to wear their Unit Shirt on a non-uniform day, there is no requirement to be within uniform grooming standards as long as school dress code standards are met.



Option E

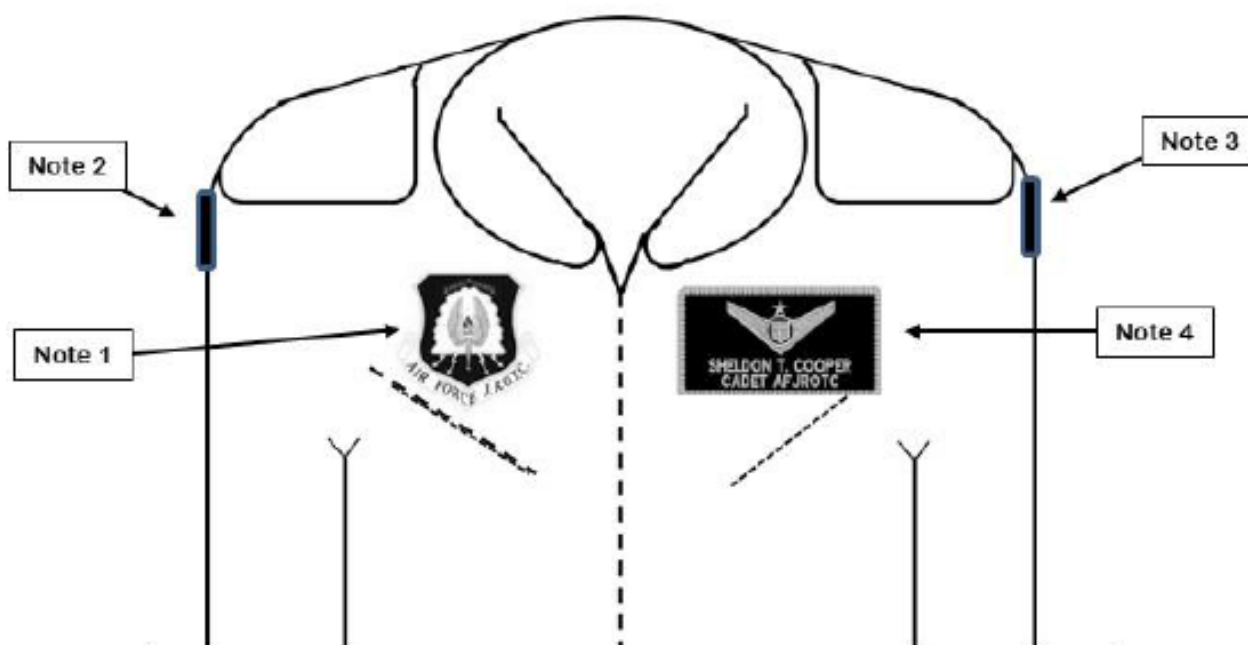
UNIFORM OPTION F – CADET PT GEAR

Cadets will wear the PT Gear on designated PT days (normally Friday). The PT Gear will consist of the Air Force PT Shirt, Air Force PT Shorts, socks (white or black) and **appropriate athletic style shoes**. In the event of inclement (cold) weather, cadets may wear school appropriate athletic gear over their Physical Training Gear (PTG). Inclement weather is defined as 45 degrees and below, including the wind chill. The issued PT Gear will be well fitting enough to allow the cadet freedom of movement. The short-sleeve shirt can be tucked or untucked into the shorts. Appropriate athletic shoes are required with the PT Gear (no flip flops, sandals, or open toed shoes). Cadets are given 5 minutes at the beginning of class and end of class to change into/out of the PT uniform.



Option F

UNIFORM OPTION G – FLIGHT DUTY UNIFORM (FDU)



1. AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge.

2. The unit patch will be worn on the right sleeve (shoulder) of the FDU; if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC will be worn. **Patches will not be sewn directly onto the FDU; all patches must be attached using Velcro.**

3. American Flag Patch (mandatory) on left shoulder. **Patches will not be sewn directly onto the FDU; all patches must be attached using Velcro.**

4. Cadet Name Patch (mandatory), Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge-Top line will be Cadet Name and second line will be "CADET AFJROTC." **Patches will not be sewn directly onto the flight suit; all patches must be attached using Velcro.**

- Flight patches and Velcro may be purchased from a vendor using MilPer funds
- FDUs may be purchased through WINGS/FEDMALL (contact HQ logistics for assistance)
- FDUs are accountable uniform items and must be issued/returned via WINGS

CADET LIGHTWEIGHT BLUE JACKET

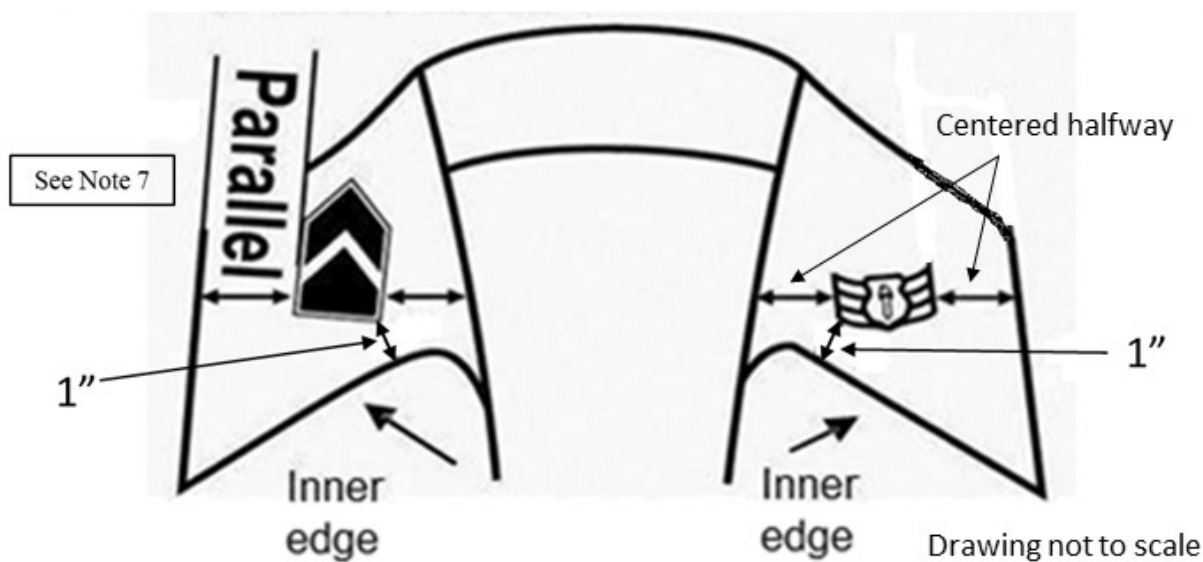
The lightweight blue jacket may be worn with uniform Option A or Option B. The lightweight jacket is considered an outer garment and therefore will be taken off while indoors. However, due to the varying temperatures in school, lightweight jackets may be worn inside at Abilene High School; however, they will be removed for uniform inspections.

While worn, the lightweight jacket must be zipped at least $\frac{1}{2}$ way up. It can be zipped up further and even to the top, but must be at least $\frac{1}{2}$ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm they should take the jacket off.

RANK: Mandatory—worn on both the right and left collar, centered from left to right, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar. Rank must also be worn on the blue shirt.



Lightweight Blue Jacket



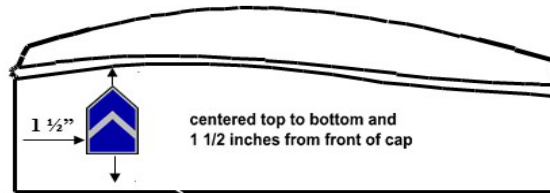
Rank Placement on Lightweight Jacket (officer and enlisted)

CADET HEADGEAR



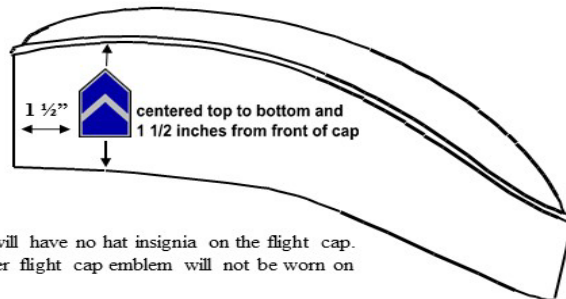
Cadet officers and enlisted will wear the large Hap Arnold Wings Insignia

FLIGHT CAP*



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

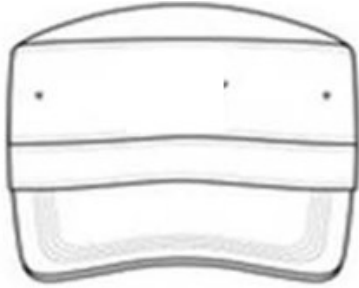
FLIGHT CAP*



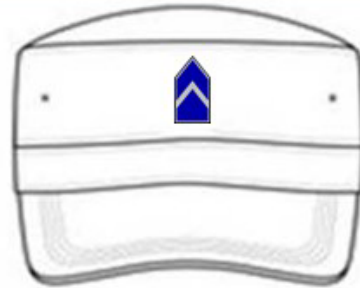
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

NOTE: Solid dark Air Force blue only is the only service cap authorized. Service cap may be worn by authorized cadets on uniform wear days in Option A, B or C.

ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

BERETS



Solid black with AFJROTC officer rank insignia.

Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the insignia aligned above the left eye. Adjust ribbon for comfort, tie in a knot and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel the headband.

Enlisted cadets will not wear rank on the beret.

Berets will not be worn with ABUs.

Berets may be worn on regular uniform days (Option A, B, C only).

CHAPTER 8 – CADET AWARDS, REWARDS AND DECORATIONS

1. **Overview**—The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of cadets. The awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. A brief description for each ribbon is listed below; detailed guidelines can be found in Chapter 7 of the Operations Supplement.
2. **Categories**—There are two categories of awards, some have accompanying medals and certificates:
 - a. **National Awards**—Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC. Medals will not be worn on regular uniform days.
 - b. **AFJROTC Local Awards**—authorized by AFJROTC Operational Supplement and presented to cadets who meet criteria and are selected by the SASI/ASI.
3. **Proper Wear**—Ribbons are worn in the proper order of precedence with the highest earned ribbon placed on the top row nearest the heart. Ribbons are listed on the ribbon chart below in the order of precedence. Ribbons **WILL NOT** be worn with medals.
4. **Large medals**—only worn on the Service Dress Uniform (Option C). Medals are authorized to be worn at the following TX-081 events: Promotion Ceremonies, Parades, Veterans Ceremonies, Military Ball, Awards Banquet, and any other event designated by the SASI.
5. **Senior Graduation Rope Requirements**—Seniors can earn a blue cord to wear with their graduation cap and gown. Cadets can purchase the cord from the instructors. The following criteria applies:
 - a. A current senior enrolled for a minimum of one full year.
 - b. Earned the following ribbons: Dress and Appearance, Good Conduct, Attendance.
 - c. Maintained a cumulative JROTC average of 85 or above.
 - d. Accrued a minimum of 50 community service hours.
6. **Letter Jackets**—awarded to select cadets each year; the top freshman cadet(s) will also be *considered* for a letter jacket. Depending on available funding, cadets who earn their letter jacket may incur a portion of the cost. The Letter Jackets will be awarded to the most deserving individuals who:
 - a. Must have a cumulative 90 or above in AFJROTC.
 - b. Must have accumulated at least 25 awards and 75 community service hours.
 - c. Must have earned at least one Dress and Appearance ribbon and Attendance Ribbon.
 - d. The SASI/ASI reserve the right to disqualify any cadet from eligibility.
 - e. The SASI/ASI can waive any of the above criteria for special circumstances.
 - f. At NO time will a letter jacket be worn with any AFJROTC uniform!





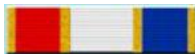


Air Force and Space Force JROTC Ribbon Chart






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











Version: 1 Sep 2023






HUMANITARIAN AWARDS

AWARD (Eligibility)	CADET REQUIREMENT	RIBBON
1. Air Force JROTC Gold Valor (All Cadets)	Voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.	
2. Air Force JROTC Silver Valor Award (All Cadets)	Voluntary act of heroism which does not meet the risk-of-life requirements	
3. Cadet Humanitarian Award (All Cadets)	Response to a singular extraordinary event such as a natural disaster or other catastrophe. Not to be used to recognize community service.	
4. Silver Star Community Service with Excellence Award (All Cadets)	Award emphasizes the value of community service. Awarded to the Top 5% of units who have the highest "per cadet average" of community service hours.	
5. Community Service with Excellence Award (All Cadets)	Intended to recognize those individual cadets who provide significant leadership of a major unit community service project that greatly benefit the local community.	


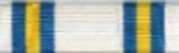




NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT	RIBBON
6. Air Force Association Award (AS-III)	Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism. Positive attitude (toward AFJROTC and school). Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).	
7. Daedalian Award (AS-III)	Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Indicate the potential and desire to pursue a military career. Rank in the top 10% of their AFJROTC class. Rank in the top 20% of their school class.	
8. Daughters of the American Revolution Award (AS-IV)	Be in the top 25% AFJROTC and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC training.	
9. American Legion Scholastic Award (AS-III or IV)	Rank in the top 10% of the high school class. Rank in the top 25% of their AFJROTC class. Demonstrate leadership qualities. Actively participate in student activities.	
10. American Legion General Military Excellence Award (AS-III or IV)	Rank in the top 25% of their AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.	

11. Reserve Officers Association Award (AS-IV)	Be in the top 10% in the AFJROTC program. Be in the top 25% in academic grades. Be recognized for having contributed the most to advancing the objectives of the AFJROTC program.	
12. Military Officers Association Award (AS-III)	Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.	
13. Veterans of Foreign Wars Award (AS-III or IV)	Show positive attitude towards AFJROTC. Have a "B" in AFJROTC and a "C" in all other classes. Be active in a least one student extracurricular activity. Not previously received.	
14. National Society U.S. Daughters of 1812 Award (All cadets)	Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits	
15. National Sojourners Award (AS-II or III)	Be in upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously.	
16. Scottish Rite, Southern Jurisdiction Award (AS-III)	Demonstrate dependability, good character, self-discipline, good citizenship and patriotism. Top 25% of high school class. Not previously received.	
17. Military Order of the Purple Heart Award (AS-1, AS-II or AS-III)	Show positive attitude towards country and AFJROTC. Hold a corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects. Not previously received.	
18. Sons of the American Revolution Award (AS-III)	Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of AS-III. Top 25% of high school class. Not previously received.	
19. Military Order of World Wars Award (All)	Presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.	
20. American Veterans Award (AS I, I, II, or IV)	Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.	

21. Air Force Sergeants Association Award (AS-III or IV)	Be in Top 10% of AFJROTC class. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.	
22. Tuskegee Airmen Inc. AFJROTC Award (AS-I, AS-II or AS-III)	Presented annually to two cadets. Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service projects.	
23. Retired Enlisted Association Award (AS-I, II, III or IV)	For exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.	
24. Celebrate Freedom Foundation Award (All cadets)	Cadet must have a positive attitude, outstanding personal appearance, initiative, judgment, and self-confidence, courteous demeanor, growth potential and highest personal and ethical standards.	
25. Air Commando Association (ACA) Medal (All cadets)	Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.	

LOCAL AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT	RIBBON
26. Distinguished Unit Award with Merit (All Cadets)	Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year.	
27. Distinguished Unit Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.	
28. Outstanding Organization Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. AFJROTC Operations Support will post criteria for this award annually.	
94. Outstanding Flight Ribbon (All Cadets)	Selected by the SASI and ASI based on uniform wear, performance, academic average, PT participation and effort, and overall attitude. Awarded each semester.	
30. Top Performer Award (2% of Cadets)	The Regional Director may select (SASIs may nominate) a maximum of 2% of a units cadets based on a cadet's leadership and job performance in primary duty and specifically in preparation for the unit's assessment.	
31. Outstanding Cadet Ribbon (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.	

32. Leadership Ribbon (All cadets)	Awarded for outstanding performance in a position of leadership who have consistently displayed outstanding leadership ability above and beyond expected performance. Awarded once per school year.	
33. Superior Performance Ribbon (10% of Cadets)	Awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service for a single or sustained performance of a superior nature. Awarded once per school year.	
34. Achievement Ribbon (All cadets)	Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.). Awarded once per school year.	
35. Academic Ribbon (All Cadets)	Achieve overall "80" grade point average with no failing grades and a "90" in AFJROTC for the semester enrolled.	
36. Cadet Leadership Course (All Cadets)	Awarded for completion of an approved leadership school program of at least 5 days in duration.	
37. Special Teams Placement Ribbon (All Cadets)	Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.	
38. All Services National Competition Award (All Cadets)	Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.	
39. Air Force Nationals Competition Award (All Cadets)	Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.	
40. Orienteering Ribbon (All Cadets)	Awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum.	
41. Leadership Development Ribbon (All Cadets)	Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).	
42. Drill Team Ribbon (All Cadets)	Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Must be recommended by the drill team commander.	
43. Color Guard Ribbon (All Cadets)	Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Must be recommended by the color guard commander.	
44. Saber Team Ribbon (All Cadets)	Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). Must be recommended by the saber team commander.	

45. Marksmanship Ribbon (All Cadets)	Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). (NOTE: The TX-081 does not currently have a marksmanship program)	
46. Joint Leadership Academic Bowl (JLAB) Ribbon (All Cadets)	Cadets must be a competing member of the JLAB team.	
47. Cyber Patriot Ribbon (All Cadets)	Cadets must be a competing member of the Cyber Patriot team.	
48. StellarXplorers Ribbon (All Cadets)	Cadets must be a competing member of the StellarXplorers team.	
49. Raiders Team Ribbon (All Cadets)	Cadets must be a member of the Raiders Team.	
50. Military Model Building Team Ribbon (All Cadets)	Cadets must be a member of the Military Model Building Team.	
51. Unmanned Aircraft Systems (UAS) Ribbon (All Cadets)	Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles.	
52. Robotics Ribbon (All Cadets)	Cadets must be a member of the Robotics club/team.	
53. Good Conduct Ribbon (All Cadets)	No adverse discipline reports or suspensions. Awarded once per school year.	
54. Service Ribbon (All Cadets)	Performance in a minimum of 10 hours of school, community, or AFJROTC service projects. Cluster awarded for each additional 20 hours.	
55. Health and Wellness Ribbon (All Cadets)	Awarded annually for participating in the unit health and wellness physical fitness program. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device.	
56. Recruiting Ribbon (All Cadets)	Enroll at least two cadets or serve as member of a Cadet Recruiting team at middle school, high school, or other forum.	
57. Activities Ribbon (All Cadets)	Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry, sports teams, etc.	
58. Attendance Ribbon (All Cadets)	No more than three absences or three total tardies in a semester while actively enrolled in AFJROTC.	

59. Dress and Appearance Ribbon (All Cadets)

Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.



60. Longevity Ribbon (All Cadets)

Successfully complete AFJROTC annual course requirements.



61. Bataan Death March Memorial Hike Ribbon (All Cadets)

Successfully complete the 14-mile hike.



62. Patriotic Flag Ribbon (All Cadets)

May be awarded for participation in *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Cadets must have participated in a minimum of 5 flag events.








63. Resiliency Ribbon (All Cadets)

Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded

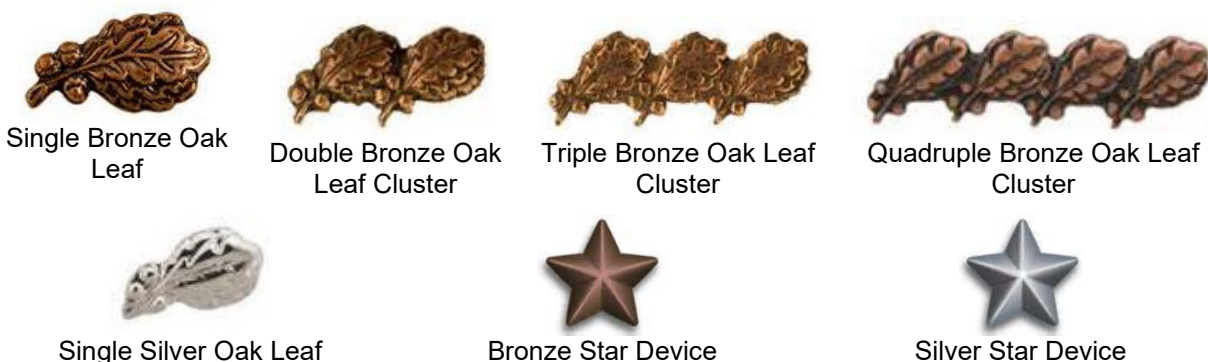


CIVIL AIR PATROL (CAP) AWARDS

CAP ribbons may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. CAP Medals will not be worn on regular uniform days.

AWARD	CADET REQUIREMENT	RIBBON
64. General Carl Spatz Award	May be awarded to cadets who "successfully complete all phases of the CAP cadet program and the General Carl A. Spatz Award examination"	
65. General Ira C. Eaker Award	Denotes successful completion of all sixteen achievements and four phases of the Civil Air Patrol Cadet Program. CAP's newest award recognizes cadet completion of the academic, leadership, moral leadership and physical fitness curriculum in existence since 1964.	
66. Amelia Earhart Award	Earned after completing the first eleven achievements of the cadet program and receipt of the General Billy Mitchell Award. In addition, the cadet must pass an arduous 100 question examination testing aerospace topics, leadership theory and staff topics.	
67. General Billy Mitchell Award	Cadets must pass a series of leadership, aerospace and physical fitness tests and attend moral leadership training for each achievement from Cadet Airman Basic through Cadet Chief Master Sergeant. In addition, cadets must attend a military-style encampment before this award is made. 15% of Civil Air Patrol cadets achieve the Mitchell Award.	
68. General J. F. Furry Achievement Award	Successful completion of Achievement 1 of CAP cadet program.	

7. **Ribbon Devices**—Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaves come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the previous ribbon descriptions. All oak leaf devices on ribbons must be displayed at the same angle. Devices are easily lost from ribbons, especially by taking off/putting on backpacks. If you lose a ribbon device, see your flight logistics specialist or an instructor for replacement.



8. Badges:

Flight Solo Badge—Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.



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



Awareness Presentation Team Badge—Awarded for participation on an Awareness Presentation Team (APT).



Model Rocketry Badge—Awarded to cadets who complete the program requirements of building a rocket and successfully launching and recovering it twice.



Aerospace Education Foundation (AEF) Academic Cadet Badge—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 a 2.0 on their transcript. The individuals must be recommended by the SASI.



Distinguished AFJROTC Cadet Badge. The award recognizes one outstanding AS-III selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. See Ops Sup, Chapter 7 for additional guidance.



CHAPTER 9 - CADET PROMOTION SYSTEM

1. Eligibility:

- a. Cadets who have demonstrated a ***potential for increased responsibility*** may be selected periodically for promotion.
- b. Promotion eligibility is based on academic grades, attitude, uniform wear, community service, extra-curricular activities, and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
 - (1) To be eligible for promotion to officer rank, a cadet must meet all promotion eligibility requirements.
 - (2) Promotions to the grades of cadet SMSgt and cadet CMSgt depend on position and grade vacancies and the performance of the cadets filling the various positions.
- c. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be the NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified upper classmen are not available to fill the higher positions in the cadet corps.

2. Frequency of Promotions:

- a. There will be two promotion cycles each school year, one during each semester.
- b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the group commander and approval of the SASI/ASI.

3. Promotion Criteria:

- a. For the first promotion cycle each year (Fall Semester), the following criteria apply for promotion to Cadet Airman:
 - (1) JROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets are not promoted if they are on the UIL Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization and reciting of the Cadet Creed
 - (5) No active administrative disciplinary actions
 - (6) Demonstrated positive attitude and full effort towards the AFJROTC Program
- b. The following criteria also applies for all other cadet promotions:
 - (1) Memorization of Phonetic Alphabet (written test)
 - (2) Knowledge of basic cadet information (written test)
 - (3) Knowledge of advanced cadet information (written test—***officers only***)

- c. For the second promotion cycle each year (Spring Semester), criteria from the first promotion cycle will apply in addition to the following:
 - (2) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
 - (3) Memorization of 30-count Drill Sequence (written test)
 - (4) Participation in at least 1 corps-wide community service project
4. **Reduction in Cadet Rank**—Students who behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. The severity of rank reduction will depend on the circumstances in each case as determined by the SASI/ASI.
5. **Demotion of cadet officers and NCOs**—Cadet officers and NCOs may be reduced in rank for the following:
 - a. Failure to maintain a passing JROTC grade.
 - b. Failure to satisfactorily perform job descriptions.
 - c. Unauthorized absence from cadet meetings.
 - d. Unsatisfactory conduct in other classes.
 - e. Conduct unbecoming a cadet as defined by the Cadet Code of Conduct.
 - f. Three or more uniform misses.
6. Cadet grades/ranks are not to be confused with or used interchangeably with USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Lieutenant Colonels or Chief Master Sergeants in the cadet corps - only a cadet Colonel and a cadet Chief Master Sergeant, etc.
7. **Cadet Rank**—Cadets will start each semester with the rank specified in the below promotion guide. Additional (increased) rank will be assigned IAW the Unit Manpower Document.

PROMOTION GUIDE**This is just a *guide* and the ranks are not given, they must be EARNED.**

<u>CLASS</u>	<u>RANK</u>	<u>COMMENTS</u>
Freshman (First-year cadet)	C/Airman Basic	Start school year
	C/Airman	After six weeks
	C/A1C	Start of second semester
	C/SrA	By exception
Sophomore (Second-year cadet)	C/SrA	Start school year
	C/SSgt	Leadership school graduate
	C/SSgt	Beginning of Second Semester
	C/TSgt	By exception
Junior (Third-year cadet)	C/TSgt	Start school year
	C/MSgt	Leadership school graduate
	C/MSgt	Beginning of Second Semester
	C/CMSgt/SMSgt	Key staff position
	C/1Lt/2Lt	By exception ¹
Senior (Fourth-year cadet)	C/SMSgt	Start school year
	C/2Lt	Start school year ¹
	C/1Lt	Leadership school graduate
	C/Lt Col/Maj	Key senior staff position
	C/Col	Group Commander

NOTE: All promotions must meet the promotion criteria as outlined in Chapter 9, paragraph 3a, b, c.**NOTE 1:** Must also pass officer test

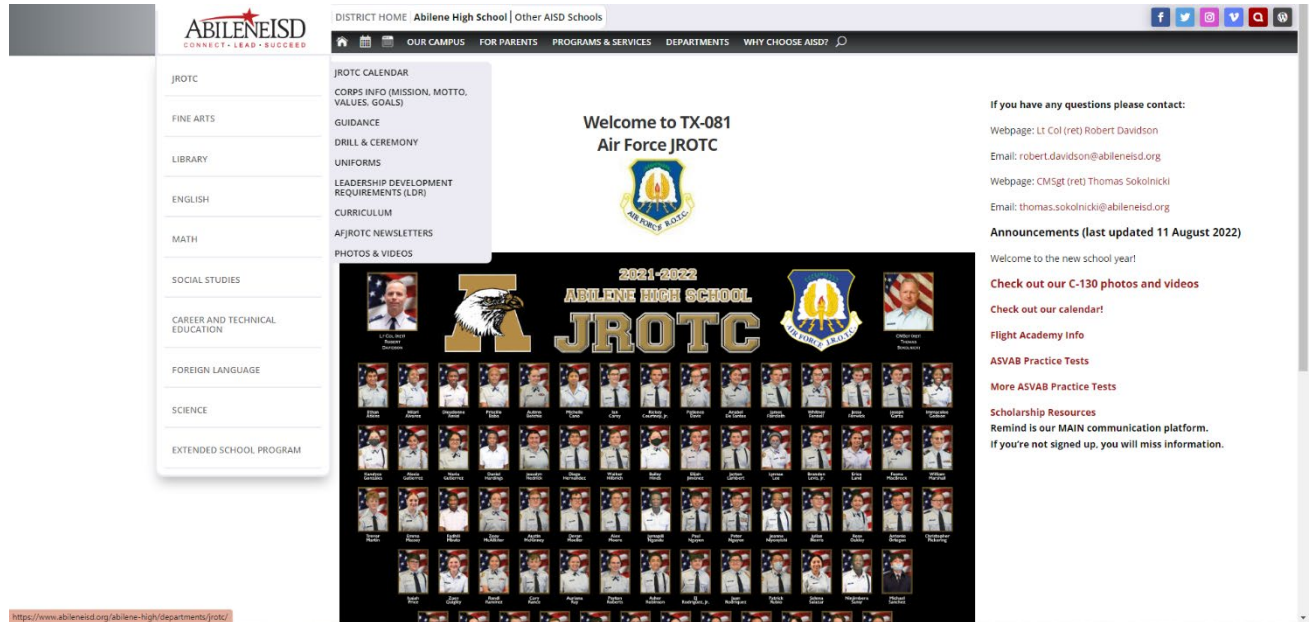
CHAPTER 10 - CORPS COMMUNICATIONS

1. **Bulletin Boards**—The cadet bulletin boards will be used for posting official notices, e.g. policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. ***It is the responsibility of each cadet to read the bulletin boards daily.*** The bulletin boards will be kept current at all times and is the responsibility of the Personnel Officer. All notices placed on the board **MUST** be typed.

PASS ON 2.0	UNIFORM	GOALS
<input type="checkbox"/> Remind 101 ; Text @twobirds to 81010		1 Community: 20% avg per cadet 2 Academic: 70% pass rate all classes 3 PT: 215 pts Avg
	EVENTS	CO-CURRICULAR
		M T COLOR GUARD W PUSH-UP CREW/AMA LOGISTICS T SABERS, RIFLES F ROCKET (6' LUNCH)

2. **Pass On 2.0** (pictured)—The Pass On 2.0 has the same rules the Bulletin Boards with the exception that items must be neatly written versus typed.
3. **Sign-up Lists**—all sign-up lists must be typed and include the following minimum information: date(s), start and end time(s), location, uniform required, project officer name, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. Cadets should not sign up for events unless they are certain they can participate. If a cadet signs-up, but later learns that they will not be able to attend the event, they are to immediately notify the SASI/ASI who will line through their name on the list.
4. **Distribution Boxes**—Due to the difficulty of assembling large groups of cadets at any time, the **distribution boxes will be the primary method of sharing information within the cadet staff.** Each cadet staff member is responsible for checking their box **EVERY** day and more often if possible.
5. **Classroom Announcements**—it is the responsibility of each flight commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the flight commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.
6. **Remind**—our primary means of communicating with students outside of the classroom is through the Remind application. It is highly recommended cadets sign up to receive timely information from instructors. Instructions and applicable groups will be given in class.

- AHS AFJROTC Website**—located at <https://www.abileneisd.org/abilene-high/departments/jrotc/> has a wealth of information about the Corps. Cadets can find almost anything they need at this site to include uniform wear information, master schedule and upcoming events, PT activities, the cadet handbook, course syllabus, etc. Cadets are encouraged to check the web site regularly to stay abreast of the most current information.



CHAPTER 11 - COMMUNITY SERVICE

1. **Community Service Hours**—

AFJROTC Community Service activities are unpaid AFJROTC-sponsored and school-approved events which are planned, organized, and executed by the cadet corps to help or benefit the school or community. It includes all hours that the cadet performs in service to the community and school as a member of AFJROTC. Some examples are Veterans of Foreign Wars (VFW), veterans and servicemen letters, food drives, community parades, color guard details for the community, etc.



- a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in...these ideas should be routed through the flight commanders, up the chain of command.
- b. **Remind**—this is the primary method the SASI/ASI use when communicating with cadets outside of the classroom. When signing up for a community service event, cadets are required to use the Remind application or provide an alternative means of communication. Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign-up list so that volunteers may communicate with them or ask any questions. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
- c. **Eligibility**—all cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list and are UIL academically eligible.
- d. **Failure to Show**—Cadets must understand the personal responsibility that goes along with volunteering for community service projects. Do not sign up for a project unless you are certain you can attend. Cadets can copy down project details or take pictures with their phones, so they can verify their availability before signing up. If a cadet fails to show up for a community service event, they may be subject to disciplinary action within the unit discipline management plan and may suffer consequences such as demotion and/or not being allowed to participate in future events.
- e. **Credit for Community Service Time**—In the case of events with a large amount of cadet participation, the project officer is responsible for recording attendance, time served, and updating the event in WINGS.



CHAPTER 12 - AFJROTC LEADERSHIP DEVELOPMENT REQUIREMENTS AND CURRICULUM IN ACTION TRIPS

1. The Abilene High School AFJROTC cadets may participate in a variety of Leadership Development Requirement (LDR) activities designed to help cadets gain a better understanding of certain aspects of AFJROTC and the Air Force. Parades, drill meets, the annual Military Ball and awards ceremony are just some of the yearly activities. Activities may include, but are not limited to:

- a. Color Guard—a special marching unit which performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions.
- b. Saber Team—a special marching unit which performs regulation and exhibition drill using military sabers. The Saber Team also performs at the homecoming game, military ball, recognition banquet, and other special functions.
- c. Physical Training (PT) Team—a physically fit group of cadets who train and compete in PT at drill meets.



- d. Push-up Crew—the crew may attend all pep rallies and football games. They perform at football games by running the flags after each score and are required to do one push-up for every point the team scores.
 - a. Requirements: Must pass the tryout held by SASI/ASI consisting of running the flags for 100 yards and completion of seven push-ups and completing 4-5 cycles of this adding seven push-ups each cycle. A rest period will be observed between each cycle.
 - b. Members of the push-up crew are required to also be part of the PT team and work out with them on a regular basis. (Exceptions may be made for those participating in UIL sports programs).
 - c. Members must be academically eligible in all classes.
 - d. Behavior at all times must comply with School and AFJROTC standards. Cadets will also sign a contract outlining other details.
- e. Bleacher Security Detail—group of volunteer cadets who provide safekeeping for the school spirit groups during home football games.
- f. Awareness Presentation Team (APT)—a hand-selected group of cadets who visit local middle and elementary schools. Members of this team may be part of a recruiting team, a team to discuss social issues such as drug education and staying in school or other relevant topics approved by the SASI/ASI.
- g. Model Rocketry Club—cadets build and launch rockets. Participation can lead to the award and wearing of the Rocket Badge.

2. **Field Trips (Curriculum-in-Action (CIA) Trips)**—we will plan at least one CIA trip per year. These trips will enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. Below is a list of some of the most common field trips. Each cadet **must** have a parental permission form on file prior to departure on any CIA or other sponsored trip.

- Dyess Air Force Base Tours, Aviation Museums
- Teambuilding/Obstacle Course Outings, Drill Competitions
- C-130 Orientation Flights

CHAPTER 13 - CADET WELLNESS PROGRAM

1. **The Cadet Health and Wellness Program (CHWP)**—a key component of the total cadet experience. Through this program, cadets will learn proper fitness techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. Cadets are graded for their participation in the wellness program based on “dressing out,” participation, and effort. This program is also used to build teamwork and esprit de corps within the unit.
2. The CHWP at Abilene High School will consist of three main areas of study/practice:
 - a. Classroom Instruction—this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
 - b. Team Sports—will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie. At the instructor’s discretion, team sports may be played depending on the corps uniform wear percentage.
 - c. Fitness Assessment and Workouts—this process will include an initial assessment (Fall) to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessment (Spring) to determine progress. Fitness assessments and workouts will take place on Fridays opposite team sports.
3. Fitness Assessment Exercises:

- a. **1-mile run**—the 1-mile run will take place on the school track. Cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the cadets are encouraged to cover the distance in as short a time as possible. Runners will not switch lanes until the 200-meter mark. Runners will stretch well and hydrate before the run. For recording purposes, cadets will hold up the number of fingers and verbally state the number of laps just completed each time they pass the start line. Cadets are to try and improve their result each time.



- b. **Push-ups**—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° 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° 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." Record only those push-ups done with proper form.
- c. **Sit-ups**—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 the scapulas (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." “Bouncing” off the floor is not permitted. The sit-up should be counted only if performed correctly.

CHAPTER 14 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Pamphlet 34-1203.

- 1. WHY CADETS DRILL.** Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.



2. DRILL HELPS THE INDIVIDUAL.

- You stand taller because of drill.
- You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
- You begin to appreciate attention to detail and see how small things make a big difference.
- You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
- You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
- You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.

3. DRILL BUILDS THE TEAM.

- The group members learn to adapt their movements to match those of the team.
- The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
- The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
- The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.

4. DRILL DEVELOPS LEADERS.

- Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
- Leaders learn the importance of issuing clear instructions to the team.
- Leaders learn that teamwork is possible only if they first motivate the group members to excel.
- Leaders learn to value their place in the chain of command. They see the chain in action at formations.
- Leaders learn about the building blocks of leadership in the Cadet Program.

5. Types of Commands.

- a. Most commands consist of two parts. The **preparatory command** explains what the movement will be. The **command of execution** explains when the movement will be carried out.

PREPARATORY COMMAND	COMMAND OF EXECUTION
Flight,	ATTENTION
Right,	FACE
Parade,	REST
To the Rear,	MARCH
Open Ranks,	MARCH

- b. Combined Commands. In certain commands, the preparatory command and the command of execution are combined, for example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution.
- c. Supplementary commands are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time. Two examples are **CONTINUE THE MARCH** and **STAND FAST**.
- d. Informational commands have no preparatory command or command of execution, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**.

6. **The Command Voice.** The way a command is given affects the way the movement is executed. A correctly delivered command is loud and distinct enough for everyone in the element to hear. It is given in a tone, cadence, and snap that demand a willing, correct, and immediate response. A voice with the right characteristics of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.

- a. **Loudness.** This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.
- b. **Projection.** This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.
- c. **Distinctness.** This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.
- d. **Inflection.** This is the change in pitch of the voice. Pronounce the preparatory command—the command that announces the movement—with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.
- e. **Snap.** This is that extra quality in a command that demands immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, you must have knowledge of commands and the ability to voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

- 7. Counting Cadence.** Counting cadence acquaints students with cadence rhythm. When trainees get out of step, the commander either corrects them by counting cadence or halts the element and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP**. To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.
- 8. Demonstration-Performance Training Method.** When teaching someone how to perform a task (how to drill, how to use a compass, how to preflight an airplane, etc.) the demonstration-performance method can be your best training tool. One of the strengths of this training method is that you and the cadet/student get immediate feedback. You can see if the cadet knows how to perform the task and the cadet builds confidence if you're there to tell them whether they are doing it right or not. Below are the steps to use in the demo-perf method including using the "by-the-numbers" training method.
- a. State the name of the movement and explain its purpose.
 - b. Perfectly demonstrate how the movement is performed at a normal cadence, twice.
 - c. Also break the movement into segments, showing how it's performed, one step at a time. Mention any special rules or standards.
 - d. Have cadets try executing the movement on their own, and then as a group, by the numbers. Allow cadets to ask questions.

EXAMPLE: BY THE NUMBERS, Right, FACE

- On "FACE," cadets execute count one and freeze.
- Flight leaders check cadets and fix any problems.
- On, "Ready, TWO," cadets complete the facing.
- Flight leaders give feedback.
- Closely watch the cadets do the movement as a group without the numbers and at normal cadence. Give each cadet feedback. Once every cadet is ready, move on to the next topic.

NOTE: The by-the-numbers training method can only be used with 2-count commands.

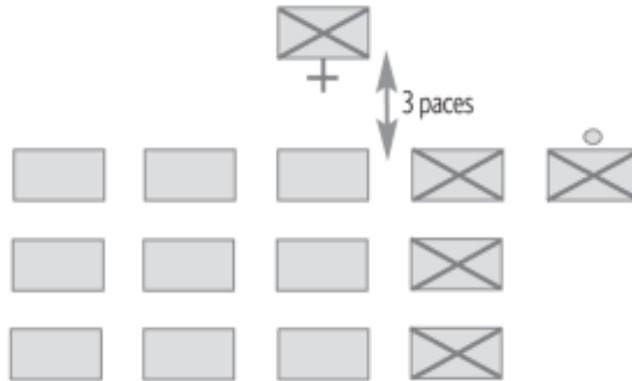
9. Drill Symbols and Flight Formations.

Legend of Drill Symbols

	Cadet		Guidon Bearer		Flight Commander
	Element Leader		Flight Sergeant		Squadron Commander
	Guide		First Sergeant		Squadron Commander

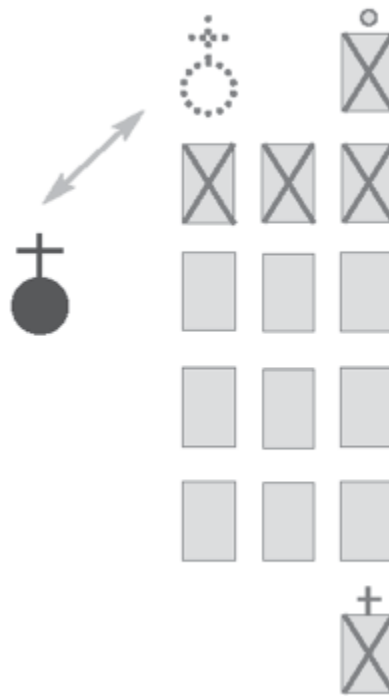
Flight in Line Formation

as it is being formed by the flight commander/sergeant formation in which the flight “falls in”



Flight in Column Formation

formation in which the flight normally marches



If the flight is not part of a larger formation, the flight commander typically marches to the side. If part of a squadron-level formation, the flight commander may be positioned above the first file.

10. Drill Positions and movements.

FALL IN.

- On FALL IN, the guide takes a position facing the flight commander such that the first element will fall in centered on and three paces from him or her. If no guide is used, the first element leader assumes the responsibilities of the guide.
- Once halted at the position of attention, the guide performs an automatic dress right dress and ready front. Once positioned, the guide does not move.
- The first element leader falls in directly to the left of the guide and executes an automatic dress right dress.
- The second, third, and fourth element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
- The remaining cadets fall into any open position and execute an automatic dress right dress. 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 flight will be squared off prior to sizing. The left flank of the formation will be squared off with extra cadets filling in from the fourth to the first element. For example, if there is one extra cadet, he or she will be positioned in the fourth element; if there are two extra cadets, one will be positioned in the third element and one will be positioned in the fourth element; and so forth. The flight sergeant will occupy the last position in the fourth element.
- To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller cadets (except the guide, element leaders, and flight sergeant) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller cadets (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

FALL OUT.

- On the command FALL OUT, individuals may relax in a standing position or break ranks.
- All individuals remain in the immediate area.
- No specific method of dispersal is required.
- Moderate speech is permitted.

DISMISSED.

- On the command, "DISMISSED," cadets break ranks as shown in "FALL OUT."
 - All individuals are expected to leave the immediate area.
- **TEACHING TIPS:** The main distinction between FALL OUT and DISMISSED is what the cadets do after breaking ranks. "FALL OUT" is appropriate if cadets are to return to the classroom, go indoors, etc. "DISMISSED" is used if cadets are to proceed to their next class, return home, enjoy free time, etc. Note that it is not required for cadets to take a step backward and/or perform an about face – simply breaking ranks is appropriate.

(Flight,) ATTENTION.

- Heels together smartly and on line with feet at 45° angle.
- Legs straight, but don't lock knees.
- Body erect: chest lifted, back arched, shoulders square.
- Arms hang straight down and wrists straight with the forearms.
- Thumbs resting along index finger and seam of pants (hands cupped).
- Head and eyes straight front.
- Silent & immobile.

- **TEACHING TIPS:** Use attention judiciously. If cadets are waiting or expected to watch the instructor demonstrate something, put them at ease. When attention truly is warranted, enforce the posture, silence, and immobility rules 100%.



ATTENTION

Parade, REST.

- On "REST," raise left foot slightly from hip and move smartly to the left.
- Heels 12-inches apart and on line.
- Legs straight, but not stiff.
- As left foot moves, bring arms, fully extended, to back of body.
- Extend & join fingers, pointing them to ground with palms facing outward.
- Right hand in palm of left, right thumb over the left, forming an "X".
- Head and eyes straight ahead.
- Silent & immobile.

- **TEACHING TIPS:** Ensure arms are fully extended, not resting above the belt. If cadets are to casually wait around, use at ease instead. When true parade rest is desired, enforce the posture, silence, and immobility rules 100%.



PARADE, REST

AT EASE.

- Relax in standing position.
- Keep right foot in place.
- Remain silent.

REST.

- Same as AT EASE but moderate speech is permitted.
- **TEACHING TIP:** The four positions of rest are parade rest, at ease, rest, and fall out.

Right (Left) FACE (Description below is for Right, FACE.)**- COUNT ONE.**

- On "FACE," raise right toe and left heel slightly.
- Pivot 90° to the right on the right heel and the ball of the left foot.
- Legs straight but not stiff.
- Upper body remains at attention.

- COUNT TWO.

- Bring left foot smartly forward.
- Heels come together and on line.
- Feet at 45°.
- End at attention.

- **TEACHING TIPS:** Watch that cadets do not lean forward during the movement.

**About, FACE.****- COUNT ONE.**

- On "FACE," lift right foot from hip slightly.
- Ball of right foot in "magic spot," half a shoe length behind and slightly left of the left heel.
- Do not bend knee during above movement.
- Weight of body on ball of right foot and heel of left.
- Legs straight but not stiff.
- Upper body remains at attention.

- COUNT TWO.

- Pivot 180° to the right on ball of right foot and heel of left, twisting at hips.
- Upper body remains at attention (pin arms).
- Heels finish together and on line, feet at 45°.
- End at attention.

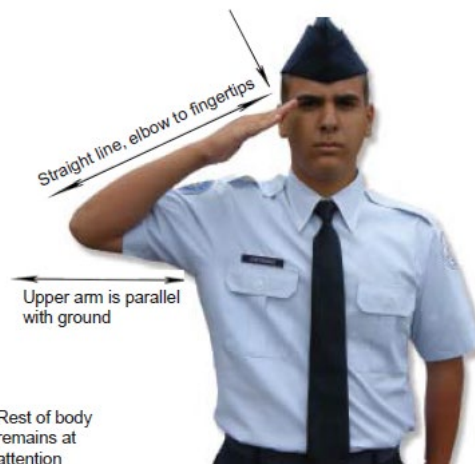
- **TEACHING TIP:** The toughest part of executing an about face is locating the "magic spot" in count one. Also watch that cadets don't "whirly-bird" their arms.

**ABOUT, FACE****Hand, SALUTE.****- COUNT ONE**

- On "SALUTE," cadet raises the right hand smartly in the most direct manner.
- While raising hand, extend and join fingers once halfway up.
- Palm is flat and facing the body.
- Thumb is along forefingers.

- Fingers, palm, and forearm form straight line.
- As arm is raised it traces a path up the gig line.
- Upper arm horizontal, slightly forward of body and parallel to ground.
- Tip of middle finger touches the front right corner of headdress (or the outside corner of eyebrow or front right edge of glasses.)
- Palm tilted slightly toward face.
- Rest of body remains at attention.

Middle finger touches outside corner of right eyebrow, hat visor, or glasses, with palm tilted slightly toward face.



- COUNT TWO

- Arm comes smoothly and smartly down.
- Retrace path used to raise the arm.
- Hand is cupped as it passes the waist.
- End with entire body at attention.

- **TEACHING TIPS:** Hand salute as a command is only to be used in training situations. To actually perform a hand salute, a cadet would be in a situation in which he or she initiates or returns a salute to another person. In this situation, the cadet renders a salute and immediately returns to attention without further command. However, the command to have a cadet or formation execute a salute is **Present, ARMS**. In this situation, the cadet renders a salute and holds it (count one of Hand, SALUTE), until commanded to **Order, ARMS** (count two of Hand, SALUTE.)

Eyes, RIGHT & Ready, FRONT.

- On RIGHT, all persons, except those on the right flank, turn their heads and eyes smartly 45° to the right.
- On FRONT, heads and eyes are turned smartly to the front.

- **TEACHING TIPS:** This command can be executed at the halt or while marching. If marching, the preparatory command and command of execution are called on the right foot. Likewise, Ready, FRONT is called on the left foot if on the march. When instructing new cadets, teach Eyes, RIGHT at the halt first. Check that each cadet turns his or her head 45° (cadets tend to turn only slightly or a full 90°).



Dress Right, DRESS.

- On the command DRESS, everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.
- As the arm is raised, uncup the hand, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger.
- At the same time as the left arm is raised, each cadet (except the guide and second, third, and fourth element leaders) performs Eyes, RIGHT.
- The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.
- The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.

- As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.
 - *If the arm is too long*, place the extended hand **behind** the other person's shoulder.
 - *If the arm is too short*, leave it extended toward the other person and parallel to the ground.
- **TEACHING TIP:** Think **shuffle, shuffle halt**. Teach cadets to correct their alignment quickly.

Ready, FRONT.

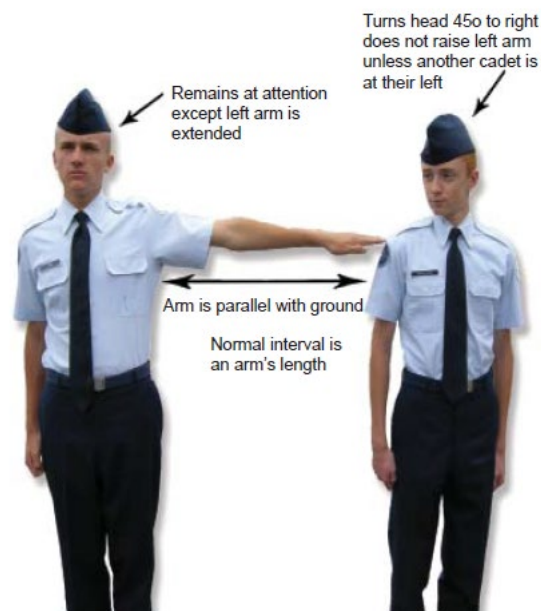
- On "FRONT," cadets lower their arms with snap to their sides (without slapping their sides) and recup their hands.
- As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap.
- The body is now back to the position of attention.

Forward, MARCH.

- On MARCH, the cadets smartly step 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, the cadet will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg.
 - The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will 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).
- **TEACHING TIP:** Watch that cadets do not anticipate the command by leaning forward after "Forward" is called.

Count Cadence, COUNT.

- Give the command of execution as the left foot strikes the ground.
 - The next time the left foot strikes the ground, the group counts cadence for eight steps, as follows: ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.
 - Do not shout the counts. Give them sharply and clearly and separate each number distinctly.
- **TEACHING TIPS:** Explain that the purpose of the command is to help the flight get in step. Cadets who are out of step need to take the opportunity afforded by this command to get back into step. Note that you count odd numbers on the left foot and even numbers on the right foot.



DRESS RIGHT, DRESS

Flight, HALT

- Given as either foot strikes the ground.
- On the command HALT, the cadet will take one more 24-inch step.
- Next, the trailing foot will be brought smartly alongside the front foot.
- The heels will be together, on line, and form a 45° angle.
- Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.
- **TEACHING TIP:** When executed properly, the flight will make a single sound as it halts in unison.

Right (Left) Flank, MARCH. *Description below is for Right Flank, MARCH.*

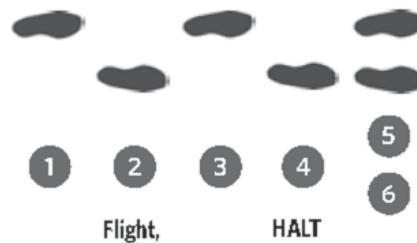
- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes one more 24-inch step, pivots 90° to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. The cadet then steps off with the right foot in the new direction of march with a full 24-inch step and coordinated arm swing. Pivot and step-off are executed in one count.
- Hands are pinned to the legs (as at attention) during the pivot.
- Throughout the movement, maintain proper dress, cover, interval, and distance.
- **TEACHING TIP:** Watch that the cadets do not lean forward as they perform the flank. The upper body is supposed to remain at attention, that is, perpendicular to the ground.

To the Rear, MARCH.

- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet then pivot on the balls of both feet, turning 180° to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot.
- While pivoting, do not force the body up or lean forward.
- The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.
- **TEACHING TIP:** Watch that cadets do not lean forward as they turn and ensure they pin their arms -- no "whirly-twirls."

Right (Left) Step, MARCH & Flight, HALT. *Description below is for Right Step, MARCH.*

- Given only from a halt and for short distances.
- On MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement.
- The cadet places the right foot 12 inches, as measured from the inside of the heels, to the right of the other (left) foot.
- Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention.
- This movement is continued in quick time; the upper portion of the body remains at attention and hands remain pinned (as at attention) throughout.
- **Flight, HALT** (from Left & Right Step)
 - To halt from the right step, the preparatory command and command of execution are given as the heels come together.



- On HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.

- **TEACHING TIP:** Watch that cadets don't speed up. Also watch that they march in a straight line sideways – they may tend to come forward or move backward.



Open Ranks, MARCH & Ready, FRONT.

- Is given only if the formation is in line at normal interval.
- On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval.
- Each succeeding element in front of the fourth element takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress:
 - The third element takes one pace forward.
 - The second element takes two paces forward.
 - The first element takes three paces forward.
- **TEACHING TIP:** If there are only three elements in the flight, the second element takes one pace and the first element takes two paces forward.
- Once halted, the distance between ranks will be about 70 inches.
- The flight commander proceeds and aligns the flight.
-

Ready, FRONT.

- Once the flight is aligned, the flight commander takes three paces past the first element, halts, faces to the left (down line) and commands Ready, FRONT.
- If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.
- Back row has remained in place.
- Front row has taken one step forward for each row behind it.

Close Ranks, MARCH.

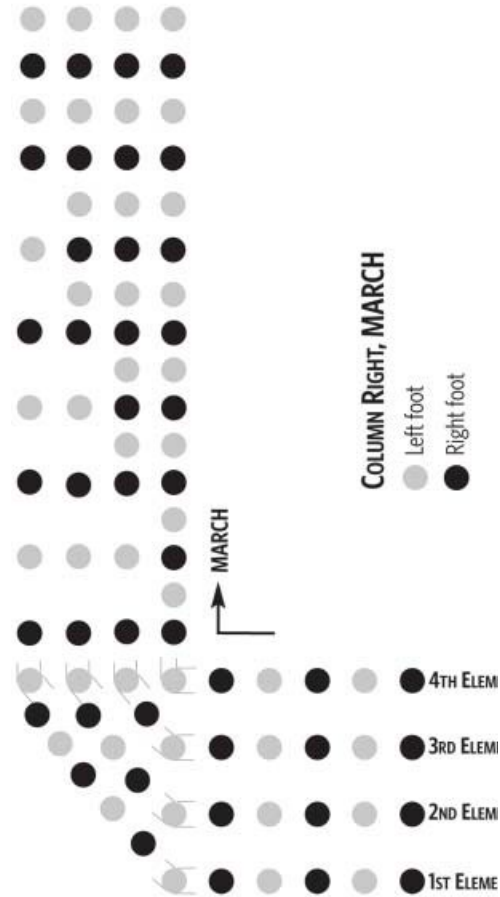
- To close ranks when at open ranks, the command is Close Ranks, MARCH.
- On MARCH, the first rank stands fast.
- The second rank takes one pace forward with coordinated arm swing and halts at the position of attention.
- The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

Change Step, MARCH.

- The preparatory command and the command of execution are given as the right foot strikes the ground.
- On MARCH, the cadets take one more 24-inch step with the left foot.
- Then in one count, cadets place the ball of the right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.
- Cadets then step off with the left foot in a 24-inch step, resuming coordinated arm swing.
- The upper portion of the body remains at the position of attention throughout.

➤ **TEACHING TIP:** Make sure cadets do not “hop” or “skip” during the movement.

Column Right (Left), MARCH & Forward, MARCH.
 Description below is for Column Right, MARCH. Column Right is called on the right foot.

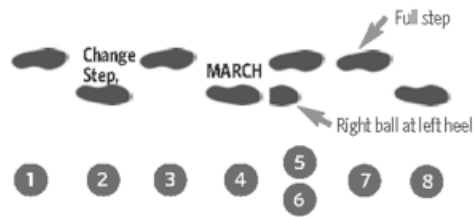


FOURTH (FAR RIGHT) ELEMENT

- o On MARCH, the element leader on the far right takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, and suspends arm swing during the pivot.
- o Following the pivot, cadets step off in a 24-inch step and resume coordinated arm swing, but then beginning with the second step after the pivot, they take up the half step.
- o Each succeeding member of that far right element marches to the approximate pivot point established by the person in front of him or her and executes the column as described above.

THIRD ELEMENT

- o The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45° to the right on the ball of the left foot, and takes two 24-inch steps prior to pivoting 45° to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on the right. Then he or she begins half stepping and establishes interval and dress.
- o Each succeeding member of the third element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.



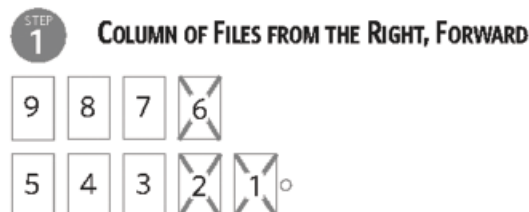
SECOND ELEMENT

- o The second element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45° to the right on the ball of the left foot, and takes four 24-inch steps prior to pivoting 45° to the right on the ball of the left foot.

- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the second element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

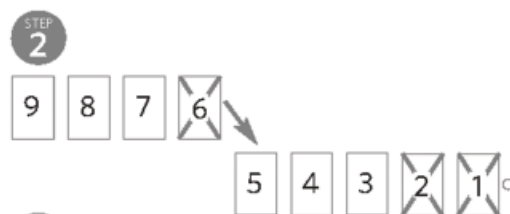
- FIRST ELEMENT

- The first element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45° to the right on the ball of the left foot, and takes six 24-inch steps prior to pivoting 45° to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the first element marches to the point established by the person in front of him or her and performs the same procedures as the element leader.



- THE GUIDE

- The guide performs the pivots and steps exactly as the fourth element leader.
- Following completion of the pivots, the guide continues in a 24-inch step until he or she is ahead of the fourth element leader.
- The guide pivots 45° to a position in front of the fourth element leader; then he or she pivots 45° again toward the front and begins half stepping.



- Forward, MARCH

- Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, Forward, MARCH will be given.
- On the command MARCH, take one more 12-inch step with the right foot, then step off with a full 24-inch step with the left foot.

Column of Files from the Right (Left), Forward, MARCH and Column of Files from the Right (Left), Column Right (Left), MARCH. Description below is for Column of Files from the Right, Forward, MARCH.

- On the preparatory command, the guide takes a position in front of the file that will move first.
- The element leader of the right element turns his or her head 45 degrees to the right and commands "Forward."
- At the same time, the remaining element leaders turn their heads 45° to the right and command STAND FAST. Their heads are kept to the right until they step off.
- On the command MARCH, the extreme right element steps off (or they perform a column right if that version of the movement is called).
- The element leader of each remaining element commands Forward, MARCH (or a column, if that version is called) as the last cadet in each element passes, ensuring the leader's element is in step with the preceding element.
- All elements then incline to the right, following the leading elements in successive order.

Close, MARCH & Extend, MARCH.

- **Close, MARCH (AT THE HALT).**

- On MARCH, the fourth element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together:
 - The third element takes two steps.
 - The second element takes four steps.
 - The first element takes six steps.

- **EXTEND, MARCH (AT THE HALT)**

- To return to normal interval, the cadets reverse the procedures described above (i.e., the third element takes two left steps...)

- **Close, MARCH (ON THE MARCH)**

- On MARCH, which is given on the right foot, the fourth element takes up the half step following the command of execution.
- The third element obtains close interval by pivoting 45° to the right on the ball of the left foot, taking one 24-inch step (with coordinated arm swing) toward the fourth element, and then pivoting 45° back to the left on the ball of the right foot.
- The second element does likewise, taking three steps between pivots.
- The first element does likewise, taking five steps between pivots.
- Upon executing the pivots, the cadets resume their original direction of march and they take up the half-step once close interval is obtained.
- On the command Forward, MARCH, all elements resume a 24-inch step.



- **Extend, MARCH (ON THE MARCH)**

- To return to normal interval, the cadets reverse the procedures described above and the command is called on the left foot.

AT CLOSE INTERVAL, DRESS RIGHT, DRESS.

- All cadets except the last one in each element raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body.
- At the same time the left hand is raised, all cadets except the guide and second, third, and fourth element leaders turn their head and eyes 45° to the right. First element cadets establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.

CHAPTER 15 – DISCIPLINE MANAGEMENT PLAN

1. Self-discipline is the foundation for each cadet's success. The corps' discipline management plan is a system designed to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline unless under the supervision of the instructors.
2. **Step 1–Verbal Counseling**—any time a cadet's behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to pull the cadet aside, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions and how they do not meet corps expectations. A great tool to use is the Cadet Creed. You can ask the cadet, "How do you feel your actions meet with the Cadet Creed?" You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight commanders are on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.
3. **Step 2–Letter of Counseling (LOC)**—in the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using a LOC (Attachment 3) is the next step. A LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the flight commander or other cadet officer will state the situation to the cadet, explain how the cadet's behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. Forward the form to appropriate Squadron Commander. After review by the cadet staff and instructors, file the LOC in the cadet's record.
4. **Step 3–Letter of Reprimand (LOR)**—the last tier in the discipline management system is the LOR (Attachment 4). A LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure to not threaten the cadet; administrative punishment is only authorized by the Group Commander with concurrence of the instructors. Forward the form to the appropriate Squadron Commander. After review by the cadet staff and instructors, any administrative punishment will be indicated, and the LOR will be filed in the cadet's record.
5. **Step 4–Cadet Accountability Board (CAB)**—the Corps Commander may hold a CAB before recommending administrative punishment (demotion, removal from activities, disenrollment) to the instructors. A CAB must consist of a minimum of the Corps Commander, Deputy Commander, at least one staff member. The CAB should allow the offending cadet the opportunity to address the board regarding the situation. The CAB will forward its findings and recommendations to the instructors once the CAB has concluded its investigation.



CHAPTER 16 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART

1. **Cadet Position and Rotation**—Cadet Command and Staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be based on positions available and the individual need for training experience. To apply for a corps staff position, submit a Corps Staff Application (Attachment 1.)
 - a. Some flight positions may be interchanged every six weeks. (e.g. Element Leader)
 - b. Personnel changes may be made whenever a cadet's performance of duty is not up to standard.
 - c. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Group and/or Deputy Group Commander. Personnel changes in key positions will be limited.
 - d. The authority to remove someone from a corps position rests solely with the SASI/ASI.
2. **Selection of the Group Commander**—the SASI will announce the Group Commander selection process in the last month of the semester for the following semester. The SASI will select the Group Commander. The SASI will base this selection on the following criteria:
 - a. Leadership potential based on past performance
 - b. Written Essay/Questionnaire
 - c. Findings of selection panel consisting of SASI, ASI and outgoing Group Commander.
3. **Staff Selection**—after the announcement of the Group Commander, he/she will select their staff, who in turn will select their staffs (all with the concurrence of the SASI/ASI). The Flight Commanders and Flight Sergeants are handpicked by the instructor staff from a pool of qualified applicants with input from the incoming Group Commander.
4. **Cadet Staff Procedures**—the cadet staff will meet under the direction of the Group Commander. The cadet staff will meet as often as required and at least twice a month.
 - a. The cadet Superintendent will keep the official record of all meetings to include meeting minutes. The minutes will be typed and submitted within three school days to the Group Commander for review and action as required.
 - b. Squadron Commanders and Director of Staff must be present at each staff meeting. They will be required to report status on their squadrons and staff.
 - c. Being a member of the staff is a privilege. Failure to adequately carry out duties or live up to the Code of Conduct is cause for removal and demotion in rank.
5. The **Group Commander** is responsible for:
 - a. The appearance, discipline, efficiency, training, and conduct of the corps.
 - b. Delegating authority so plans/actions will improve the leadership training programs; developing specific, measurable, and obtainable goals for the unit.
 - c. Ensuring each cadet understands established goals.
 - d. Leading the staff in developing a method of measuring stated goals.
 - e. Providing each staff member, the opportunity to develop her/his leadership traits.
 - f. Administering corps activities according to AHS and USAF principles and procedures.
 - g. Spreading a positive image and attitude about the corps throughout the school.
 - h. Assigning cadets to corps staff positions.
 - i. Reviewing Flight Commander Reports and submitting to SASI/ASI.
 - j. Submitting a proposed semester uniform wear schedule to the SASI/ASI.
 - k. Conducting corps staff meetings.

- I. Epitomizing the Air Force Corps Values.
6. The **Deputy Group Commander** is responsible for:
 - a. Following the directives of the Group Commander.
 - b. Act in the absence of the Group Commander.
 - c. Control and organize the corps staff.
 - d. Establish and implement administrative discipline procedures.
 - e. Review Flight Commander Reports and submit to Group Commander.
 - f. Attend and actively participate in corps staff meetings.
7. The **Superintendent** is responsible for:
 - a. Following the directives of the Group commander.
 - b. Assisting in training of new cadets.
 - c. Be attuned to enlisted cadet concerns and bring those to the Group commander.
 - d. Track and review uniform wear percentages and identify trends regarding uniform wear.
 - e. Attend and actively participate in corps staff meetings.
8. The **Director of Staff** is responsible for:
 - a. Following the directives of the Group commander.
 - b. Oversee operations of logistics, academics, wellness, and personnel.
 - c. Establish/maintain the corps annual schedule of activities and assign project officers.
 - d. Plan/coordinate Leadership Development Requirement (LDR) activities with other school organizations.
 - e. Review Flight Commander Reports and submit to Deputy Group Commander.
 - f. Assume command of the corps in the absence of the Group/deputy Group commander.
 - g. Attend and actively participate in corps staff meetings.
9. The **Cadet Personnel Officer** is responsible for:
 - a. Accurately record all cadet record information in the headquarters provided database.
 - b. Update all cadet personnel actions and publish orders.
 - c. Ensure all cadet activities have video/photography documentation.
 - d. Create or appoint a volunteer to create a slide show for the Recognition Banquet.
 - e. Record and publish minutes of corps staff meetings.
 - f. Review the AHS AFJROTC web site for accuracy and let SASI/ASI know if there are errors.
 - g. Train flight personnel representatives in their duties.
 - h. Attend and actively participate in staff meetings.
10. The **Cadet Wellness Officer** is responsible for:
 - a. Plan and implement weekly wellness activities to include physical training and team sports.
 - b. Meet with the Group Commander and wellness representatives to plan the PT schedule for the entire semester to include a primary event, secondary event (bad weather) and tertiary event (bad weather and no indoor facilities available).
 - c. Plan and implement the Presidential Physical Fitness Exam and accurately record all cadet fitness information in the headquarters provided database.
 - d. Train flight wellness representatives in their duties.
 - e. Attend and actively participate in corps staff meetings.
11. The **Cadet Academics Officer** is responsible for:
 - a. Advise the Group Commander and Staff on the status of corps academic progress.
 - b. Establish and maintain academic assistance services for cadets.
 - c. Ensure recognition for cadets who demonstrate academic excellence.
 - d. Develop and implement procedures to participate in the Academic Bowl (JLAB).
 - e. Develop and implement procedures for tracking academic performance.
 - f. Attend and actively participate in corps staff meetings.

12. The **Cadet Logistics Officer** is responsible for:
 - a. Keep the rooms that belong to the AFJROTC clean.
 - b. Ensure the uniform inventory is accounted for and kept up to date.
 - c. Plan and implement procedures for the issue, turn-in, and cleaning of AFJROTC uniforms.
 - d. Ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided database.
 - e. Ensure all AFJROTC computer equipment is inventoried and working properly.
 - f. Inventory all AFJROTC textbooks annually.
 - g. Ensure equipment is set up and returned after events.
 - h. Train flight logistics representatives in their duties.
 - i. Attend and actively participate in corps staff meetings.

13. The **Cadet Projects Officer** is responsible for:
 - a. Planning, coordinating, and executing all corps extracurricular activities and field trips.
 - b. Schedule and assign event project officers for all corps wide events.
 - c. Ensure detail commanders turn in detail list within 48 hours of event completion.
 - d. Liaison with Cooper High School's cadet Corps for joint activities.

14. The **Cadet Special Teams Officer** is responsible for:
 - a. Recruiting qualified cadets for all special teams (e.g. armed, unarmed, color guard, saber, academic, PT, etc.).
 - b. Training the special teams in regulation and exhibition routines.
 - c. Ensuring special teams' equipment is organized cleaned and properly put away. Notify SASI/ASI when equipment becomes unserviceable and requires replacement.
 - d. Ensuring details are posted a week prior to all pre-scheduled events; ASAP for pop-up events

15. The **Cadet Chaplain** is responsible for:
 - a. The spiritual welfare of the Corps.
 - b. Provide invocations, spiritual guidance and prayer for Corps members as requested/needed.

16. The **Squadron Commanders** are responsible for:
 - a. Ensure the proper appearance, discipline, efficiency, training, and conduct of cadets within their squadron.
 - b. Review Flight Commander Reports and submit to the Director of Staff.
 - c. Attend and actively participate in corps staff meetings.

17. The **Flight Commanders** are responsible for:
 - a. Ensure the flight is prepared for instruction at the beginning of class.
 - b. Ensure the flight returns the classroom to correct conditions before dismissal.
 - c. Maintain good order and discipline in the classroom.
 - d. Assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.
 - e. Set an example for the flight by proper wear of the AFJROTC uniform.
 - f. Encourage flight members to wear their uniforms and become a cohesive team.
 - g. Keep current all flight member personnel information, permission forms, activities fees, and personal data.
 - h. Complete Flight Commander Report (Attachment 2) and turn in to Squadron Commander at the end of each 6-week period.
 - i. Follow daily flight directives and flight checklist.
 - j. Attend and actively participate in corps staff meetings.

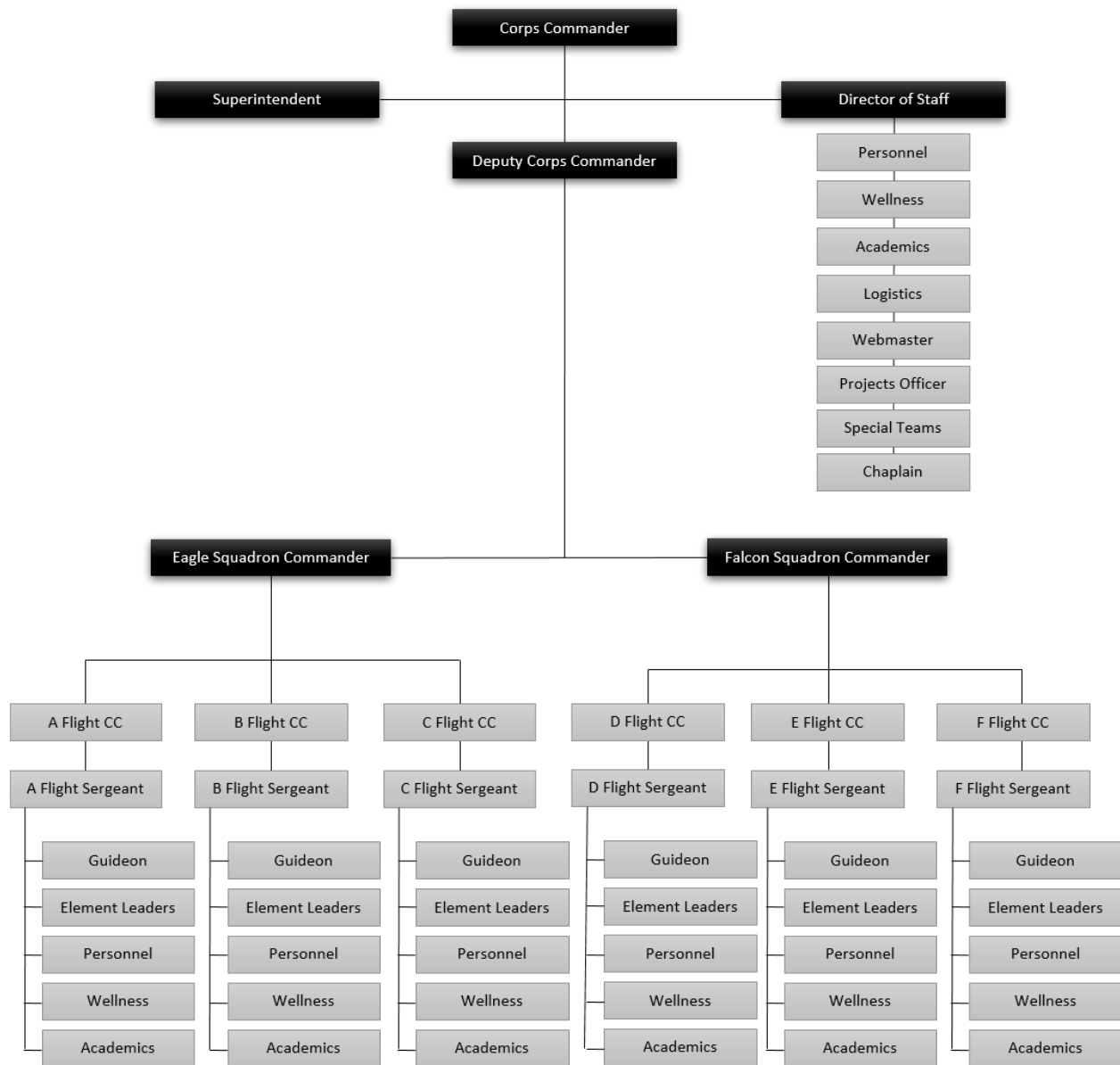
18. The **Flight Sergeants** are responsible for:
 - a. Act in the absence of the flight commander in their assigned duties.
 - b. Brief the flight members on all upcoming events, practices, etc.
 - c. Follow daily flight directives and flight checklist.

- d. Assist the flight commander in maintaining good order and discipline in the classroom.
19. The **Flight Guidon Bearer** is responsible for:
- a. Leading the direction and rate of march for the flight.
 - b. Ensure the welfare and care of the guidon.
 - c. Assist in training cadets in drill and ceremony.
20. The **Element Leaders** are responsible for:
- a. Direct and monitor their element.
 - b. Report any absences of element members during the roll call.
 - c. Ensure their element members are aware of uniform wear for the week, PT activities for the week, and other upcoming events.
 - d. Monitor passing rate of individuals within their element and offer assistance or referral to others when possible.
 - e. Maintain good order and discipline within their element.
21. The **Flight Personnel Representatives** are responsible for:
- a. Ensure that all flight cadet record information (personal information, flight assignment, class period, etc.) is recorded and accurate in the headquarters provided database.
 - b. Ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in the headquarters provided database.
22. The **Flight Wellness Representatives** are responsible for:
- a. Implement weekly wellness activities to include physical training and team sports.
 - b. Implement the Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided database.
23. The **Flight Academics Representatives** are responsible for:
- a. Provide academic assistance for cadets.
 - b. Recommend cadets for recognition who demonstrate academic excellence.
 - c. Provide information for participating in the Academic Bowl.
 - d. Track flight academic performance.

TX-081 AFJROTC UNIT MANPOWER DOCUMENT

POSITION TITLE	MIN - MAX GRADE	AUTHORIZED
Group Commander	c/Col	1
Deputy Group Commander	c/Lt Col	1
Superintendent	c/CMSgt	1
Eagle Squadron Commander	c/Major	1
Falcon Squadron Commander	c/Major	1
Director of Staff	c/Major	1
Personnel Officer/SNCO	c/MSgt - c/Capt	1
Wellness Officer/SNCO	c/MSgt - c/Capt	1
Academics Officer/SNCO	c/MSgt - c/Capt	1
Logistics Officer/SNCO	c/MSgt - c/Capt	1
Logistics NCO	c/SSgt – c/TSgt	1
Logistics NCO/Amn	c/AB – c/SrA	1
Projects Officer/SNCO	c/MSgt - c/Capt	1
Special Teams Officer/SNCO	c/MSgt - c/Capt	1
Chaplain	c/A1C - c/Capt	1
Flight Commander	c/MSgt - c/Capt	6
Flight Sergeant	c/TSgt – c/2Lt	6
Element Leader	c/A1C – c/TSgt	4 per flight max
Guidon	c/A1C – c/TSgt	1 per flight
Academics	c/A1C – c/TSgt	1 per flight
Personnel	c/A1C – c/TSgt	1 per flight
Wellness	c/A1C – c/TSgt	1 per flight

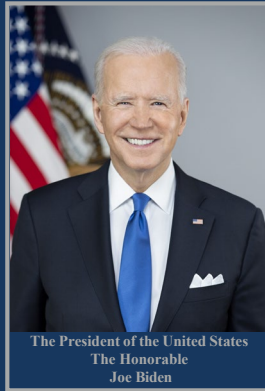
TX-081 ORGANIZATION STRUCTURE



CHAPTER 17 - BASIC CADET KNOWLEDGE

AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS CHAIN OF COMMAND

As of 30 November 2023



The President of the United States
The Honorable
Joe Biden



Secretary of Defense
The Honorable
Lloyd J. Austin III



Secretary of the Air Force
The Honorable Frank
Kendall



Chief of Staff of the Air Force
General
David W. Alvin



Commander,
Air Education and Training Command
Lieutenant General
Brian Robinson



Commander,
Air University
Lieutenant General
Andrea Tullos



Commander,
Holm Center
Brigadier General
Houston Cantwell



Director,
Air Force Junior ROTC
Colonel
Johnny R. McGonigal

TX-081 AFJROTC CADET CHAIN OF COMMAND

Group Commander	
Deputy Group Commander	
Group Superintendent	
Eagle Squadron Commander	
Falcon Squadron Commander	
Director of Staff	
A Flight Commander	
B Flight Commander	
C Flight Commander	
D Flight Commander	
E Flight Commander	
F Flight Commander	

Insignia of the US Armed Forces – Enlisted

E-1											E-2											E-3											E-4											E-5											E-6											E-7											E-8											E-9											SEMI-ENLISTED OFFICERS																																
ARMY																																																																																																																																			
no insignia													Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)																																																																																																											
MARINES																																																																																																																																			
no insignia													Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)																																																																																																											
NAVY																																																																																																																																			
no insignia												Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORN/C) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)																																																																																																													
AIR FORCE																																																																																																																																			
no insignia															Airman Basic (AB)	Airman (Amn)	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)	Chief Master Sergeant of the Air Force (CMSAF)																																																																																																							
COAST GUARD																																																																																																																																			
											Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPD-CG)																																																																																																														
Warrant																																																																																																																																			
ARMY																																																																																																																																			
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NAVY																																																																																																																																			
			Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)																																																																																																																														
MARINES																																																																																																																																			
					Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)																																																																																																																										
COAST GUARD																																																																																																																																			
			Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)																																																																																																																														

Insignia of the US Armed Forces - Officer

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 SPECIAL										
NAVY										
Ensign	Lieutenant Junior Grade	Lieutenant	Lieutenant Commander	Commander	Captain	Rear Admiral (Lower Half)	Rear Admiral (Upper Half)	Vice Admiral	Admiral	Fleet Admiral
MARINES										
2nd Lt	1st Lt	Captain	Major	Lt Col	Colonel	Brig Gen	Maj Gen	Lt Gen	General	
ARMY										
2nd Lt	1st Lt	Captain	Major	Lt Col	Colonel	Brig Gen	Maj Gen	Lt Gen	General	General of the Army
AIR FORCE										
2nd Lt	1st Lt	Captain	Major	Lt Col	Colonel	Brig Gen	Maj Gen	Lt Gen	General	General of the Air Force
WARRANT OFFICERS										
	NAVY	MARINES	ARMY	COAST GUARD						
W-1				<p>Coast Guard enlisted rating badges are the same as the Navy's for grades E-1 through E-8. E-7s through E-9s have silver speciality marks, eagles and stars, and gold chevrons. The badge of the Master Chief Petty Officer of the Coast Guard has a gold chevron and speciality mark, a silver eagle and gold stars. Coast Guard officers use the same rank insignia as Navy officers. For all ranks, the gold Coast Guard shield on the uniform sleeve replaces the Navy star.</p>						
W-2										
W-3										
W-4										

30 Count Drill Sequence

- | | | |
|----------------------|------------------------|------------------------|
| 1. Fall In | 11. Forward March | 21. Ready Front |
| 2. Open Ranks March | 12. Right Flank March | 22. Column Right March |
| 3. Ready Front | 13. Left Flank March | 23. Forward March |
| 4. Close Ranks March | 14. Column Right March | 24. Change Step March |
| 5. Present Arms | 15. Forward March | 25. Column Right March |
| 6. Order Arms | 16. To the Rear March | 26. Forward March |
| 7. Parade Rest | 17. To the Rear March | 27. Flight Halt |
| 8. Flight Attention | 18. Column Right March | 28. Left Face |
| 9. Left Face | 19. Forward March | 29. Right Step March |
| 10. About Face | 20. Eyes Right | 30. Flight Halt |

Phonetic Alphabet

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-Ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

The Star Spangled Banner

O! say can you see, by the dawn's early light,
 What so proudly we hail'd at the twilight's last gleaming
 Whose broad stripes and bright stars, thro' the perilous fight,
 O'er the ramparts we watched were so gallantly streaming
 And the rockets' red glare, the bombs bursting in air,
 Gave proof thro' the night that our flag was still there.
 O! say does that Star-Spangled Banner yet wave
 O'er the land of the free and the home of the brave

The Air Force Song

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 flame 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!

(Verse II)

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!

(Verse III)

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!

(Verse IV)

Off we go into the wild sky 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 the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!

Abilene ISD Mission Statement

The mission of the Abilene Independent School District is to provide exceptional educational opportunities in an environment that will produce graduates with the skills necessary to become productive, responsible citizens.

Abilene High School Motto

Enter to learn, go forth to serve

School Song: Dear Old Abilene High

Dear Old ABILENE HIGH,
Grand Old ABILENE HIGH;
Champion school of all the west.
Loyal just to you,
We're faithful and true blue;
We always will uphold you as the best.
School of EAGLE fame,
Winners of the game;
Fight right on to victory.
Fight right to the end,
And when you've won it then;
Three cheers for grand old
ABILENE HIGH

TX-081st Chant

Leader: Texas 81st, ARE YOU MOTIVATED?

Response: MOTIVATED, MOTIVATED
DOWN RIGHT DEDICATED
READY TO BE EDUCATED
YOU CHECK US OUT
YOU CHECK US OUT
HOORAH SIR/MA'AM

Leader: HOORAH!!!

Attachment 1
CADET STAFF APPLICATION

TX-081 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified second, third- and fourth-year cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Group Commander and Instructors. The Cadet Staff positions are described in Chapter 16. Selections for staff positions will be based on commitment, leadership, experience and potential.

2. Accepting a role on the cadet staff will require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time. Only apply if you believe that you can comply with these requirements.

3. Each corps staff position comes with a tremendous amount of responsibility. If you are selected for a staff position and do not demonstrate the responsibility required, your position may be revoked. Additional disciplinary actions, such as demotion of rank may be taken.

4. Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your flight commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK/NAME: _____ GRADE: _____

FLIGHT: _____ TOTAL SEMESTERS IN AFJROTC: 1 2 3 4 5 6 7 (Circle one)

STAFF POSITION(S) APPLYING FOR:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

QUALIFICATIONS (What makes you the best cadet for this position(s)):

PRIOR POSITIONS HELD:

**Attachment 2
FLIGHT COMMANDER REPORT**

TX-081 AFJROTC FLIGHT REPORT

Compliance with uniform wear

Week 1 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____	Week 2 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____	Week 3 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____
Week 4 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____	Week 5 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____	Week 6 - Date: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____

Comments:

Participation in PT/Sports

Week 1 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:	Week 2 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:	Week 3 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:
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Participation in PT/Sports		
Week 4 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:	Week 5 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:	Week 6 - Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets in uniform: _____ b. # of cadets present: _____ c. Percentage (a/b): _____ d. # cadets excused: _____ Reasons for excused:
Comments:		
Citizenship/Cadet Conduct (attendance, attitude, self-discipline, leadership potential, etc.)		
Flight: _____ Flight Commander Signature:		Date:

Squadron Commander Review/Comments:		
Squadron Commander Signature:		Date:
Director of Staff Review/Comments:		
Director of Staff Signature:		Date:
Deputy Group Commander Review/Comments:		
Deputy Group Commander Signature:		Date:
Group Commander Review/Comments:		
Group Commander Signature:		Date:
SASI/ASI Review/Comments:		
SASI/ASI Signature:		Date:

**Attachment 3
LETTER OF COUNSELING**

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

2. Corrective plan of action:

3. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter, I acknowledge receipt of verbal counseling.

Cadet Signature

Squadron Commander Review:

Signature: _____ Date: _____

Group Commander/Deputy Commander Review:

Signature: _____ Date: _____

Instructor Review:

Signature: _____ Date: _____

**Attachment 4
LETTER OF REPRIMAND**

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

2. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter, I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet discipline board.

Cadet Signature

Squadron Commander Review:

Signature: _____ Date: _____

Group Commander/Deputy Group Commander Review:

Signature: _____ Date: _____

Recommend administrative punishment (Yes) (No) Recommend discipline board (Yes) (No)
If yes, what is your *recommended* administrative punishment?

Instructor Review:

Signature: _____ Date: _____

**Attachment 5
FAILURE TO WEAR UNIFORM DOCUMENTATION**

I, _____ failed to wear my uniform on _____. I also failed to make up the missed uniform wear during the same week. I understand if I miss **two more** uniform wears during the _____ Sixth Weeks **I will be disenrolled from AFJROTC**, in accordance with the Cadet Guide.

Cadet Signature _____

Parent Signature _____

Parent signature required to acknowledge the missed uniform wear and consequences that will result in further misses.

I, _____ failed to wear my uniform on _____. I also failed to make up the missed uniform wear during the same week. I understand if I miss **one more** uniform wear during the _____ Sixth Weeks **I will be disenrolled from AFJROTC**, in accordance with the Cadet Guide.

Cadet Signature _____

Parent Signature _____

Parent signature required to acknowledge the missed uniform wear and consequences that will result in further misses.

I, _____ failed to wear my uniform on _____. I also failed to make up the missed uniform wear during the same week. I understand this is my third miss of the _____ Sixth Weeks and **I will be disenrolled from AFJROTC**, in accordance with the Cadet Guide. **I also understand I need to return my uniform clean and pressed, dry cleaning and ironing the appropriate uniform items.**

Cadet Signature _____

Parent Signature _____

Parent signature required to acknowledge the missed uniform wear and consequences that will result in further misses.