



**Austintown Fitch**

**AFJROTC OH-20202**

**CADET GUIDE**

**2020-2021**

## **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 Austintown Fitch Air Force Junior ROTC program. We are excited you chose to belong to JROTC. Our program is dedicated to providing you the tools and environment that will help you grow as a citizen and leader. We are a Leadership Development Program embedded within the High School experience; here to help you develop your leadership potential. Whether you intend to enter the military, higher education, business world, agriculture, or pursue another career path; this program can provide a strong foundation that will endure a lifetime. The choice is yours. We implore you to invest in your future, you are worth it. 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,”** our unit specific values of the importance of a professional learning environment and respecting others, 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 professional manner
- Perform assigned duties
- Learn the fundamentals of Aerospace, Leadership and Wellness within our program
- Practice good study habits, time management and pass all of your classes
- Become a Citizen of Character
- Develop a healthy life style

AFJROTC plays an important role in Mahoning County. We will be 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 OH-20202 Corps.

Finally, YOU, as a cadet in the Austintown Fitch AFJROTC Corps are accountable for all 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 OH-20202

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

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## **CADET CODE OF CONDUCT**

As a member of Air Force JROTC, OH-20202:

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, STEAL, OR CHEAT, NOR TOLERATE  
AMONG US ANYONE WHO DOES.”**

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**CHAPTER 1– ELIGIBILITY, ENROLLMENT, RESERVE CADET & DISENROLLMENT**

1. **Eligible Students**— Austintown Fitch High School students, enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be United States citizens, 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**— Other Mahoning County High School students who meet the above criteria, may enroll in AFJROTC. This is a joint AFJROTC, we are “United in Excellence.”
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 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 Rules & Process** — AFJROTC students may be dis-enrolled at any time during the academic year with proper cause. A student may be dis-enrolled for:
  - a. Failure to maintain acceptable standards (including uniform wear and grooming).
  - b. Ineptitude or indifference to training.
  - c. Lack of Professionalism or Disciplinary reasons.
  - d. Any reason deemed appropriate by the SASI to maintain good order and discipline of the corps.

Typically the disenrollment process is a three step process using school Administrator referral. Below is an example of the three step process for removal:

STEP 1: Cadet absent/out of uniform (AOU) for Uniform day (UD), normally Wednesdays, and the cadet does not make it up before the next



UD; the cadet will receive a “Referral to Administrator” (Level of Assertive Discipline Plan).

STEP 2: Cadet AOU a second UD and cadet does not make it up before the next UD; the cadet will receive a “Referral to Administrator” (Level of Assertive Discipline Plan).

STEP 3: Cadet AOU third UD and cadet does not make it up before the next UD; the cadet will receive a “Referral to Administrator” (Level of Assertive Discipline Plan) and will be removed from AFJROTC. Parents notified. Exceptions are hospitalization, or prior approval from the Senior Aerospace Science Instructor. This applies to cadets that change out of uniform during the school day without specific approval by the SASI; i.e. changing out for P.E., Sports Team Events, band class is approved. This applies to all four areas addressed in item number five.

**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 co-curricular AFJROTC activities may do so at the discretion of the SASI.
- e. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.
- f. While AFJROTC instills self-discipline, it is not a remedy for chronic student disciplinary problems.

- 7. Reserve Cadet Participation**—A student that completed an AFJROTC course during one term (of current academic year AY), but is not participating in an AFJROTC course during the current term. A student must have been a cadet for at least one academic year prior to being considered 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 Training/Completion. If available, reserve cadets may retain their uniform for the entire academic year.

OH-20202 SASI guidance:

- Any cadet who has not signed up for Spring semester and has completed the Fall semester will automatically be considered a Reserve Cadet. Any cadet who has completed the AS I course but is not showing as signed up for their next level of AFJROTC (for example, cadet joins sophomore choir class which conflicts with the ASI class, but cadet intends to return to the AS class their junior year), must request Reserve status from the SASI/ASI.
- Reserve Cadets may be issued a uniform for activities or events. Before being issued a uniform, they must have filled out the current school year Cadet Contract, Uniform Policy form and Uniform Issue Receipt.
- Reserve Cadets may participate in all LDRs, activities, events and community service just like active cadets and must adhere to all rules within this cadet guide. If a cadet participates in the Athletics club or any club that requires physical activity, they must fill out the current school years PT form with parent/guardian approval.
- Reserve Cadets participating in LDRs, AFJROTC events, or activities to include community service must adhere to AFJROTC grooming standards.
- All uniforms must be returned professionally dry cleaned with receipt. Failure to return the entire uniform will result in a bill for approximately \$450.00. Failure to return the uniform professionally dry cleaned will result in a \$35 dry cleaning/handling fee.(cleaning fee is waived for the 21-22 school year).

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## CHAPTER 2 – HISTORY OF AF JROTC

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. JROTC is mandated by Title 10 United States Code, Section 2013; 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 (AF JROTC) has grown to 892 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 121,000 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 36% of the cadet corps. There are currently over 200 schools on the wait list to stand up an Air Force JROTC program.
3. **AFJROTC program**—provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are 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.

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### 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. Austintown Fitch Air Force JROTC is to offer a program that provides service to our schools and the Mahoning County community, develops leadership qualities in each cadet through education, training, co-curricular activities and Leadership Development Requirements; develops an awareness of the impact of aerospace studies on us as individuals, on our society and our way of life; develops an understanding of the military command structure and knowledge of military customs and courtesies, drill and ceremonies.
2. The AFJROTC program is a congressionally mandated program designed to instill in cadets within secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. Overall **mission** 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. Professionalism and Leadership development
  - d. A sense of pride, confidence and accomplishment
4. The **objectives** of AFJROTC are to educate and train students in citizenship and life skills; Encouragement of a high degree of personal honor, responsibility, self-reliance, and leadership; promote community service and habits of orderliness and precision; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals, the Cadet Creed and Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."

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**CHAPTER 4 – CADET CONDUCT / EXPECTATIONS**

*NOTE: Paragraphs 2-7 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum*

**Philosophy:** This guide provides a reference on how to build a strong cadet corps with cadet leaders that fully own their unit through setting organizational goals; developing programs to support those goals; planning and executing their programs; measuring, monitoring, recording and reporting progress toward the unit goals; and operating and controlling the functional areas of day-to-day unit operations (e.g. cadet use of WINGS for cadet personnel records, logistics/inventory control, health and wellness, administrative functions, maintaining unit standards, etc.). Cadets can access WINGS under the supervision of instructors. This does not relieve instructors from oversight responsibility for Unit Operations and WINGS accuracy.

All programs in the corps should be cadet initiated, planned, led, executed and documented. This should include all social functions like Military Ball, CIA (curriculum in action) trips (even overnight), all teams (Drill Team, Color Guard, Model Rocketry, etc.), Annual Awards, and all community service projects. The ability of the cadets to operate at an “ownership” level is a process which may take several years.

Correct military conduct will be observed at all times by all cadets. In doing so, this will reflect credit upon themselves, their parent/guardians, Austintown Fitch Air Force JROTC and the United States Air Force.

**Professionalism** is a must. All cadets are expected to conduct themselves in a professional manner while affiliated with AFJROTC.

**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.
3. **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.
  4. **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.
  5. **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.
  6. **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:
    - Be honest.
    - Keep promises.
    - Obey and be loyal to proper authorities.
    - Be courageous.
    - Grow in knowledge.
    - Be willing to work.
    - Be moderate (don’t do anything to excess).
    - Maintain and enhance your health.
    - Don’t harm people.

7. **United States Air Force Core Values.** (must be embraced by cadets to remain in AFJROTC).

- 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 the Air Force into a long-term, upward spiral of accomplishment and performance.

8. **Cadet Roles and Responsibilities.**

- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Mahoning County Department of Education, Austintown Fitch 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 required to provide a proper example at all times 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.

9. **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.
10. **Saluting**—the salute, in its various forms, is a courteous exchange of greeting and is recognized as a military courtesy throughout the world. In many countries, as in our own, it is a symbol of respect. Military personnel consider the salute to be a courteous and respectful greeting among its members. It is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules governing its use among the military services. There are special rules at Austintown Fitch Air Force JROTC governing the salute and saluting areas. You must become thoroughly familiar with these procedures. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Cadets not in uniform may salute as if in uniform. But this is not required.
- When to Salute - Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus.
  - 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.”
  - Pledge of Allegiance at School—when at school, in and out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
  - The salute is rendered indoors only when cadets are in formations, participating in ceremonies, or when reporting to the SASI/ASI or cadet officers.
11. **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. A continued lack of academic performance may be consideration for removal from



the AFJROTC program. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.

12. **Public Display of Affection (PDA)**—PDA is **prohibited** between all cadets in or out of uniform, on campus or while off campus at an AFJROTC sponsored event.
13. **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.
14. **Hazing and physical discipline prohibitions**—It 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. In addition, requiring cadets, individually or as a group, to perform any physical discipline as a reprimand, punishment, or for failure to perform will also not be tolerated.

Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.

Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

Prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

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

15. **Seven Responses**—all cadets will make use of the following seven responses during all JROTC gatherings:
  1. Yes ma'am or sir.
  2. No ma'am or sir.
  3. Sir or ma'am I do not know but I will find out.
  4. Sir or ma'am may I ask a question?
  5. Sir or ma'am may I make a statement?

6. Sir or ma'am there are no excuses.
7. Sir or ma'am I do not understand.

**Classroom Conduct**—the nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. 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, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks. Cadets will not slouch in their seats, put their feet on their desks or classroom furniture, or be inattentive to the instructor. **CLASSROOM DISTRACTIONS WILL NOT BE PERMITTED.** Conduct and attitude that does not meet the standard of the school and the instructor will result in the loss of privileges (field trips, promotion, co-curricular activities, etc.) or other disciplinary action.

**Phones:** In classrooms cadets may use devices **ONLY** if approved by the instructor. Phone must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. A device used out-side these parameters will result in disciplinary action. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

**Promptness** is an objective of this program and cadets will be expected to be at their desks before the late bell rings. If tardy, a cadet will knock twice on the door. When given permission to enter, will step inside, and stand at the position of attention just inside the door until the instructor invites him/her to be seated.

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**CHAPTER 5 – AF JROTC CLASSROOM PROCEDURES****Prior to class:**

**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.

**Roll call**—the flight commander/ sergeant will call the room to attention and take role. The flight commander/sergeant will then direct the class to take their “seats” and cover any announcements, upcoming events, information, uniform wear, etc.

**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/Ma’am, \_\_\_ Flight is prepared for instruction. Upon direction, the flight commander/sergeant will report any absences. The instructor will verify and record any absences in the computer and begin instruction. If a cadet shows up after the tardy bell, the cadet must have a tardy pass, if not, the cadet must obtain a tardy pass, return to class and present the tardy pass to the instructor.

**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.

**Dismissal of class:** The flight commander/sergeant, when appropriate, should notify the instructor when there are 5 minutes remaining in the period. The flight commander/sergeant will state “Prepare for Dismissal”. All cadets will straighten their chairs, pick up any garbage near their areas or in the room and throw it away, return all textbooks, any other items as directed by the flight commander/sergeant and come back to the position of attention.

Once the flight commander/sergeant is satisfied with the condition of the room and that all cadets are properly standing at attention, he/she will lead the flight in the corps chant:

Flt/CC: “WHO ARE WE”  
FLIGHT: “ROTC”  
Flt/CC: “AUSTINTOWN FITCH”  
FLIGHT: “LEARNING and LEADING”  
Flt/CC: “AIR FORCE”  
FLIGHT: “INTEGRITY,SERVICE, EXCELLENCE”

The flight commander/sergeant will then state “CLASS DISMISSED.”

**Conducting class in AFJROTC**—all classes are conducted in a military manner.

The following classroom rules of conduct apply, cadets **will not**:

- Leave the classroom after tardy bell without instructor's permission.
  - Leave their seat without permission.
  - Talk when the instructor is speaking or someone else has the floor.
  - Use cell phones or other electronic devices, unless given permission.
  - Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
  - Throw anything in the classroom.
  - Write on or deface tables, chairs, walls, books, etc.
  - Eat, drink, or chew gum in the classroom, unless given permission.
  - Write on white board without instructor permission.
  - Disturb pictures or bulletin board items.
  - Read or work on material that does not apply to AFJROTC without permission from the instructor.
  - Sit in any seat other than your assigned seat.
  - Remove markers or erasers from the board tray.
  - Make loud noises or participate in horseplay in the classroom.
  - Throw trash on the floor.
  - 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.
  - "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.
5. **Formal Reporting & Instructor Office Entrance Procedures**—for any cadet to enter the instructor office the following procedures apply. Regardless of the purpose for the visit, unless directed otherwise. You should report in whether you are in uniform or not. Reporting properly and demonstrating good military bearing creates a favorable impression on the officer you are visiting. The reporting procedures are broken down into different separate steps:

- a. Stand at the red line until addressed. If door is closed: Knock once (loud enough to be heard). **Note: Do not knock if a conversation is taking place in the office.**
  - b. When given the order “Enter”, open the door and close the door behind you. If door was open, once addressed, ask for permission to enter with the statement, “Sir/Ma’am, 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/Ma’am, Cadet *Last Name* reports.”
    - (2) If the instructor directed the cadet to come to the office, “Sir/Ma’am, Cadet *Last name* reports as ordered.”
  - d. Hold the salute until the instructor drops their salute and remain at the position of attention unless instructed otherwise.
  - e. At the end of the conversation, assume the position of attention (if at a different position) and ask, “Will that be all sir/ma’am?” If so, salute the instructor (nothing is said), execute the appropriate facing movement to leave, and take the most direct route out of the office.
6. **Cadet Changing Rooms and Supply Room**—The Changing Rooms and Supply Room are used for preparing for PT, briefings, meetings, administrative and logistical work. The Corps Commander will decide which cadets have access to these areas. The Corps Commander is responsible for the activity and 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.

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## CHAPTER 6 - GOVERNMENT PROPERTY

**Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. Before any item of government property is issued, that is, “LOANED” 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 (estimate \$450). Uniform items are Air Force property and **MUST BE ACCOUNTED FOR AT ALL TIMES**. Austintown Fitch Air Force JROTC will place a student’s grade as incomplete until items are returned or paid for.

**Texts and Reference Books**—AFJROTC texts and workbooks are available to each cadet, but will not be issued; however cadets may check the books out. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.

**Uniform Initial Issue**—within the first three weeks of school, parent’s acceptance of responsibility, and cadets meeting established standards, each cadet will be fitted with an AFJROTC uniform and insignia.

- a. Initial issue will include the following items:

- Shoes (1 pair)
- Pants (1 pair)
- Short-sleeve Shirt (1)
- Service Coat (1)
- Lightweight Jacket w/liner (1)
- Socks (1 pair)
- Flight Cap (1)
- V-neck T-shirt (1)
- Tie or Neck Tab (1)
- Belt and Buckle (1 each)
- Blue Nametag for shirt
- Silver Nametag for Service Coat
- Air Force/Unit PT Shirt and Shorts

- b. **Alterations**—any items that require alterations to ensure a proper fit (adding patches and only pants length or sleeve coat length) is paid for at government expense. Only the SASI/ASI will take uniforms to get altered.

- c. **Airman Battle Uniforms (ABUs)**—issued at SASI/ASI discretion.
- d. **Unit Shirt**—a unit shirt will be designed, and will be available for purchase in the near future. A cadet who submits his/her payment will be issued the unit shirt. This shirt is worn at many community service events, field trips and occasionally as the weekly uniform option.

### Supply Discipline:

**Purpose**—the uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by ensuring his/her uniform is always correct and in good condition.

### Maintenance:

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.

If a uniform item no longer fits, the cadet must bring it in for replacement, clean and serviceable, as soon as possible.

Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.

Uniform updates will not occur on uniform wear days; this includes, but is not limited to incorrect sizes, ribbon/rank updates, etc.

**Uniform Turn-in**—normally, cadets clear their accounts at the end of the AS term, or academic year. When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she are required to turn in all issued uniforms and insignia (excluding socks, white t-shirt). **Uniforms are issued in a clean condition. All uniform shall be professionally dry-cleaned and returned by the instructor assigned due date (with receipt less than 30 days old). Failure to do so will result in the student failing AFJROTC, regardless of academic standing.**

Note: You may retain uniform items past the end of the term only under special circumstances. These special circumstances are on a case-by-case basis; the SASI/ASI may approve them for:

- Drill Team members
- Color Guard members

- Other cadets certified as needed for special events

**Things to know**— In order to save you unnecessary expenses, delay of grades/diplomas, and other penalties, we offer the following suggestions for efficient uniform and equipment return:

- DO NOT leave uniform items in unlocked lockers or unattended places at school.
- DO NOT lend uniform items to anyone.
- DO NOT allow another cadet or person to turn in your uniform items and equipment.
- DO be alert for items of uniform equipment left or misplaced by another cadet. Turn such items into the SASI/ASI.
- ONLY turn in uniforms to the SASI/ASI.

Your parent/guardian will sign for your uniform items using the Uniform Issue Receipt form; it contains the following statement:

“I understand that all uniform items issued to my child shall remain the property of the United States Air Force. I understand that I will become financially responsible for any uniform item that becomes damaged due to neglect, improper cleaning and/or carelessness. I also understand that I will be financially responsible for any uniform item issued to my child that is not returned to Austintown Fitch Air Force JROTC upon request of the SASI/ASI. By signing below I indicate that I understand the above policy.”

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## CHAPTER 7 – CADET APPEARANCE - WEARING THE AFJROTC UNIFORM

Air Force Junior ROTC cadets wear the same uniforms worn by active duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction 36-2001, *Air Force Junior ROTC Operations*; *AFJROTC Guide* and the guidelines published in this Cadet Handbook. These directives available online, provide information on grooming standards and uniform wear standards.

**Cost:** The Air Force Uniform is issued at no cost to the cadet. The uniform must be returned to AFJROTC professionally dry cleaned (with current receipt). The light blue shirt can be laundered however all remaining items must be professionally dry cleaned. Parents/Guardians/Cadets must pay the replacement cost of any lost or damaged uniform items. An entire uniform can cost over \$450 to replace. The PT uniform is provided at no cost to the cadet. It must be washed after each PT day. Failure to consistently wear the uniform when required will result in dismissal from the program. Three missed uniform days will result in dismissal from the program. The uniform must be returned professionally dry cleaned with receipt. Failure to do so will result in a \$35 dry cleaning/handling fee. (Note: the cleaning fee is waived for the 21-22 school year.

The proper wearing of the uniform should be a matter of personal pride. Each cadet must be properly groomed and ensure the uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Badges, insignia, belt buckles, and other metallic devices must be maintained in the proper luster and condition. This requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly.

**Occasions for wearing**—Cadets will receive instruction on the proper wear of all uniforms. It is each cadet’s responsibility to care for and properly wear the uniform as required. 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:

- Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home.
- Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
- Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
- If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.
- At **NO** time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
- Civilian attire such as coats, sweaters, or windbreakers will NOT be worn with the uniform at any time.
- The uniform policy of the Austintown Fitch Air Force JROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required **will result in failing grade and/or removal of the cadet from the AFJROTC program.** Cadets are responsible for preparing their uniforms for inspections. Instructors fully understand that cadets, especially the younger cadets, oftentimes 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, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the SASI/ASI.

**AFJROTC Cadets**—uniform must be worn once per week as directed by the Mahoning County Department of Education and the United States Air Force contract. It is **your** responsibility to comply with this contract. Failure to comply will result in dismissal from AFJROTC.

**Wearing**—each cadet must wear the uniform once per week, normally Wednesday, **all day** from the start until the end of the school day. The uniform of the week is posted on the bulletin board on Thursday of the week prior. **Failure to wear the proper uniform on the prescribed day will result in an automatic grade of 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. 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.

**Uniform Wear Make Ups**—if a cadet is absent or doesn't wear the uniform on the designated uniform wear day, he/she is required to wear the uniform prior to the next scheduled uniform day. . 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. The makeup wear must occur within the same week as the scheduled wear. It is the cadet's responsibility to find the SASI/ASI or Flight leadership to inspect them and log the grade in the computer. Normal uniform make-up day is Thursday. Friday is normally PT uniform day.

**Uniform Wear Options**—the OH-20202 will always indicate which uniform is worn by indicating one of the following options.<sup>4</sup>

Option A: Short Sleeve Blue Shirt, Open Collar (no tie or tab)<sup>1</sup>

Option B: Short Sleeve Blue Shirt with Tie or Tab<sup>1</sup>

Option C: Service Dress

Option D: Air Battle Uniform (ABU)

Option E: Unit Shirt<sup>2 & 3</sup>

Option F: Air Force Physical Training Gear (PTG)

**Notes:**

The lightweight jacket may be worn with Option A or B unless otherwise specified.

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.

When a cadet is unable to wear their uniform on the assigned day due to alterations, other school events, doctor appointments, etc., the cadet will wear Option E or they will not be given credit for uniform wear that week. This must be approved by the SASI.

If cadets are assigned to In School Suspension, they are not to wear any uniform option while assigned. They will be required to make up the uniform wear on the next normal school day after return to class.

**ABU Uniforms**—are authorized as deemed appropriate by SASI/ASI. ABUs may not substitute for the standard service uniform, unless approved by the SASI/ASI.

**Blue Skirts**—are authorized for wear by upper class females in lieu of pants. See chapter 8 for proper wear guidance.

**PT Gear**— on scheduled PT Days (days in which the class will have an organized workout, normally Fridays), cadets are required to wear the issued Air Force/unit PT Gear, socks will be white or black and may have small trademark logos and **appropriate athletic style shoes**. Athletic Socks & Shoes **WILL NOT be issued**. In the event of inclement (cold) weather, cadets may wear school appropriate athletic gear over their Air Force/unit Physical Training Gear (AFPTG). Inclement weather is defined as below 45 degrees 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 time at the beginning of class and end of class 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 = 80  |
| c. | Athletic shoes, No PT gear and participates                | Grade = 60  |
| d. | No PT Gear, does not participate or missing athletic shoes | Grade = 0   |

Men must be shaved/haircut; women's hair must be up (i.e. ponytail). If not, max 70.

Note: Since PT days are usually on Friday, there is not an opportunity to “make up” a missed PT session. If absent, a cadet will communicate with the SASI/ASI for a makeup assignment to avoid a score of ZERO for the day. For cadets that are unable to participate due to injury, they must still bring proper PT gear to receive a grade. **Missed Physical Training (PT) Make-up policy**: If a cadet is absent (excused or unexcused), they must make up the PT by completing a “Make up PT Assignment” located in Schoology. The makeup assignment must be turned-in within 14 calendar days of missed PT.

**Uniform Inspection Procedures/Grading**— on uniform days (UD) (normally Wednesdays), an Open Ranks Inspection will be performed in each flight. 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 SASI/ASI. OH-20202 AFJROTC Inspection Grading Rubric is listed in Attachment 8. **Failure to wear** the uniform three (3) times during a grading period **will result in a failing grade for the grading period** and could result in **removal from the JROTC program**.

Cadets missing UD have until the next UD to make it up. (PT days are not permitted UD makeup)

Cadets that fail to make up their first and second missed UD's will receive a 0 for the inspection.

Cadets that fail to make up their third missed UD will receive a failing grade and are removed from AFJROTC.

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 or become an embarrassment to the unit or the High School. **Only SASI/ASI can impose this requirement.**

**Care of the Uniform**—cadets must care for and maintain all issued uniform items. **Clean your 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, dust and dirt free. You should hang your uniform appropriately...**DO NOT** stuff it in your backpack, cram it in your athletic locker, or chuck 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 or guardian 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 to ensure it is wrinkle free.
- b. **The pants/slacks/skirt, lightweight jacket, service coat, flight caps, ties and neck tabs must be dry-cleaned ONLY.** Never place these items in a

- washing machine or dryer...you will ruin them. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester and keep it covered when not in use.
- c. *DO NOT* leave the necktie in a tight knot. Untie and retie the necktie with each wear.
  - d. *DO* place your name on a piece of masking tape inside your flight cap...that way, when you lose it, we'll know whose it is.
  - f. Keep a lint brush at home and use it before you leave the house on uniform day.
  - g. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques are taught in class as explained below. The shoes will be laced to the top and tied at all times.

**How to “Spit Shine” your Leather Shoes**—each cadet will need to purchase their own shoe shine kit (your kit will be different as you gain more experience and learn more techniques from other Cadets, friends and family):

Shoe brush

Cotton balls, clean cotton rag like an old t-shirt or dauber brush (for applying the polish)

Tin of shoe polish (Kiwi Black or Kiwi Parade-Gloss can be found at most stores)

Very hot water

Polishing or buffing cloth (Clean cotton rag or old, clean nylon fabric)

Brush clean your entire shoe paying special attention to the welt.

Apply a thin layer of polish to the entire shoe. Firmly work the polish in with small circles.

Dip the cotton balls/t-shirt into the very hot water and again, work the polish into the shoe. This will make the shoe smoother and shiny by filling in the pores of the leather.

Buff your shoes to a high gloss. Buff them very fast, and with firm pressure in order to generate friction and heat which will melt and force the polish into the pores of the leather.

You will need to repeat this process 10 or 12 times before you have applied a good “base coat.”

After you have established a base coat, you should only need to accomplish the above process once before inspection or event.

Your high-gloss “spit shined” shoes must reflect light, not absorb light.

**NOTE: Brand-new leather military oxfords have a protective coating intended to protect them while the shoes are in storage. Before you polish your shoes for the first time; remove the coating with a small amount of rubbing alcohol and a clean cotton rag.**

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## CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS

**AFJROTC** Cadets do not *“have”* to wear the great USAF uniform...they *“get”* the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform that is 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. **Important:** failure to correctly wear the uniform will result in dismissal from AFJROTC. Cadets that miss three uniform wear days will be dismissed from AFJROTC.

### **Cadet Uniform Standards:**

Uniform wear standards for cadets are based on two directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior ROTC Operations*.

**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, as prescribed in AFI 36-2903, properly and with pride.

Wear the uniform on the established day

Ensure the uniform is clean and pressed

Keep your shoes polished and shined, including the heels and edges of soles.

Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.

Keep ribbons clean and replace them when they become worn, frayed, or faded.

#### **Don'ts**

Do not wear the uniform with other clothing.

Do not lend your uniform to anyone.

Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts



of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)

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.)

Uniform inspection write-ups double each week if a cadet is written up for the same thing on consecutive weeks. I.E. cadet needs hair cut (-30 points), cadet has the same write-up on the next inspection, it's (-60 points).

**Hats**—will be worn with the uniform outside at all times with one exception. Basic rule: if you look up and see the sky, you should have your hat on.

**Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 10 for criteria for earning the awards, ribbons and badges.

**Shoulder Patches**—wear of the AFJROTC official shoulder patch and OH-20202 Unit patch is mandatory on all the short sleeve blue shirt, service coat, lightweight blue jacket and ABUs.

**Shoulder Cords**—if properly earned, cadets are authorized to wear distinctive shoulder cords 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. Authorized cords are described as follows:

**Corps Commander** will wear a gold cord.

**Vice Corps Commander** will wear a silver cord.

**Superintendent** will wear a blue & black cord.

**Operations Officer** will wear a gold & white cord.

**Flight Commanders** will wear a blue & white braid cord.

**Flight Sergeants** will wear blue cord.

**Cadet of the month** will wear a red & blue braid. (Selected by SASI/ASI)

**Special Teams Commander** will wear a grey & black cord.

**Drill Team** will wear red & white braid cords.

**Elite Color Guard** will wear white cords.

Note: No other shoulder cords are authorized to be worn unless approved by the SASI/ASI.

**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, the unusual, or the faddish. **The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image.** The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also 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.

**Jewelry**—while in uniform, you may wear a conservative wristwatch and rings, but no more than three rings at any one time. Rings will be worn at the base of the finger, and will not be worn on the thumb. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head. Colored bracelets that support a cause are also not allowed nor are string style, rubber bands, hair ties, necklaces, chokers, or collars, or colored shaped rubber bracelets. Necklaces will not be visible at any time. If worn, will be concealed under a collar or undershirt. Male cadets are not authorized to wear earrings while in uniform or in civilian attire for official duty (i.e. any JROTC activity). Female cadets may wear small (not exceeding 6 mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a cadet 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.

**Eyeglasses or Sunglasses**—if worn, eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with a small logo on frames or lenses. Logo must be the same color as the frames or lenses. Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical

reasons, e.g., PRK/Lasik surgery and when authorized by SASI/ASI on the advice of a medical official.

**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. Tattoos, body markings or brands on the head, neck, face, tongue, lips and/or scalp are prohibited. Tattoos on the hands will be limited to one single-band ring tattoo, on one finger. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands are discouraged. Cadets should be aware of the fact that tattoos and brands may preclude them from serving in the military.

**NOTE: Professional Image is a must in uniform. Do not make marks on your body with pens, pencils, markers, etc.**

**Body Piercing**—Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes. **NOTE: Getting a new piercing in an unauthorized body part (e.g., ear cartilage, belly button, nose, tongue etc.) that will require 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.**

**Fingernails**—Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties.(French tips are authorized)

**Cosmetics**—Male cadets are not authorized to wear 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 distinctly contrast with their complexion, 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. Cosmetics will not be worn during field conditions.

**Specific Female Cadet Grooming Guidelines:**

**Hair-Female.** No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.2. When in doubt, assess the correct length of hair with the Airman standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

**Hair accessories.** If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color.

Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. See figure 3.3). 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, or 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 (approx. ¼ inches), show no more than ¼ inch of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards as described above. [Exception: Micro-braids or twists are not required to continue to the end of the hair.]

Unauthorized: Mohawk, mullet or etched design.

### **Specific Male Cadet Grooming Guidelines:**

**Hair**—Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme or faddish hairstyles are allowed.

**Skirts**—Upper class females (Juniors or Seniors) may wear the uniform skirt in lieu of the pants. The length of your skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap while standing at attention. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral, dark brown,

black, off-black, or dark blue shade that complements the uniform and your skin tone.

**Pumps**—Authorized for upper class females (Juniors or Seniors) with uniform Options A, B, C. If worn, Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man-made material. Issued shoes are recommended for uniform days and are required for Summer Leadership School and regulation drill meets.

### **Cadet Grade and Rank:**

The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia and patches. Cadets are divided into three categories; airman, non-commissioned officer, and officer. This three-way division is also true among active duty personnel.

Airman grades include Airman Basic, Airman, Airman First Class and Senior Airman. There is no insignia for Airman Basic. Airman insignia is worn on the collar/lapel of the uniform.

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. NCO insignia is worn on the collar/lapel of the uniform.

You will note that the grade chart shows the commissioned grades from the lowest, Second Lieutenant, to the highest authorized for an organization. Cadet Officers wear their grade insignia on the collar/lapel or epaulet of the uniform.

**Junior or Senior UNIFORM OPTIONS:** Wear of Air Force approved service caps, service cap insignia, clip-on ties and tie clips/pins, skirt, Corfam shoes/pumps. These items must be purchased by the individual cadet, as they are not issued.

**Uniform Standard Exceptions**—Because 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 while on the High School campus.

**Service Coat**—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms or on the bus. Upon leaving the classroom or bus for any reason, the cadet must wear and button the coat.

**Lightweight Jackets**—Although designed as an outer garment, for the same reason as above, the lightweight jackets may be kept on while in classrooms, but will be removed for uniform inspections.

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

<b>Cadet Enlisted Rank</b> Abbreviation Insignia		
Cadet Airman Basic C/AB No Insignia	Cadet Airman C/Amn	Cadet Airman First Class C/A1C
Cadet Senior Airman	Cadet Staff Sergeant	Cadet Technical Sergeant

C/SrA	C/SSgt	C/TSgt
Cadet Master Sergeant C/MSgt	Cadet Senior Master Sergeant C/SMSgt	Cadet Chief Master Sergeant C/CMSgt



e. Rank Placement

Enlisted Rank Placement on Blue Shirt

Officer Rank Placement on ABUs

Enlisted Rank Placement on Service Coat

Officer Rank Placement on Service  
Coat

Rank Placement on Lightweight Jacket (officer and enlisted)

**UNIFORM OPTION A & B – CADET MALE BLUE SHIRT**

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

**NAME TAG:** Required—Grounded and centered over wearer’s right pocket. Option A (Male)

**RIBBONS:** Required—Grounded and centered over wearer’s left pocket. Option B (Male)

**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 (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge—first badge placed ½ inch above name tag and centered horizontally; additional badges placed ½ above previous badge

**BADGES (Left):** Model Rocketry Badge – centered top to bottom and side to side on left pocket; Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ inch above previous badge.

**TIE:** Tied in an appropriate knot (see Attachment 1) 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/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of 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.

**UNIFORM OPTION A & B – CADET FEMALE BLUE SHIRT**

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

<b>NAME TAG:</b>	Required–Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.	Option A (Female)
		Option B (Female)

**RIBBONS:** Required–Centered on the left side, aligned with/parallel to the bottom of the name tag

**RANK (Enlisted):** Worn on both left and 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.

**BADGES (Right):** Awareness Presentation Team (APT) Badge (pictured), Kitty Hawk Badge, Aerospace Education Foundation (AEF)–Badge, and Distinguished Cadet 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 (pictured), Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured)–First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ inch above previous badge.

**NECK TAB:** The neck tab will placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.

**BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.

**SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of 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. Patent Leather shoes may only be worn by upperclassmen.

**SOCKS:** Plain, black, above the calf.

**T-SHIRT:** If worn, must be plain, white, V-neck or tank style.

**UNIFORM OPTION C – CADET MALE SERVICE DRESS**

**NAME TAG:** Required—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. Option C (Male)

**RIBBONS:** Required—Centered on left side on but not over the edge of the pocket.

**MEDALS:** (Not pictured) Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 10.

**BADGES (Right):** Awareness Presentation Team (APT) Badge—Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge (not pictured) – 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 AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Aeronautic (AMA) Wings (not pictured) – worn 1 inch below pocket, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed

½ inch above previous badge

**COAT:** Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length.

**TIE:** Same as Option B.

**BELT/GIG LINE:** 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.

**UNIFORM OPTION C – CADET FEMALE SERVICE DRESS**

- NAME TAG:** Required—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. Option C (Female)
- RIBBONS:** Required—Centered on left side on but not over the edge of the pocket.
- MEDALS:** Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 10.
- RANK (Officer and Enlisted):** Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground.
- BADGES (Right):** Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace  
Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet 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, Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured)—first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.

**COAT:** Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length.

**NECK TAB:** Same as Option B

**BELT/GIG LINE:** 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.

**UNIFORM OPTION D – CADET AIRMAN BATTLE UNIFORM (ABU)**

**NAME TAPE:** Worn centered and grounded over the right pocket. Option D

**AF JROTC TAPE:** Worn centered and grounded over the left pocket.

**UNIT PATCH:** Worn centered on the right pocket.

**AF JROTC PATCH:** Worn centered on the left pocket.

**RANK (Officer and Enlisted)** Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia.

**SLEEVES:** May be worn rolled up or fully extended.

**T-SHIRT:** Tan/sand color.

**BELT:** Issued ABU belt.

**BOOTS:** AF Issue green boots.

**HAT:** AF Issue ABU hat or AF JROTC.

## **UNIFORM OPTION E – CADET UNIT SHIRT**

The Cadet Unit Shirt (Option E) 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 blue jeans 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 Air Force Junior ROTC uniform on the appropriate day due to alterations, missing items, etc., they are required to wear Option E to receive credit.

Option E

**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 a cadet chooses 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.

**UNIFORM OPTION F – CADET PT UNIFORM**

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 will be white or black and may have small trademark logos 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 below 45 degrees including the wind chill. The issued PT Gear will be well fitting enough to allow the cadet freedom of movement. The short-sleeve shirt will be tucked into shorts or running pants at all times. Appropriate athletic shoes are required with the PT Gear (no flip flops, sandals, or open toed shoes). If a cadet has a valid excuse for not participating in PT (e.g., doctor's note) they should still bring their PT gear with them on that day since a grade is given for having the appropriate uniform. Cadets are given time at the beginning of class and end of class to change into/out of the PT uniform.

Option F

## 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, as stated in Paragraph 7, due to the varying temperatures in school, lightweight jackets may be worn inside; however, they will be removed for uniform inspections.

Lightweight Blue Jacket

**While worn, the lightweight jacket must be zipped at least ½ way up.** It can be zipped up further and even to the top, but must be at least ½ 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:** 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

## **CADET HEADGEAR**

**FEMALE FLIGHT CAP:** Worn square on the head, bangs may protrude from front band but must not touch the eye brows, small cadet insignia worn on left side of cap, 1 ½ inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap. **FEMALE SERVICE CAP (NOT SHOWN):** Authorized for wear by senior staff members only, worn square on the head, large cadet officer hat insignia worn centered on front of cap.

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## CHAPTER 9 - CADET PROMOTION SYSTEM

### Eligibility:

Cadets who have demonstrated a ***potential for increased responsibility and professionalism*** may be selected periodically for promotion.

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.

To be eligible for promotion to officer rank, a cadet must meet all promotion eligibility requirements.

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.

Normally Junior and Senior cadets will be selected as the cadet commissioned officers. Sophomores and Juniors will usually be the NCOs, and Freshmen will be the cadet airmen. Exceptions may be made when qualified upperclassmen are not available to fill the higher positions in the cadet corps.

Cadets should realize that advanced positions of leadership are limited. There is only one Chief of Staff of the United States Air Force just as there is only one senior principal per school at Morristown-Hamblen. All members cannot be chiefs at the same time, and, realistically, some members may never be chief.

**Types of Cadet Promotion:** Promotion in the Austintown Fitch Air Force JROTC program consists of two types, permanent and temporary: **Permanent rank** is attained by successive AS year. **Temporary rank** is awarded based on the position to which the cadet is assigned and the AS year. For example, a junior assigned the position of Logistics Officer may be assigned a temporary cadet officer rank of second lieutenant. Since the grade is temporary, it may not be carried over from semester to semester, or year to year.

**Permanent Rank:** All cadets are assigned a permanent grade commensurate with the number of AFJROTC terms satisfactorily completed, if earned. Permanent grades are awarded at the end of each quarter, each semester.

Cadets are awarded points for academic grades, special projects, and participation in co-curricular activities. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the SASI/ASI. Permanent officer status will be awarded to cadets holding officer positions for two or more semesters. Exceptions are authorized at the discretion of the SASI/ASI and in accordance with published unit guidance. C/Capt is the highest permanent rank that can be earned.

**Temporary Rank:** Temporary rank will be assigned by the SASI/ASI. Temporary rank is based on assigned position and the level of responsibility that position holds. A cadet will revert to their permanent rank when they no longer hold the position of responsibility for which the temporary rank was assigned. An exception exists for seniors whenever they complete an assigned Senior-appropriate task from the SASI/ASI. They may then earn the right to wear their temporary rank permanently. Selections for positions requiring a higher rank will be based on a cadet's overall performance.

### **Frequency of Promotions:**

There will be two promotion cycles each semester. 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 corps commander and approval of the SASI/ASI.

### **Promotion Criteria:**

The following criteria apply for promotion to Cadet Airman: (cadet AB-cadet SrA)

AFJROTC grade of 80 or above.

Passing grade in all other classes. 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.

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

Consistently meet all grooming standards (90% average grade on inspections). No missed uniform wear inspections during promotion cycle.  
No active administrative disciplinary actions during the promotion cycle  
Demonstrated professionalism, positive attitude and full effort towards the AFJROTC Program  
Memorization of Air Force Song (first verse) (verbal test)

Along with the requirements above, the following criteria applies for all other cadet rank promotions:

Memorization of Phonetic Alphabet (written test)  
Knowledge of basic cadet information (written test)  
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

Memorization of 30-count Drill Sequence (written test)  
Participation in at least 1 corps-wide community service project  
Knowledge of advanced cadet information (written test—**officers only**)  
Memorization of Cadet Creed (verbal or written test)

**Reduction in Cadet Rank**—Students who are assigned to In School Suspension (ISS) or behave in an unprofessional manner, may be reduced in rank. Cadets are expected to be professional and bring credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS may lose their cadet rank or be removed from the corps. The severity of rank reduction will depend on the circumstances in each case as determined by a SASI/ASI. The cadet being considered for discipline action may request permission to present their case.

**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. Failure to satisfactorily perform additional duties as required by the Cadet Commander or SASI/ASI.
- d. Unauthorized absence from cadet meetings.
- e. Unsatisfactory conduct in other classes.
- f. Conduct unbecoming a cadet as defined by the Cadet Code of Conduct and/or Cadet Creed.
- g. Three or more uniform misses.

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 cadet Colonels and cadet Chief Master Sergeants, etc.

**Cadet Rank**—Cadets will start each semester with the rank specified in the below promotion guide.

**PROMOTION GUIDE**

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

CLASS	RANK	COMMENTS
Freshman	C/Airman Basic	Start school year/term
	C/Airman-A1C	Eligible for consideration, after 9 weeks
	C/SrA	By exception

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Sophomore	C/A1C	Start school year/term
	C/SrA	Eligible for consideration, after 9 weeks
	C/SSgt	By exception

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Junior	C/SrA	Start school year
	C/SSgt	Eligible for consideration, after 9 weeks
	C/SMSgt & CMSgt	Key staff position
	C/2Lt & 1Lt	By exception

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Senior	C/SSgt - 2Lt	Start school year/term
	C/1Lt & Capt.	Eligible for consideration, after 9 weeks
	C/Maj & Lt Col	Key senior staff position
	C/Col	Corps Commander

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## CHAPTER 10 – CADET AWARDS AND DECORATIONS

**Overview**—The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The Austintown Fitch Air Force JROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship and academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this Cadet Guide. Awards will be present at appropriate ceremonies or in front of peers in class for lower level ribbons/awards. Sometimes we'll invite school officials and local civil authorities when practical. Representatives from organizations sponsoring awards are also offered the opportunity to make the award presentation. We display awards when possible for the benefit of the cadet corps. The SASI/ASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

**Categories**—There are two categories of awards, some have accompanying medals and certificates:

National Awards—presented to cadets who meet criteria and are selected by the SASI and approved by the Principal.

AFJROTC Local Awards—authorized by AFJROTC Operational Supplement and presented to cadets who meet criteria and are selected by the SASI.

**Proper Wear**—ribbons are worn on the left breast pocket as outlined in Chapter 8. Ribbons are worn in the proper order of precedence with the highest earned ribbon place on the top row nearest the heart. Ribbons are listed below in order of precedence.

**Senior Graduation Rope Requirements**—Seniors can earn JROTC cords to wear with their graduation cap and gown. The cords can be rented or purchased from the instructors. The following criteria applies.

A current senior, eligible for AFJROTC certificate of completion.

Earned at least the three following ribbons:

Dress and Appearance

Good Conduct

Attendance

Maintained a CGPA of 3.25 or higher

Current grade of A in AFJROTC

Accrued a minimum of 30 community service hours while in AFJROTC

No disciplinary action, maintains our core values and serves as a strong role model for AFJROTC

### HUMANITARIAN AWARDS

<b>AWARD (Eligibility)</b>	<b>CADET REQUIREMENT</b>	<b>ELEMENT(S)</b>
<b>1. Air Force JROTC Valor Award (Gold)</b> (All Cadets)	Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.	Medal, Ribbon, Citation
<b>2. Air Force JROTC Valor Award (Silver)</b> (All Cadets)	Voluntary act of heroism that does not involve risk of life.	Medal, Ribbon, Citation
<b>3. Cadet Humanitarian Award</b> (All Cadets)	It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.	Ribbon, Certificate
<b>4. Silver Star Community Service with Excellence Award</b> (All Cadets)	The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS.	Ribbon, Certificate



<b>5. Community Service with Excellence Award</b> (All Cadets)	It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.	Ribbon, Certificate
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### NATIONAL LEVEL AFJROTC AWARDS

These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

<b>AWARD (Eligibility)</b>	<b>CADET REQUIREMENT</b>	<b>ELEMENT(S)</b>
<b>6. Air Force Association Award</b> (Juniors)	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).	Medal, Ribbon, Certificate
<b>7. Daedalian Award</b> (All Cadets)	Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of Juniors. Be in upper 20% of high school class.	Medal, Ribbon, Certificate

<b>8. Daughters of the American Revolution Award</b> (Seniors)	Be in the upper 25% Seniors 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.	Medal, Ribbon, Certificate
<b>9. American Legion Scholastic Award</b> (Juniors or Seniors)	Be in the upper 10% of high school class. Be in upper 25% of Juniors or Seniors. Demonstrate leadership qualities and participate in student activities.	Medal, Ribbon, Certificate
<b>10. American Legion General Military Excellence Award</b> (Juniors or Seniors)	Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate
<b>11. Reserve Officers Association Award</b> (All Cadets)	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, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.	Medal, Ribbon, Certificate
<b>12. Military Officers Association Award</b> (Junior)	Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.	Medal, Ribbon, Certificate
<b>13. Veterans of Foreign Wars Award</b> (Juniors or Seniors)	Show positive attitude towards AFJROTC. Have out-standing military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in	Medal, Ribbon, Certificate

AFJROTC and "C" in all other classes.  
Be active in student activities.

<p><b>14. National Society United States Daughters of 1812 Award</b> (All Cadets)</p>	<p>Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>15. National Sojourners Award</b> (Sophomores of Juniors)</p>	<p>Be in the upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>16. Scottish Rite, Southern Jurisdiction Award</b> (Juniors)</p>	<p>Contribute the most to encourage Americanism by participation in LDR activities or community projects. Demonstrate academic excellence by being in the top 25% of class. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>17. Military Order of the Purple Heart Award</b> (Juniors or Seniors)</p>	<p>Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>18. Sons of the American Revolution Award</b> (Juniors)</p>	<p>Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of Juniors. Top 25% of high school class.</p>	<p>Medal, Ribbon, Certificate</p>

<p><b>19. Military Order of World Wars Award</b> (Freshmen, Sophomores, Juniors)</p>	<p>Excel in all academics and military training. Actively participate in AFJROTC co-curricular activities. Want to continue in AFJROTC.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>20. American Veterans Award</b> (All Cadets)</p>	<p>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.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>21. Air Force Sergeants Association Award</b> (Juniors or Seniors)</p>	<p>Be in Top 10% of Juniors or Seniors. Show outstanding military leadership, discipline, character, and citizenship.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>22. Tuskegee Airmen Inc. AF JROTC Award</b> 2 cadets (Freshmen, Sophomores, Juniors)</p>	<p>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 unite service projects.</p>	<p>Ribbon, Certificate</p>
<p><b>23. Retired Enlisted Association Award</b> (All Cadets)</p>	<p>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.</p>	<p>Medal, Ribbon, Certificate</p>
<p><b>24. Celebrate Freedom Foundation Award</b> (All Cadets)</p>	<p>Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment and self-confidence. Courteous demeanor (promptness, obedience and respect for customs). Growth potential (capacity for responsibility, high productivity and adaptability to change). Possess the highest personal and ethical standards and strong positive</p>	<p>Ribbon, Certificate</p>

convictions. Shows the potential and desire to pursue a military career. Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent. Rank in the top 15 % of his/her academic class. Demonstrates a positive attitude (toward AFJROTC and school).

**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

Ribbon,  
Certificate

### LOCAL AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
<b>26. Distinguished Unit Award with Merit</b> (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.	Ribbon
<b>27. Distinguished Unit Award</b> (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. (NOTE: The DUA and DUA w/Merit award share the same ribbon. The	Ribbon

ribbon without the star is the DUA award and the ribbon with the star is the DUA w/Merit award. They are two different awards, same ribbon.)

- |   |   |                                |
|---|---|--------------------------------|
| <p><b>28. Outstanding Organization Award</b><br/>(All Cadets)</p>     | <p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. AFROTC Operations Support will post criteria for this award annually.</p>  | <p>Ribbon</p>                  |
| <p><b>29. Outstanding Flight Ribbon</b><br/>(All Cadets)</p>          | <p>Selected by SASI based on Professionalism, Participation, Academics, uniform wear, PT participation, and overall attitude/character.</p>   | <p>Ribbon</p>                  |
| <p><b>30. Top Performer Award</b><br/>(2% of Cadets)</p>              | <p>SASI nominates to Regional Director prior to Evaluation or Staff Assistance Visit (SAV) (SASI may also select recipient on out of cycle evaluation years). Leadership and job performance in primary duty. Nominees must also be in good academic standing in all high school course work.</p> | <p>Certificate,<br/>Ribbon</p> |
| <p><b>31. Outstanding Cadet Ribbon</b><br/>(One Cadet each grade)</p> | <p>Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.</p>   | <p>Ribbon</p>                  |
| <p><b>32. Leadership Ribbon</b> (5% of Cadets)</p>                    | <p>Assigned to and excel in a leadership position while exhibiting outstanding performance. Awarded once per school year.</p>   | <p>Ribbon</p>                  |

<p><b>33. Superior Performance Ribbon</b> (10% of Cadets)</p>	<p>Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (top three cadets in PT tests, outstanding performer in community sanctioned activity, successfully run a Corps project that involves less than 30% of the Corps). Awarded once per school year</p>	<p>Ribbon</p>
<p><b>34. Achievement Ribbon</b> (5% of Cadets)</p>	<p>Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.). Awarded once per school year.</p>	<p>Ribbon</p>
<p><b>35. Academic Ribbon</b> (All Cadets)</p>	<p>Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC for the semester enrolled.</p>	<p>Ribbon</p>
<p><b>36. Cadet Leadership Course (CLC) Ribbon</b> (All Cadets)</p>	<p>Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.</p>	<p>Ribbon</p>

<b>37. Special Teams Competition Ribbon</b> (All Cadets)	Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.	Ribbon
<b>38. Jt/All Service National Competition Ribbon</b> (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.	Ribbon
<b>39. Air Force Nationals Competition Ribbon</b> (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.	Ribbon
<b>40. Orienteering Ribbon</b> (All Cadets)	Awarded to team members for "placing" in an orienteering meet or successfully completing the Land Navigation academic and course execution phases of the Land Navigation Course.	Ribbon
<b>41. Ldrshp Dev Req (LDR) Leadership Ribbon</b> (All Cadets)	Is a ribbon 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	Ribbon



guard team commander, dining-in chairperson, military ball chairperson, etc.).

<b>42. Drill Team Ribbon</b> (All Cadets)	Participate in at least 75% of all scheduled drill team practices and events. Must be recommended by the drill team commander.	Ribbon
<b>43. Color Guard Ribbon</b> (All Cadets)	Participate in at least five scheduled color guard events or on the color guard team at a drill competition. Must be recommended by the color guard commander.	Ribbon
<b>44. Sabre Team Ribbon</b> (All Cadets)	Participate in at least three scheduled sabre team events or on the sabre team at a drill competition. Must be recommended by the sabre team commander.	Ribbon
<b>45. Marksmanship Ribbon</b> (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).	Ribbon
<b>46. Good Conduct Ribbon</b> (All Cadets)	No adverse discipline reports or suspensions.	Ribbon
<b>47. Service Ribbon</b> (All Cadets)	Performance in a minimum of 10 hours of school, community, or AF JROTC service projects. Cluster awarded for each additional 20 hours. (Max 3 per semester)	Ribbon

**48. Health and Wellness Ribbon**  
(All Cadets)

Awarded for successfully completing the posted minimum requirements by gender (see below) and actively participating in the Unit Wellness Program with no more than three PT absences in the semester. The bronze star will be awarded to any cadet scoring in the 75-84 percentile, silver star for 85-95 percentile, and gold star for 96-100 percentile on the Presidential Fitness Assessment. Awarded once per school year. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

Ribbon

	1 Mile Run	Push ups	Sit ups
Male	8:30	30	40
Female	10:30	20	30

Cadets already wearing ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

**49. Recruiting Ribbon**  
(All Cadets)

Enroll at least two cadets or serve as members of a Cadet Recruiting team at

Ribbon

	middle school, high school, or other forum for two events.	
<b>50. Activities Ribbon</b> (All Cadets)	Participate in three formally scheduled activities such as parades, community events, or school activities etc. Participate in three additional activities to receive a cluster. (Max two clusters per semester)	Ribbon
<b>51. Attendance Ribbon</b> (All Cadets)	No more than three absences or tardies in a semester while actively enrolled in AFJROTC.	Ribbon
<b>52. Dress and Appearance Ribbon</b> (All Cadets)	Wear uniform on all designated uniform days, conform to all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.	Ribbon
<b>53. Longevity Ribbon</b> (All Cadets)	Is a ribbon awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year.	Ribbon
<b>54. Bataan Death March Memorial Hike Ribbon</b> (All Cadets)	Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC cadets must complete an organized 14-mile Bataan Death March Memorial Hike.	Ribbon

<b>55. Patriotic Flag Ribbon</b> (All Cadets)	May be awarded for participation in <i>non-color guard</i> 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; also teaching elementary children how to raise/lower the flag. Cadets must participate in a minimum of one event. Regarding the daily school flag detail, a cadet must participate in a minimum of 40 events.	Ribbon
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### **CIVIL AIR PATROL (CAP) AWARDS**

Only these five CAP awards may be worn on the AF JROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation.

<b>AWARD</b>	<b>CADET REQUIREMENT</b>	<b>ELEMENT(S)</b>
<b>56. General Carl Spaatz Award</b>	May be awarded to cadets who "successfully complete all phases of the CAP cadet program and the General Carl A. Spaatz Award examination"	Ribbon
<b>57. General Ira C. Eaker Award</b>	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.	Ribbon
<b>58. Amelia Earhart Award</b>	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.	Ribbon

<b>59. General Billy Mitchell Award</b>	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.	Ribbon
<b>60. General J. F. Furry Achievement Award</b>	Successful completion of Achievement 1 of CAP cadet program.	Ribbon

Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

**Ribbon Devices**—Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leafs 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.

Single Bronze Oak Leaf	Double Bronze Oak Leaf Cluster	Triple Bronze Oak Leaf Cluster	Quadruple Bronze Oak Leaf Cluster
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Gold Star

Silver Star

Silver Oak Leaf

Bronze Star

Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Medals will only be worn on the Service Dress Uniform (Option C). Place medals on the mounting rack in the proper order of

precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons. Medals are authorized to be worn at the following OH-20202 events: Promotion Ceremonies, Parades, Veterans Ceremonies, Military Ball, Awards Banquet, and any other event designated by the SASI.

#### Badges:

Kitty Hawk Order of Honors—The objective of the OH-20202 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one's school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets.

Membership is based upon scholarship, leadership, and character.

Membership is open to sophomore, junior, and senior cadets who have spent one previous semester in the OH-20202 AF JROTC. Cadets must have a scholastic average of at least 95 in Aerospace Science and a CGPA of 3.5 in other classes with no failures.

Cadets must be recommended for membership by the SASI/ASI.

To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load.

Poor attendance is grounds for removal (3 or more absences).

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). See Chapter 13 for requirements.

Model Rocketry Badge—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a Skill Level 2 rocket.

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



Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Superior Performance Ribbon
- c. Achievement Ribbon
- d. Academic Ribbon
- e. Leadership Development Requirement
- f. Service Ribbon

Honor Flight and Cadet of the Month (COM)  
Selection Criteria:

30% Professionalism – Leadership, polite, polished, etc.

30% Participation – After school activities, attendance, etc.

- 20% Academics – CGPA, AFJROTC grade ave.
- 10% Athletics – Level of effort toward fitness.
- 10% Character – Integrity, moral compass, work ethic

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## CHAPTER 11 - CORPS COMMUNICATIONS

**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 OH-20202 cadet to read the bulletin boards daily.*** The bulletin boards will be kept current at all times and is the responsibility of the Public Affairs Officer. All notices placed on the board **MUST** be typed, and approved by the SASI/ASI, c/CC or c/CV.

**Pass On** (sample pictured)—The Pass On and Calendar board has the same rules the Bulletin Boards with the exception that items must be neatly written versus typed.

Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. All notices must be **TYPED** in final format prior to submission, and must be submitted a minimum of two days prior to the date the notice concerns.

**Sign-up Lists**—all sign-up lists must be typed and include the following information: date(s), start and end time(s), location, fees, uniform required, project officer name and signature, 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 absolutely 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 and project officer then line through their name on the list.

**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.

**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 for themselves. If the flight commander/sergeant fails to read the announcement, the cadet involved is still responsible for the information on the bulletin board.

**Remind Application**—may also be means of communicating with students outside of the classroom. This application is free.

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## CHAPTER 12 - COMMUNITY SERVICE & LETTER JACKET POLICY

**Community Service Hours**—Cadets perform service to the community and school as a member of AFJROTC. These include: VFW (Veterans of Foreign Wars), veterans and servicemen letters, food drives, community parades, color guard details for the community, etc. Service to Mahoning County Schools conducted solely for or in support of AFJROTC activities are strictly considered as co-curricular and are not considered as community service.

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.

**Schoolology**—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 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.

**Eligibility**—all cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, cadets who are Academic Ineligibility must have SASI/ASI approval before signing up.

**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 absolutely certain you can attend. Cadets are encouraged to copy down project details 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 (Chapter 16), and may suffer consequences such as demotion and/or not being allowed to participate in future events.

**Credit for Community Service Time**—in the cases 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. If this process is not followed, cadets should fill out a community service hours request form (see Attachment 2) and turn it in to the appropriate project officer, flight commander, team commander, or the SASI/ASI. The project officer, flight commander, team

commander, SASI/ASI approves the form and submits it to the personnel officer/staff to enter into WINGS.

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**CHAPTER 13 - AFJROTC CO-CURRICULAR ACTIVITIES/FIELD TRIPS**

The Austintown Fitch AFJROTC cadets may participate in a variety of co-curricular activities designed to help cadets gain a better understanding of certain aspects of JROTC and the Air Force. Parades, drill meets, the annual Military Ball and awards ceremony are just some of the yearly activities. Cadet participation in these events is highly encouraged. Involvement teaches a cadet responsibility, teamwork, and cooperation. Active involvement in these corps activities is a sure-fire way to create lasting friendship and also have fun. Activities may include, but are not limited to: *“Tentative”*

**Drill Team**—True dedication is required to excel in this activity. The drill team provides a chance to polish the basic skills learned in leadership laboratory. After-school practice, learning of the manual of arms, extreme concentration, strict compliance with drill team commands, extra care of the uniform, the desire for public exhibition, recognition, and individual desire will limit this activity to the finest, most hard-working cadets in the unit. Cadets can earn a variety of trophies, medals, Special Teams Competition Ribbon and the Drill Team Ribbon through participation in this activity. There is also the opportunity to travel.

**Color Guard**—an elite marching unit which performs regulation color guard drill and escorts the national, state and other colors during school sporting events and other special functions. The Color Guard ribbon is earned through participation in this activity.

**Honor Guard (Saber Team)**—a special marching unit which performs regulation and exhibition drill using military sabers. Being a member of this group is one of the highest honors bestowed upon a cadet. Specially selected and personally trained, only the finest cadets are permitted to serve on the Honor Guard. The Saber Team also performs at the homecoming game, military ball, recognition banquet, and other special functions.

**Physical Training (PT) Team**—this team offers cadets an opportunity to work themselves into top physical condition. A physically fit group of cadets who train and compete in PT at drill meets. Fun fitness are the operative words for this club.

**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.

**Rocketry Club**—cadets build and launch rockets. Participation can lead to the award and wearing of the Rocket Badge.

**Kitty Hawk Air Society** —objective of the OH-20202 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one's school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all games. Membership is based upon scholarship, leadership, and character. Membership is open to sophomore, junior, and senior cadets who have spent one previous semester in the OH-20202 AFJROTC. Cadets must have a scholastic average of at least 95 in Aerospace Science and a CGPA of 3.5 in other classes with no failures. Cadets must be recommended for membership by the SASI/ASI. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load. Poor attendance is grounds for removal (3 or more absences).

**Hiking Club**—this club is available to those cadets who enjoy the outdoors and want to learn important facts about nature, basic first aid, and increase physical endurance. Hikers use the Great Smoky Mountains and other areas of interest. Cadets may also be able to train for the orientation challenges occasionally presented throughout the year to those who wish to obtain the Orienteering Ribbon.

**Academic Bowl**—this is a select member team who compete regionally online against other AFJROTC units. The online questions are ACT/SAT type problems in Math, Science, and English with some current events and military questions also included. From the regions, 16 teams advance to the finals in Washington, D.C. where the Air Force champion is determined. The AF team then competes against Army, Navy and Marine Corps teams to decide the National winner.

**Cyber Patriot**—this is a select member team composed of computer software wizards who try to detect hacks into a virtual computer network set up by real corporate security experts. The contest is nation-wide and winners go on to compete for the overall championship in Orlando, Florida. Members are authorized to wear the Cyber Patriot badge and shoulder cord.

**The Cadet Journal**—a cadet newspaper is published as a means of keeping cadets informed of unit activities. It provides a perfect opportunity for cadets to display their literary skills. If you like to write or draw cartoons, interested in journalistic activities, and have a nose for knowing what is going on, this activity is for you.

**Dances**—in the spring semester, AFJROTC will host a Military Ball. A formal affair, it is the social highlight of the school year. Normally scheduled prior to Spring Break.

**Back-to-School Picnic**—the Picnic is held early in the academic year. The picnic serves as a chance for all cadets to come together and enjoy a day of fun,

which is usually accompanied by games of volleyball, tag football, swimming, and a huge assortment of delicious foods. The picnic offers a chance for the new cadets to meet the veteran cadets and fosters camaraderie in the corps early in the year.

**Annual Awards Ceremony**—held in the spring, this event is a traditional farewell to the AS IV class of graduating seniors. It also recognizes outstanding cadets with national and local AFJROTC awards.

**Fund Raising Projects**—the unit must provide its own financial support for many of its activities. Various fund raising projects are completed each school year in order to provide these funds. The extent in which each cadet is involved contributes to the overall success of the corps. In other words, if you and every other cadet carry a share of the load, the task will be easier and more successful.

**Tutoring**—this program offers one-on-one academic help in various school subjects. Cadets with excellent grades in one or more subjects assist others who need help in those areas. Extra rank and recognition is awarded to the cadets who qualify and serve as tutors.

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

- United States Air Force Museum at Wright-Patterson Air Force Base, Ohio
- Teambuilding/Obstacle Course Outings, Drill Competitions
- USAF ROTC Detachment at Kent State University

Participation in any number of these activities is beneficial to all cadets. Events will be planned with safety considerations and these considerations will be briefed for each activity. Activities will require parent/guardian consent and school permission in order for you to participate. Choose carefully, get involved, and have fun!

**NOTE:** No form of physical punishment or discipline will be used in cadet activities! Also, all policies regarding harassment and conduct will be strictly enforced. Physical punishment and harassment of any kind are against Air Force rules and school rules.

**YOU ARE REQUIRED TO MAINTAIN A “C” AVERAGE AND BE PASSING ALL SUBJECTS IN ORDER TO PARTICIPATE IN ACTIVITIES FOR AFJROTC.**

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## CHAPTER 14 - CADET WELLNESS PROGRAM

**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...no grades are given for the amount of repetitions or times of runs. This program is also used to build teamwork and esprit de corps within the unit.

**Participation**—participation in mandatory. If you cannot participate, your parent/guardian must provide the SASI/ASI with a letter excusing you from participation. All cadets will be required to fill out and turn in a signed physical health consent form (PHA) in order to participate and receive a grade. Cadets who have a medical issue identified on the form need a medical clearance before participating. You should consult a physician before starting any exercise program.

Note: We do not consider regular marching or drilling as PT Training requiring the PHA consent form. We also do not consider membership and/or participation on the drill team, color guard, honor guard, or hiking club as PT training requiring the PHA consent form. However, parent/guardians /guardians must sign permission and medical release forms for these activities. Parent/guardian can also seek medical authority approvals before allowing their student(s) to participate on these teams/clubs or in marching or drilling.

The CHWP at OH-20202 will consist of three main areas of study/practice:

**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.

**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.

**Fitness Assessment and Workouts**—this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress. Fitness assessments and workouts will take place on Fridays opposite team sports.

**Fitness Assessment Exercises**—the Presidential Fitness Challenge wellness program is a series of exercises designed by AFJROTC to enhance your fitness. It consists of five basic exercises to test your individual level of performance and allow you to earn a fitness ribbon and also to compete for additional recognition, should you so desire. Other sports activities are included to enhance the program.

**1-mile run**—the 1-mile run will take place on the school track. 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 who have trouble running will be encouraged to try some running combined with walking and to try and improve their result each time. While walking, cadets are highly encouraged to walk at a brisk pace.

**Pushups**—place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press back to starting position. You must rest in the up position.

**Sit ups**—lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum.

**Shuttle Run**—this event measures speed, quickness, and agility. Students will sprint between two lines 30 feet apart while picking up a block on each length of the run. The student will drop the first block and return for the second block while sprinting thru the finish line. Times are recorded to the nearest tenth of a second.

**V-sit Reach**—place your feet 8 to 12 inches apart on a line marked on the floor. This is the baseline. With palms facing down, place them on the measuring line. Keep your toes facing upward. As you reach forward, exhale, and reach as far as you can while staying in good position. Try this three times for practice and the fourth will be recorded. If you do not cross the base line it will be a negative

number reached, and if you cross the baseline it will be positive numbers reached.

**Other Sports Activities**—you will be able to participate in other activities, which will be interspersed with the Presidential Fitness Challenge exercises to provide variety and fun.

These are:

Softball

Kickball

Volleyball

Ultimate Frisbee

3 on 3 Basketball

Other physical activities

**Administration**—the Presidential Fitness Challenge program is supervised by the SASI/ASI. These AFJROTC instructors are certified in CPR training. The cadet corps athletic officer ensures cadet folders are maintained in proper order for each cadet in each flight. The folders will include a signed permission slip (PHA form) and data sheets. Data is tracked by the flight athletic officers.

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## CHAPTER 15 - DRILL AND CEREMONIES

*NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Text Book.*

**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 the following skills: leadership, followership, teamwork, critical thinking and communication.

### **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 form 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.
- State the name of the movement and explain its purpose.
  - Perfectly demonstrate how the movement is performed at a normal cadence, twice.
  - Also break the movement into segments, showing how it's performed, one step at a time. Mention any special rules or standards.
  - 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.

### **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%.

**Parade, REST.**

On "REST," raise the left foot slightly from the hip and move smartly to the left.

Heels 12-inches apart and on line.

Legs straight, but not stiff.

As the left foot moves, bring arms, fully extended, to the back of the 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%.

**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

**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.

## **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 half way 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.

### **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 degrees 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 recap 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.

**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-degree 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 degrees 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**

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.

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.

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**

The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes two 24-inch steps prior to pivoting 45 degrees 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 the right. Then he or she begins half stepping and establishes interval and dress.

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**

The second element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes four 24-inch steps prior to pivoting 45 degrees 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 degrees to the right on the ball of the left foot, and takes six 24-inch steps prior to pivoting 45 degrees 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 degrees to a position in front of the fourth element leader; then he or she pivots 45 degrees 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, and 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 degrees 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 degrees 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 degrees 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 degrees 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.

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## CHAPTER 16 – DISCIPLINE MANAGEMENT PLAN

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.

**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 definitely 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.

**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 an LOC (Attachment 6) is the next step. An 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.

**Step 3–Letter of Reprimand (LOR)**—the last tier in the discipline management system is the LOR (Attachment 7). An 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 corps 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.

**Step 4—Discipline Board**—The SASI/ASI will determine what course of action is in the best interest of the Cadet Corps.

School Offense	Maximum Action
One (1) Day In School Suspension (ISS)	One week JROTC probation
Two (2) Days ISS	Two weeks JROTC probation, loss of position*, loss of 1 grade
Three (3) Days ISS	Four weeks JROTC probation, loss of position*, loss of 3 grades
Five (5) Days ISS	Six weeks JROTC probation, loss of position*, loss of 3 grades
Conduct Unbecoming	Any reasonable combination of the above. Habitual offenders automatically fall under this category regardless of offense.

\* - If offense calls for loss of position and the cadet's position has already been removed, refer punishment to "Conduct Unbecoming".

NOTE: The Cadet PAB members are not privy to any confidential information. PAB members must take into consideration the circumstances of the particular situation and a cadet's past record and attitude. All PAB recommendations are subject to a final determination by the SASI/ASI.

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## CHAPTER 17 – SOCIAL MEDIA

The OH-20202 maintains some social media presence to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, or other unauthorized posts be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan and may also be subject to discipline under the Mahoning County Department of Education’s Student Code of Conduct.

**Austintown Fitch Web Sites**—are the primary means of communication in and outside of school. Cadets and parents/guardians can find almost anything they need at these sites 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.

**Email and Google Classroom**—are also means of communicating with students outside of the classroom.

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<b>CHAPTER 18 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART</b>
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**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 on the basis of positions available and the individual need for training experience. To apply for a corps staff position, cadets must submit a Corps Staff Application (Attachment 4.)

Personnel changes may be made whenever a cadet's performance of duty is not up to standard.

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 Corps and/or Vice Corps Commander. Personnel changes in key positions will be limited.

The authority to remove someone from a corps position rests solely with the SASI/ASI.

**Selection of the Corps Commander**—the SASI will select and announce the Corps Commander. The SASI will base this selection on the following criteria:

Leadership potential based on past performance

Written Essay/Questionnaire

Findings of selection panel consisting of SASI, ASI and outgoing Corps Commander.

**Staff Selection**—after the announcement of the Corps Commander, he/she will pick their staff, who in turn will pick 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 Corps Commander.

**Cadet Staff Procedures**—the cadet staff will meet under the direction of the Corps Commander. The cadet staff will meet as often as required and at least twice a month.

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 Corps Commander for review and action as required.

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.

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.

The **Corps Commander** is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the corps.
- Delegating authority so plans/actions will improve the leadership training programs; developing specific, measurable, and obtainable goals for the unit.
- Ensuring each cadet understands established goals.
- Leading the staff in developing a method of measuring stated goals.
- Providing each staff member the opportunity to develop her/his leadership traits.
- Administering corps activities according to AFHS and USAF principles and procedures.
- Spreading a positive image and attitude about the corps throughout the school.
- Assigning cadets to corps staff positions.
- Reviewing Flight Commander Reports and submitting to SASI/ASI.
- Submitting a proposed semester uniform wear schedule to the SASI/ASI.
- Conducting corps staff meetings.
- Epitomizing the Air Force Corps Values.

The **Vice Corps Commander** is responsible for:

- Follow the directives of the Corps Commander.
- Act in the absence of the Corps Commander.
- Control and organize the corps staff.
- Establish and implement administrative discipline procedures.
- Review Flight Commander Reports and submit to Corps Commander.
- Attend and actively participate in corps staff meetings.

The **Superintendent** is responsible for:

- Follow the directives of the corps commander.
- Assist in training of new cadets.
- Be attuned to enlisted cadet concerns and bring those to the corps commander.
- Track and review uniform wear percentages and identify trends regarding uniform wear.
- Liaison to Flight Level Personnel officers. Ensures accuracy of reports and forwards SASI/ASI.
- Attend and actively participate in corps staff meetings.

The **Director of Staff (Operations Officer)** is responsible for:

- Follow the directives of the corps commander.

- Oversee operations of logistics, academics, wellness, and personnel.
- Establish/maintain the corps annual schedule of activities and assign project officers.
- Plan/coordinate co-curricular activities with other school organizations.
- Review Flight Commander Reports and submit to Corps Vice Commander.
- Assume command of the corps in the absence of the corps/vice corps commander.
- Attend and actively participate in corps staff meetings.

The **Public Affairs Officer** is responsible for:

- Accurately record all cadet record information in the headquarters provided database.
- Update all cadet personnel actions and publish orders.
- Ensure that all cadet activities have video/photography documentation.
- Record and publish minutes of corps staff meetings.
- Ensure that the AFJROTC web site is maintained and accurate.
- Train flight personnel representatives in their duties.
- Attend and actively participate in staff meetings.

The **Cadet Wellness Officer** is responsible for:

- Plan and implement weekly wellness activities to include physical training and team sports.
- Meet with wellness representatives and plan the PT schedule for the semester to include a primary event, secondary event (bad weather) and tertiary event (bad weather and no indoor facilities available).
- Plan and implement the Presidential Physical Fitness Exam and accurately record all cadet fitness information in the headquarters provided database.
- Train flight wellness representatives in their duties.
- Attend and actively participate in corps staff meetings.

The **Cadet Academics Officer** is responsible for:

- Advise the Corps Commander and Staff on the status of corps academic progress.
- Establish and maintain academic assistance services for cadets.
- Ensure recognition for cadets who demonstrate academic excellence.
- Develop and implement procedures to participate in the Academic Bowl.
- Develop and implement procedures for tracking academic performance.
- Attend and actively participate in corps staff meetings.

The **Cadet Logistics Officer** is responsible for:

Keep the rooms that belong to the AFJROTC clean.

Ensure the uniform inventory is accounted for and kept up to date.

Plan and implement procedures for the issue, turn-in, and cleaning of AFJROTC uniforms.

Ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided database.

Ensure all AFJROTC computer equipment is inventoried and working properly.

Inventory all AFJROTC textbooks annually.

Ensure equipment is set up and returned after events.

Train flight logistics representatives in their duties.

Attend and actively participate in corps staff meetings.

The **Cadet Projects Officer** is responsible for:

Planning, coordinating and executing all corps extracurricular activities and field trips.

Schedule and assign event project officers for all corps wide events.

Ensure detail commanders turn in detail list within 48 hours of event completion.

The **Corps Inspector General (IG)**

Responsible for oversight of the uniform inspection process and training/certifying flight IG's.

Responsible for ensuring each flight is standardized to ensure consistent grading protocol.

Responsible for ensuring each flight IG is fair, impartial and consistent in grading each cadet.

Responsible for understanding all the uniform and grooming standards for males and females contained in the cadet guide.

The **Cadet Special Teams Commander** responsible for:

All training and planning for Drill, Saber, Color Guard & Drone programs

Ensure program commanders and NCOs take accountability at events and practices

The **Cadet Drill Team Commander** is responsible for:

Recruiting qualified cadets for all special teams (e.g. armed, unarmed, PT, etc.).

Training the special teams in regulation and exhibition routines.

Ensuring special teams equipment is organized cleaned and properly put away.  
Notify SASI/ASI when equipment becomes unserviceable and requires replacement.

The **Cadet Color Guard Commander** is responsible for:

Recruiting qualified cadets for color guard & saber teams.

Training the special teams in regulation and exhibition routines.

Ensuring special teams equipment is organized, cleaned and properly put away.

Notify SASI/ASI when equipment becomes unserviceable and requires replacement.

The **Drone NCO** (Non-commissioned officer)

Leads after school activities for the drone team.

Teaches cadets how to properly fly the two Corp drones.

The **Saber NCO**

Leads Saber team practice and teaches cadets the proper saber commands.

The **Cadet Chaplain** is responsible for:

The spiritual welfare of the Corps.

Provide invocations, spiritual guidance and prayer for Corps members as requested/needed.

The **Flight Commanders** are responsible for:

Ensure the flight is prepared for instruction at the beginning of class.

Ensure the flight returns to the classroom to correct conditions before dismissal.

Maintain good order and discipline in the classroom.

Assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.

Set an example for the flight by proper wear of the AFJROTC uniform.

Encourage flight members to wear their uniforms and become a cohesive team.

Keep current all flight member personnel information, permission forms, activities fees, and personal data.

Follow daily flight directives and flight checklist.

Attend and actively participate in corps staff meetings.

The **Flight Sergeants** are responsible for:

Act in the absence of the flight commander in their assigned duties.

Brief the flight members on all upcoming events, practices, etc.

Follow daily flight directives and flight checklist.

Assist the flight commander in maintaining good order and discipline in the classroom.

The **Flight Public Affairs Representatives** are responsible for:

Daily ensure all announcements are brief clearly

Brief the “Word of the Day”

The **Flight Wellness Representatives** are responsible for:

Implement weekly wellness activities to include physical training and team sports.  
Implement the Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided database.

The **Flight Logistics Representatives** are responsible for:

Conduct uniform issue, turn-in, and cleaning procedures for members of their flight.

Ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided database.

The **Flight Inspector General (IG)**

Responsible for being fair, impartial and consistent in grading each cadet.

Responsible for understanding all the uniform and grooming standards for males and females contained in the cadet guide.

#### TN-20182 AFJROTC UNIT MANPOWER DOCUMENT

POSITION TITLE	MIN - MAX GRADE	AUTHORIZED
Corps Commander	c/Col	1
Vice Corps Commander	c/Lt Col	1
Superintendent	c/CMSgt	1
Director of Staff	c/Major	1
Public Affairs Officer	c/MSgt - c/Capt.	1

Wellness Officer	c/MSgt - c/Capt.	1
Logistics Officer	c/MSgt - c/Capt.	2
Projects Officer	c/MSgt - c/Capt.	2
Special Teams Officers (Drill & CG)	c/MSgt - c/Major	2
Special Teams NCOs (Drone & Saber)	c/SSgt - c/MSgt	2
Chaplain/Morale Officer	c/2Lt - c/Capt.	1
Corps Inspector General (IG)	c/SMS	1
Flight Commander	c/1Lt - c/Capt.	3
Flight Sergeant	c/TSgt	3
Public Affairs	c/A1C - c/SSgt	2 per flight
Wellness	c/A1C - c/SSgt	2 per flight
Logistics	c/A1C - c/SSgt	2 per flight
Chaplain/Morale NCO	c/TSgt	2 per flight
Inspector General (IG)	c/SSgt - c/MSgt	2 per flight



<b>CHAPTER 19 - BASIC CADET KNOWLEDGE</b>
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**NATIONAL CHAIN OF COMMAND**

<b>President of The United States (Commander-in-Chief of Armed Forces)</b>	The Honorable	
<b>Vice President</b>	The Honorable	
<b>Secretary of Defense</b>		
<b>Secretary of the Air Force</b>		
<b>Chairman, Joint Chief of Staff</b>		

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<b>Chief of Staff of The Air Force</b>		
<b>Chief Master Sergeant of the Air Force</b>		

**Insignia of the US Armed Forces – Enlisted**

**Insignia of the US Armed Forces - Officer**

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

**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

**Mission Statements**

**US Air Force** - To fly, fight and win...in air, space and cyberspace.

**Air Force JROTC** - develop citizens of character dedicated to serving their nation and community.

**Mahoning County Dept. of Education** - is to educate students so they can be challenged to successfully compete in their chosen fields.

**Austintown Fitch High School** - provides a comprehensive educational experience to help students become college and career ready.

**OH-20202 Chant**

- **Fit/CC:           WHO ARE WE**
- **FLIGHT:         ROTC**
- **Fit/CC:           FITCH**
- **FLIGHT:         LEARNING and LEADING**
- **Fit/CC:           AIR FORCE**
- **FLIGHT:         INTEGRITY, SERVICE, EXCELLENCE**

### **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 boys, Give 'er the gun! (Give 'er the gun now!)  
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!  
Minds of men fashioned a crate of thunder,  
Sent it high into the blue;  
Hands of men blasted the world asunder;  
How they lived God only knew! (God only knew hey!)  
Souls of men 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!  
Here's a toast to the host  
Of those who love the vastness of the sky.  
To a friend we send a message of his brother men who fly.  
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 men we boast, the U.S. Air Force!  
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! (Out of the blue, boy!)  
Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on. Hey!  
Nothing'll stop the Air Force!

### **Military Date & 24-Hour Clock (Military Time)**

The 24-hour clock is the convention of time keeping in which the day runs from midnight to midnight and is divided into 24 hours, indicated by the hours passed since midnight, from 0 to 23. It is popularly referred to as military time in the United States.

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**Attachment 1**  
**HOW TO TIE A TIE**

- 1) The wide end "W" should extend about 12 inches below the narrow end "N". Cross the wide end "W" over the narrow end "N".
- 2) Bring the wide end "W" up through the loop between the collar and your tie; then back down.
- 3) Pull the wide end "W" underneath the narrow end "N" and to the right, back through the loop and to the right again so that the wide end "W" is inside out.
- 4) Bring the wide end "W" across the front from right to left.
- 5) Pull the wide end "W" up through the loop again.
- 6) Bring the wide end "W" down through the knot in front.
- 7) Using both hands, tighten the knot carefully and draw it up to the collar.

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**Attachment 2  
COMMUNITY SERVICE HOURS FORM**

<b>EVENT</b>	<b>Clean-up</b>
<b>DATE</b>	<b>Friday, 1 SEP 18</b>
<b>SHOW TIME</b>	<b>6:30 AM</b>
<b>EVENT TIME</b>	<b>7:30 PM – 10 PM</b>
<b>PICK UP TIME</b>	<b>10:00 PM</b>
<b>PLACE</b>	<b>Football Stadium</b>
<b>UNIFORM</b>	<b>OPTION E; (NO cut-offs or “Short-shorts”)</b>
<b>DETAIL CC</b>	<b>c/TSgt Calvin Hobbs</b>
<b>ADDITIONAL INFORMATION</b>	<b>Grooming standards apply</b>

<b>Name</b>	<b>Phone #</b>	<b>Name</b>	<b>Phone #</b>

\_\_\_\_\_  
Project Officer

\_\_\_\_\_  
Instructor

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**Attachment 3  
SAMPLE COMMUNITY SERVICE SIGN-UP LIST**

<b>EVENT</b>	<b>Clean-up</b>
<b>DATE</b>	<b>Friday, 1 SEP 18</b>
<b>SHOW TIME</b>	<b>6:30 AM</b>
<b>EVENT TIME</b>	<b>7:30 PM – 10 PM</b>
<b>PICK UP TIME</b>	<b>10:00 PM</b>
<b>PLACE</b>	<b>Football Stadium</b>
<b>UNIFORM</b>	<b>OPTION E; (NO cut-offs or “Short-shorts”)</b>
<b>DETAIL CC</b>	<b>c/TSgt Calvin Hobbs</b>
<b>ADDITIONAL INFORMATION</b>	<b>Grooming standards apply</b>

<b>Name</b>	<b>Phone #</b>	<b>Name</b>	<b>Phone #</b>




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Project Officer

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Instructor

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**Attachment 4  
CADET STAFF APPLICATION**

**OH-20202 AFJROTC CADET STAFF APPLICATION**

1. Cadet Staff positions are available to qualified first, second, third and fourth year cadets. The Cadet Staff positions are described in Chapter 18. Selections for staff positions will be based on professionalism, 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 apply.
  
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 (Circle one)

STAFF POSITION APPLYING FOR: \_\_\_\_\_

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

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PRIOR POSITIONS HELD:

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(continue on back, if needed)

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**Attachment 5  
Fitness Reports Examples**

<p align="center"><b>Weekly Fitness Grade Sheet</b></p> <p>Date: _____</p> <p>Flight: A B C D</p> <hr/>	<p align="center"><b>Prop er PT Gear , athle tic shoe s and parti cipat e</b></p>	<p align="center"><b>Part ial PT Gea r, athl etic sho es and part icip ate</b></p>	<p align="center"><b>Athl etic sho es, No PT gear and part icip ates</b></p>	<p align="center"><b>No PT Gear , does not parti cipat e or miss ing athle tic shoe s</b></p>	<p align="center"><b>Notes:</b></p>	
<p><b>Cadet Last Name</b></p>	100	80	60	0		

Presidential Fitness Exam Grade Sheet  Date:  Flight: A B C D  <hr/>	M a l e/ F e m a l e	A g e	P u s h - U p s ( 6 0 s e c s)	S i t- U p s ( 6 0 s e c s)	V - S i t R e a c h ( I n c h e s)	S h u t t l e R u n ( T i m e i n S e c T e n t h s)	O n e- M i l e R u n/ W a l k ( T i m e i n M i n s: S e c o n d s)	Notes:
Cadet Last Name	M/F	14	41	58	5.0"	9.0	6:13	

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**Attachment 6  
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

Corps Commander/Vice Commander Review:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Review:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Attachment 7  
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

Corps Commander/Vice Commander Review:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend administrative punishment (Yes) (No)    Recommend discipline board  
(Yes) (No)

Instructor Review:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Attachment 8**  
**OH-20202 AFJROTC INSPECTION GRADING RUBRIC**

Note: if a cadet has the same write-up/infraction for two consecutive inspections the points off will double, then triple. For example, if a cadet's hair is not in standards its 30 points off the score. If the cadet has the same write-up on the next inspection its 60 points off. If the cadet has the same write-up on the next inspection (third consecutive inspection) the write-up is 90 points off.

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## **Attachment 9 FLAG ETIQUETTE/PROTOCOL**

### Saluting the Flag

#### **Salute the flag... In uniform**

When it is six paces from the viewer and hold it until the flag has passed six paces beyond. Salute the flag at the first note of the National Anthem and hold the salute until the last note is played. Never use a flag as a decoration/bunting.

#### **When in civilian attire...**

MEN remove hats and hold at left shoulder with hand over heart; without hat, place right hand, palm open, over heart. WOMEN should place right hand, palm open, over heart. When in athletic clothing, face the flag or music, remove hat or cap and stand at attention; a hand salute is not given.

### Carrying the Flag

#### **When marching...**

Carry the flag on the right in any procession or parade. If there are many other flags, carry the flag in the front center position.

#### **If you are carrying a flag...**

Hold the flag at a slight angle from your body. You can also carry it with one hand and rest it on your right shoulder.

### Displaying the Flag Outdoors

#### **On a vehicle...**

Attach the flag to the antenna or clamp the flagstaff to the right fender. Do not lay the flag over the vehicle.

#### **On a building...**

Hang the flag on a staff or on a rope over the sidewalk with the stars away from the building.

#### **Over the street...**

Hang the flag with the stars to the east on a north-south street or north on an east-west street.

#### **Above other flags...**

Hang the flag above any other flag on the same pole.

#### **Other flags, separate poles...**

Hang all flags on equal poles. Hang the U.S. flag on its own right, hoist it first and lower it last.

#### **In a window...**

Hang the flag vertically with the stars to the left of anyone looking at it from the street.

#### **Half-mast...**

This is a sign of mourning. Raise the flag to the top of the pole then lower it to the half way point. Before lowering the flag, raise it to the top again at the end of the day.

**Upside down...**

An upside-down flag is considered a distress signal.

Displaying the Flag Indoors

**Multiple staffs...**

If you display the flag on a staff with other flags around it, place the flag at the center and highest point. Crossed staffs - Keep the flagstaff higher and on its own right.

**Behind a speaker...**

Hang the flag flat on the wall. Do not decorate the podium or table with the flag.

**Next to a speaker...**

Place the flag in a stand on the speaker's right. Use the same placement for a religious service.

**In a hall or lobby...**

Hang the flag vertically across from the main entrance with the stars to the left of anyone coming through the door.

**On a casket...**

Drape the flag with its canton at the head and over the left shoulder of the body. Do not lower the flag into the grave.

How to Fold the U.S. Flag

**The BODY:**

The first fold of our flag is a symbol of life.

The second fold is a symbol of our belief in the eternal life.

The third fold is made in honor and remembrance of the veteran departing our ranks who gave a portion of life for the defense of our country to attain a peace throughout the world.

The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to him we turn in times of peace as well as in times of war for His divine guidance.

The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.

The eighth fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on mother's day.

The ninth fold is a tribute to womanhood; for it has been through their faith, love, loyalty, and devotion that the characters of the men and women who have made this country great have been molded.

The tenth fold is a tribute to father, for him, too, has given his sons and daughters for the defense of our country since he or she was first born.

The eleventh fold, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.

The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost.

When the flag is completely folded, the stars are uppermost, Reminding us of our national motto . . . *"In God We Trust."*

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**Attachment 10**  
**UNIFORM ISSUE FORM**

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**Attachment 11**  
**PRESIDENTIAL FITNESS EXAM (PFE) CHARTS**

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**Right Angle Push-Ups (Number in 60-Seconds)**

**Sit-Ups (Number in 60-Seconds)**

**Shuttle Run (Time in Seconds.Tenths)**

**One-Mile Run/Walk (Time in Minutes:Seconds)**

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**V-Sit Reach (Inches)**

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**Attachment 12 Cadet Contract hand-out**

**Air Force JROTC OH-20202  
Austintown Fitch High School**

Austintown, OH 44515

Phone: 330-797-3900

Dear Parent(s) and Guardian(s),

Welcome to a new semester of Air Force JROTC (Junior Reserve Officer Training Corps) at Austintown Fitch! PLEASE TAKE THE TIME TO READ ALL PAPERWORK IN THIS PACKET.

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

**AFJROTC CORE VALUES:** Integrity First    Service Before Self    Excellence in all We Do

**Awareness:** AFJROTC is a Title 10 US Code Federally mandated citizenship training program. We are not a recruiting program and there is no military obligation associated with AFJROTC.

1. **Course Objectives:** The Aerospace Science Curriculum is designed to provide high school students with a basic aerospace education. Four areas of the AFJROTC curriculum promote an understanding of aerospace and develop leadership traits by emphasizing habits of professionalism, self-discipline and physical fitness.

**Academic:**

A Journey into Aviation History - Ancient Flight, Pioneers of Flight, Horizons of Flight

The Science of Flight - Principles of Flight, Flight Physics

Exploring Space, the High Frontier - Prehistoric Astronomy

Leadership and Organization

**Leadership:**

Drill and Ceremony, Drug Prevention, Public Speaking, Getting Along with Others

Life/Character Skills, Personal Finance, Leadership Training, First Aid

Staff Management, Goal Setting, Basic Military Drill, Military Customs and Courtesies

**Fitness:** Athletics, Physical Fitness Test: one mile run, shuttle run, pushups, sit-ups, and v-sit.

**Co-Curricular (all events/programs are led and organized by cadets and are NOT required for completion of the academic portion of our program):**

**COMMUNITY SERVICE:** Service to the community by participation in numerous local projects planned by cadet leaders. A way we develop citizens of character.

**FIELD TRIPS:** Understanding of aerospace activities by participating in field trips, which may include visits to Air Force bases, museums, drill comps, and other venues.

**COLOR GUARD/DRILL:** Emphasis on understanding our flag through participation in cadet color guards and community ceremonies. This is the most visible aspect of our program.

**MAJOR EVENTS:** Introducing social activities through participation in the Annual Awards ceremony, Military Ball, Drill Competitions, and Picnics.

**FITNESS:** Physical development by participating in fitness programs.

2. **AFJROTC Benefits:** The AFJROTC uniform, insignia, and textbooks are provided at no cost (uniforms must be maintained and returned, professionally dry cleaned).

**SCHOOL CREDIT:** AFJROTC classes meet the following OH state or school required courses.

2 semesters - Wellness/Phy Ed. ½ credit awarded for cadets completing two semesters.

3 semesters - Personal Finance ½ credit awarded for cadets completing three semesters.

**ADVANCED MILITARY PAY/RANK:** Those entering military after completing three years of AFJROTC, should enter at an advanced pay/grade. This should apply to all military services.

**SCHOLARSHIP OPPORTUNITIES:** Four-year scholarships are available to colleges with AFROTC. Cadets must meet all criteria, which may pay for all tuition, fees, and a monthly stipend.

**COLLEGE COURSES WAIVED:** Considering AFROTC in college, you may be able to waive the first year of ROTC classes as a result of finishing four years of the AFJROTC program.

### 3. **Cadet Responsibilities:**

**CADET CONTRACT:** cadet signs contract to abide by the rules of AFJROTC. (see separate attachment)

**AIR FORCE ISSUED UNIFORMS (Blues):** Cadets agree to accept responsibility for the care and maintenance of issued military blue uniforms.

AFJROTC (Title 10 Federal Program) requires cadets to wear uniforms once weekly. Failure to wear the issued uniform and maintain grooming standards will result in failure of AFJROTC.

Uniforms **MUST** be returned dry cleaned in serviceable condition (no rips, tear, stains, marks) after each academic year is complete. There's a \$35 fee (professionally dry cleaning cost) if the uniform isn't cleaned, so we can ensure cadets receive a clean uniform the next semester. Take pride in our unit.

Failure to return the entire serviceable uniform by due date results in up to a \$450 School fee.

**FITNESS UNIFORMS:** Proper fitness attire must be worn on scheduled physical fitness days. Failure to wear proper attire on fitness days may result in a zero grade for that day. Cadets will be issued fitness uniforms (shorts and shirt). These uniforms are to be worn on scheduled physical fitness days (normally Fridays). Acquiring proper shoes and socks are the cadet's responsibility.

**GOOGLE CLASSROOM:** Cadets **MUST** keep up with assignments/classwork. If a cadet is absent, it is up to him/her to find out what was covered in their absence and make a plan with the instructor to complete missed work. Most classwork and homework will be on **Google Classroom**.

**COMMUNICATION WITH CADETS FOR UPDATES ON CLASSROOM AND CO-CURRICULAR EVENTS:** Instructors will use several means of communication to ensure information is shared, for example phone, text, and email, etc.

**DISMISSAL FROM AFJROTC PROGRAM:**

Cadets monitor their grades through the PowerSchool program. Any question ask the instructor.

Cadets must meet and maintain grooming standards and uniform wear policy. For cadets who fail to wear the uniform three times in the semester, the following process will be followed: Instructors will ask the cadet if there are extenuating circumstances that have kept them from wearing the uniform. Forgetting to wear it is **NOT** an acceptable excuse. This policy also applies to cadets that fail to meet grooming standards while in uniform. Primarily proper haircuts and shaving for males and proper hair and jewelry standards for females.

STEP 1: missed uniform day (MUD) for Leadership Lab (LL), Uniform day (UD), normally Wednesdays, and the cadet does not make it up before the next LL; the cadet will receive a "Referral to Administrator" (RA) Level of Assertive Discipline Plan.

STEP 2: MUD for second LL and cadet does not make it up before the next LL; cadet receives RA. Parents notified.

STEP 3: MUD for third LL and cadet does not make it up before the next LL; cadet will receive a RA and fail AFJROTC. Parents notified. RA exceptions include hospitalization & instructor approval.

Again, welcome to Austintown Fitch AFJROTC! We look forward to a great semester!

Kevin C. Riley, Colonel, USAF (Ret)  
USAF (Ret)  
Senior Aerospace Science Instructor  
Austintown Fitch High School  
kriley@austintownschoools.org

Thomas E. Marhulik SMSgt,  
Aerospace Science Instructor  
Austintown Fitch East High School  
tmarhulik@austintownschoools.org

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**AFJROTC OH-20202  
AUSTINTOWN FITCH HIGH SCHOOL**

CADET CONTRACT FOR AFJROTC ENROLLMENT

I \_\_\_\_\_ apply for enrollment in AFJROTC OH-20202 AUSTINTOWN FITCH High School. AFJROTC has no military service obligation and is not a recruiting program.

AGREEMENT: I agree to the following: **Carefully read lines below & initial squares to ensure understanding.**

**UNIFORM:**

Wear issued AF Uniform once weekly (normally Wednesday) “entire school day”.

**Miss three uniform days (UD) without makeup in semester results in failing AFJROTC.**

Cadet has until the next UD to makeup missed UD. (typically three school days)

One missed UD w/o makeup = Admin referral (AR), Two = AR, three = course failure

Changing clothes on UD w/o AFJROTC instructor approval equals a missed UD.

Professionally dry clean uniform & turn-in by due date (portion of final grade).

Cleanliness: blue uniform shirt & PTs **must be laundered after each use**

**GROOMING STANDARDS:**

Meet/maintain haircut/grooming standards (clean shaven on uniform days) per cadet guide.

Cadets not in standards will fail that week’s inspection.

Failure to consistently maintain grooming standards over semester results (AR).

**PHYSICAL FITNESS (PT):**

Participate fully in PT activities (excused absence = Dr note or instructor approval)

Wear the issued PT uniform during PT class on fitness days, normally Friday.

Unexcused PT absences = zero.

**PROFESSIONALISM:** Be professional

Code: I WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE THOSE WHO DO.

Cadets are held to a **higher standard**. Improper conduct = AR+ professionalism points off.

Integrity matters. Core Values Integrity first, Service before self, Excellence in all we do.

Be on time for class/activities. Comply with Student Handbook and Cadet Guide.

**COSTS:**

\$35 uniform dry cleaning fee required if uniform isn't turned in dry cleaned  
Cadets/Parents must pay for all uniform items turn-in unserviceable. (i.e. rips, tears, stains, marks)

**CONTACT:** Instructor may contact cadet (via phone, text, email, etc) about any school activity.

I HEREBY PLEDGE TO OBEY ALL REGULATIONS/ORDERS OF AFJROTC, AND TO DO NOTHING THAT WILL BRING DISCREDIT TO MYSELF, MY UNIFORM, THE CORPS, SASI OR ASI. I UNDERSTAND FAILURE TO MEET THE ABOVE STANDARDS RESULTS IN REFERRAL, DISMISSAL AND FAILURE OF AFJROTC.

\_\_\_\_\_  
CADET SIGNATURE  
DATE

\_\_\_\_\_  
CADET NAME  
DATE

I GIVE PERMISSION FOR MY SON/DAUGHTER TO ENROLL IN THE AFJROTC PROGRAM. I ALSO AGREE TO SUPPORT AND ASSIST THEM TO MEET AND MAINTAIN STANDARDS SET FORTH IN THIS LETTER.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
PARENT/GUARDIAN NAME

DATE

~ ~

**AIR FORCE JROTC UNIFORM RECEIPT****Cadet Name:** \_\_\_\_\_**Flight:** \_\_\_\_\_

Item Description	Size	Issue Date	Replacement Cost	Initials
MENS - SERVICE COAT*			112.13*	
MENS - JACKET, LIGHTWEIGHT*			90.51*	
MENS - TROUSERS, (PANTS)*			47.42*	
MENS - SHIRT, SS*			14.87*	
MENS - SHOES			49.77	
MENS - FLIGHT CAP			10.92	
FEMALE - SERVICE COAT*			100.29*	
FEMALE - JACKET, LIGHTWEIGHT*			85.64*	
FEMALE - SLACKS, (PANTS)*			45.39*	
FEMALE - SHIRT, SS*			13.27*	
FEMALE - SHOES			47.12	
FEMALE - FLIGHT CAP			9.09	
MENS - NECKTIE			5.87	
FEMALE - NECK TAB			8.22	
BELT/BUCKLE, BLUE			7.59	
UNDERSHIRT, WHITE			3.17	
SOCKS, BLACK			1.06	



SWEAT PANTS			8.54	
SWEAT SHIRT			8.29	
PT SHORTS			13.89	
PT T-SHIRT			6.76	

**\* Add \$10.00 Alteration cost per item**

Cadet Acknowledgment:

I acknowledge receipt of the clothing and equipment listed above for which I have initialed and hold myself responsible. I understand that the clothing and equipment are the property of the U.S. Government, and that they are to be returned as directed to the Air Force upon completion of or disenrollment from the AFJROTC course, whichever comes first.

Date: \_\_\_\_\_ Cadet's

Signature: \_\_\_\_\_

Parent/Guardian Acknowledgment:

I understand the items are U.S. Government property, and that they are to be returned as requested to the Air Force. I voluntarily agree to reimburse the U.S. Government for the value of any such items which may be lost or mutilated through misconduct or carelessness. I understand the replacement cost for issued items change, and I will agree to pay the new replacement cost on lost or mutilated items. I agree that the uniform will be return specifically to the AFJROTC instructors with the specified items with an "\*" on this receipt will be professionally dry cleaned. If not, a \$35.00 cleaning fee will be assessed and placed against my child's school student account.

I accept **full** responsibility for all issued items. \_\_\_\_\_

parent/guardian initials.

I will ensure the light blue uniform shirt is **washed after each use**. \_\_\_\_\_

parent/guardian initials.

I will professionally dry clean/turn-in the entire uniform by \_\_\_\_\_. \_\_\_\_\_

parent/guardian initials.

I will pay a **\$35 fee** if all uniform items are **not** dry cleaned. \_\_\_\_\_  
 parent/guardian initials.

I will pay for any uniform item that is **lost or damaged/stained/torn**. \_\_\_\_\_  
 parent/guardian initials.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Items issued by AFJROTC SASI/ASI Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Items return to AFJROTC** SASI/ASI Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

ITEMS	RETURN DATE
* JACKET, LIGHTWEIGHT BLUE	

* SERVICE COAT	
* SHIRT, SHORT SLEEVE	
* PANTS	
* FLIGHT CAP	
* NECK TIE/TAB	
BELT/BELT BUCKLE	
TEMP RANK/ROPES	

Notes: \_\_\_\_\_

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