

## CADET GUIDE

### FORWARD

This “Cadet Guide” was developed to familiarize you with Air Force Junior Reserve Officers Training Corps (AFJROTC) requirements that will assist you in becoming an effective member of the Cadet Corps. Our ultimate goal is for our unit to be recognized as one of the best in the country. This objective can only be achieved through the daily efforts of cadets enrolled in AFJROTC at Columbus High School. You can do your part to improve our unit by learning the contents of this guide, adhering to the rules and procedures we’ve established, and putting forth your best effort every day.

The provisions of this guide were extracted from the following sources: the U.S. Public Law authorizing and establishing the AFJROTC program, the agreement between Columbus High School and the United States Air Force, directives from the Air Force, and the experience gained from the AFJROTC instructors at this unit.

Your achievements and accomplishments in AFJROTC and your development as a leader and a responsible citizen will depend on you and the spirit in which you abide by the provisions in this guide.

I wish each of you success and personal satisfaction as members of Columbus High School’s Mississippi 21<sup>st</sup> AFJROTC Group.

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## INTRODUCTION

School year 2008-09 marks the 41st anniversary of AFJROTC in the Columbus Municipal School district. MS-021, our unit designation, was established as an AFJROTC unit at Lee High School in school year 1967-68, which was only the second year that AFJROTC was offered anywhere in the nation.

AFJROTC in Columbus has seen many changes through the years. While Lee High School first offered AFJROTC in Columbus, it was followed a year later with an AFJROTC program at Hunt High School. A few years later, the newly established Caldwell High School took over the program when Hunt became a Junior High School. But the most significant change was undoubtedly the combining of the two units at Lee and Caldwell with consolidation of the two schools in school year 1992-93. At that time, there were only three high schools with AFJROTC units in the entire state of Mississippi. Today there are eighteen units and that number is expected to grow.

In 1997 the United States Air Force celebrated its 50<sup>th</sup> anniversary. The Air Force became a separate military service by an Act of Congress on September 18, 1947. In recognition of the many accomplishments of the United States Air Force and Air Force ROTC then Governor Kirk Fordice proclaimed September 18 of each year to be Air Force ROTC Day throughout the state of Mississippi. We at Columbus High School salute all past and present members of our AFJROTC Corps of Cadets.

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**CHAPTER ONE**  
**MISSION AND OBJECTIVES**

**I. Mission of Air Force Junior Reserve Officers Training Corps (AFJROTC).**

The mission of AFJROTC is to develop secondary school students into more productive citizens, to strengthen character, to promote an understanding of the role the citizen airman has in a democratic society, and to motivate students toward possible careers in the military. Our **UNIT MOTTO** is, **“MS-021, Building Better Citizens Since 1967.”**

**II. Objectives of AFJROTC.**

In order to achieve this mission, the AFJROTC program is designed to meet the following objectives:

- a. Encourage a high degree of personal honor, responsibility, self-discipline, orderliness, and leadership.
- b. Develop respect for constituted authority and an appreciation for the traditions of the Air Force.
- c. Obtain an appreciation for patriotism and an understanding of the basic elements and requirements of national security.
- d. Develop the ability to perform basic military skills of drill and ceremonies.

## **CHAPTER TWO GENERAL INFORMATION**

AFJROTC cadets hold a unique place among students at Columbus High School. They are easily identified as belonging to a group that stands for honesty, community service, and patriotism.

### **I. School Conduct.**

Teachers at Columbus High School form opinions about the AFJROTC program based on the actions of the cadets they observe. The good reputation our unit enjoys with the school is based in part on the overall outstanding conduct of our cadets. Teachers have come to expect the best from cadets enrolled in the AFJROTC program. Cadets who fail to maintain the standards of good conduct and behavior may be relieved from leadership positions, demoted to a lower grade, deprived of participating in certain AFJROTC activities or even removed from the AFJROTC program.

### **II. General Rules of Conduct.**

It is impossible to provide a complete set of rules that covers all situations. In general, cadets are expected to be honest, courteous, and respectful at all times. The below list of expected behavior is only a guide and not in any way all-inclusive.

- a. Harassment of other cadets will not be tolerated, whether it is sexual, racial, or religious in nature. No cadet should put up with unwanted comments or actions by another even if no real harm seems to have been done. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain are strictly forbidden. Repeated harassment or harassment of a serious nature is grounds for removal from AFJROTC as well as other actions by the school or civil authorities. Remarks or actions which cadets believe to be harassment should be reported to the AFJROTC instructor as soon as possible.
- b. In class, do not talk when an instructor or another student is talking. If you have something to say, hold up your hand and be recognized.
- c. Sit up in your chair and remain alert. If you are ill, ask for a pass

to visit the nurse. Do not put your head down on the desk or close your eyes to nap in class.

d. Do not ask to go to the bathroom during class time except in an emergency.

e. Do not sit on tables or other items of furniture not meant for that purpose.

f. The AFJROTC telephone is available for LIMITED cadet use only with prior permission of the instructor. No long distance or directory assistance (information) calls are to be placed without permission.

g. No loud talk or boisterous activity (horse play) in the AFJROTC complex.

h. No personal items, i.e., band instruments, jackets, schoolbooks, are to be left in the AFJROTC complex without permission of the instructor.

i. Do not talk during test times until all papers have been turned in and the instructor has given you permission.

j. Cadets caught cheating during test may be subject to a grade of zero for that test and removal from the program.

k. Book bags, purses, etc., are private personal property and no one except the owner is to touch or go into these items without permission. Any evidence of theft will result in disciplinary action and possible removal from the program. Cadets should take care to guard/secure personal items at all times.

l. Proper military courtesy is expected from cadets at all time when in uniform. This includes proper salutes and a respectful manner when dealing with cadets who are senior in the chain of command.

m. Cadets should not touch, move, or look at items on the instructor's desk in the classroom or staff office.

n. Cadets will not enter the instructor's office without prior permission. That means knock twice and stand at parade rest until permission is granted to enter or speak.

o. Several areas in the AFJROTC complex are "off limits" to cadets. These areas include the uniform/mechanical rooms, galley, and instructor offices. Cadets are permitted in them only if their assigned duties require it or after they have received prior permission from the instructors.

### III. **Unit Bulletin Boards.**

There are several bulletin boards within the AFJROTC unit. Each cadet should read the boards when class time permits. Important information such as change of uniform wear day, drill team practice, date and time of an upcoming community service project, etc. will often appear. If an item applies to you--take the appropriate action.

### IV. **AFJROTC Textbooks.**

Textbooks are furnished without charge. All books are controlled items and must be safeguarded and cared for properly. Cadets are responsible for safeguarding books. They may be required to return them at the end of the school year.

### V. **Cadet Corps Activities.**

AFJROTC sponsors various co-curricular activities such as community service projects, curriculum-in-action (CIA) trips, a military ball, etc. Cadet interest plays a big part in the activities we sponsor, as well as the costs involved. Raising funds to conduct these activities by selling candy, conducting car washes, etc., are voluntary on the part of cadets but highly encouraged. Cadets earn ribbons and other incentives for participation in our fund-raisers--remember, "Money makes the world go round!"

a. Drill Team/Color Guard. These activities are optional, but encouraged, as they support the school and community while instilling esprit de corps. Membership is generally limited to II, III, and IV cadets with tryouts during May of each year. Academic performance, drill ability, attitude and conduct are factors in the selection process. The ASI/SASI may remove/suspend a cadet from the team(s) for cause. AFJROTC I cadets may be invited to try

out for the team as vacancies occur. The ASI/SASI has final approval over membership in the Drill Team/Color Guard.

b. Curriculum in Action (CIA). CIA is a term used to describe school-sponsored activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. As with the drill team/color guard, academic performance, attitude and conduct are determining factors for participation in CIA trips.

## **VI. Academics.**

Academic achievement in AFJROTC and other school courses is a primary concern. Our goal is to have every cadet do well and obtain a high school diploma. Performance in AFJROTC course work and overall school GPA are both factors in the selection of various AFJROTC awards and positions in the Cadet Corps. A part of learning self-discipline is achieving good study habits—work on it!

## **VII. AFJROTC Class Schedule.**

Aerospace Science (Academics), Leadership Education, and Physical Training for all classes are conducted on a 40/40/20 percent basis, respectively. Specific days allotted for Aerospace Science (Academics) and Leadership Education may vary each week, however Uniform Inspections, a part of Leadership Education, usually will be conducted on Wednesdays followed by drill instruction. Additionally, Physical Training usually will be conducted on Fridays.

This is our normal class routine but there will be times when this routine will by necessity be changed. Your instructors will inform you well in advance of these changes. Feel free to call the appropriate instructor at home if you are not sure about what to do.

On uniform wear days, there is often a special interest item (S.I.I.), i.e. wear tie/tie tab and windbreaker, for uniform inspection. This will always be posted on the board well in advance. More information on uniform wear days can be found in Chapter Three.

All cadets must participate in drill and physical training. Refusal to participate without good cause could result in failure/removal from



AFJROTC. If you are not feeling well that morning, or have some other legitimate excuse for not participating, notify the instructor prior to beginning exercises.

### **VIII. Outstanding Flight.**

Each semester, one AFJROTC flight (class period) will be selected as the best in the cadet corps. Competition for Outstanding Flight will be based on everything that happened during that particular semester—tests, quizzes, homework, behavior, class participation, fund-raising, drill, etc. Competition will be “scaled,” based on the AFJROTC level of the flight, i.e. AFJROTC-I, AFJROTC-II, etc. The Outstanding Flight Ribbon will be awarded to all members of the selected flights.

### **IX. Outstanding Cadets of the Nine-Weeks.**

Each nine-week grading period, instructors will select one cadet from each flight as the Outstanding Cadets of the Nine-Weeks. Their selection will be based on total performance in AFJROTC as well as school citizenship.

### **X. AFJROTC Fees.**

As a cadet in the AFJROTC program here at Columbus High School, your only fee requirement is a once a year uniform cleaning fee, due before your uniform can be issued to you. This fee will be used to clean the uniform at the end of the school year after turn-in. Cadets are responsible for properly cleaning and maintaining the uniform during the school year.

## ***CHAPTER THREE*** **UNIFORM WEAR**

I. The uniform, which you will be issued, is the same worn by active-duty Air Force personnel, with the exception of insignia. The uniform is the property of the United States Air Force and is provided to you on a loan basis. You are responsible for keeping it properly cleaned and in good repair. At the school year's end, or when directed to do so by the AFJROTC instructor, you must return all items issued or make payment for items missing, damaged, or destroyed. Refer to Attachments 1-14 for quick-reference on uniform wear and placement of insignia, badges and ribbons.

II. Wednesday is the day when all cadets wear their uniforms throughout the school day. We call this "PRIDE DAY." Unless excused by the instructor in advance, you must wear the uniform that day or receive a failing grade (0). An excused absence (from the principal's office) on "uniform wear day" allows you to wear the uniform the day you return to school and receive a "make-up" inspection grade. For example, if you have an excused absence on Wednesday, then wear the uniform for a makeup grade on Thursday.

III. The following policies will cover the issue, wear and maintenance of the AFJROTC uniform:

a. Cadets will be issued the uniform free of charge. However, cadets will pay for lost or damaged uniform items. A price list is posted on the cadet bulletin board in the classroom.

b. Cadets will meet dress standards as outlined in appropriate Air Force regulations and this guide. On uniform day, a complete and correct uniform is to be worn at all times unless an instructor permits a variation. Coats/jackets, when worn, are to be buttoned or zipped, shirts must stay tucked in, hats are to be worn when outside, ties are to be "run up" to the top of the collar, sleeves are to be down, and all buttons to be buttoned.

c. Cadets new to the program will be given ample instructions on how to properly wear the uniform before they are required to wear it for the first time. It is important that all cadets wear the uniform properly every week. Failure to do so may result in removal from the program.

d. With prior permission of an instructor, you may tailor your uniform to fit better. This must be at your expense.

e. Uniform items will not be mixed with civilian clothes. This also means no civilian jackets worn over the uniform.

f. The flight cap/BDU cap will be worn at all times, in uniform, when outdoors with the following exception: the school courtyard at lunch, the covered areas at the front and rear entrance to the school and all covered “breezeways,” as they are designated “no hat” areas. Do not wear flight caps or other AFJROTC headgear inside the school building, classroom or hallway unless an instructor directs you to do so.

g. The “Uniform of the Day” will be posted on the class chalkboard on Monday specifying the uniform combination that is to be worn on Wednesday. If not specifically addressed, cadets may wear the proper combination of their choice. The Battle Dress Uniform (BDU) may not be worn unless approved by the instructor.

h. Cadets will properly maintain (clean and repair) their uniform items at their own expense. Follow the below listed instructions when cleaning uniforms:

(1) Slacks, trousers, skirts, jackets, caps, ties, tabs, cloth rank (all dark blue items) must be DRY-CLEANED; the material may be damaged if washed/dried at home. Commercial dry-cleaning products such as “DRYEL” seems to work well on all dark blue items except for the service coat—“Use them at your own risk!”

(2) Blouses, shirts and socks may be machine-washed. Use a laundry stain remover to remove collar and underarm stains.

i. Male cadets must wear an undershirt with all uniforms. However, if an open collar is worn, the undershirt must be a V-neck or U-neck. This is very important, as undershirts are not allowed to show above the top button. Females may wear an undershirt if they so desire, but as with the males, it must be a V-neck or U-neck.

j. Female cadets may wear earrings while in uniform. However, they must be worn only on the lobe portion of the ear and must be small, spherical earrings—gold, silver, or white pearl. Diamond studs are also authorized. Hoop earrings are a “BIG NO-NO!”

k. Battle Dress Uniforms (BDUs) are optional uniforms that cadets may wear one day a month on uniform wear day. We call this “WARRIOR DAY.” Cadets are notified in advance of the day that we will be wearing the BDUs. In addition, BDUs must be worn within guidelines furnished by AFJROTC. As a rite of passage we permit only AFJROTC II, III, IV cadets to wear BDUs. See Attachment 5.

l. Necklaces or chains may be worn by cadets but must not be visible (do not let it show). Cadets are not authorized to wear “Lance Armstrong” type bracelets while in uniform.

m. AFJROTC cadets will not engage in any public display of affection while in uniform.

n. Uniforms will only be worn while traveling to or from, or while participating in official AFJROTC activities. Cadets will not wear the uniform while participating in demonstrations, partisan political activities, public speeches, seeking employment, or in any other activities that may bring discredit to the corps of cadets, United States Air Force, or the school.

o. Information on male/female hair grooming can be found in Attachments 8 and 10. More specific details on wear of the uniform and grooming standards will be discussed prior to your first uniform wear.

III. On PRIDE DAY the uniform is required to be worn the entire school day. If you are observed out of uniform prior to the final school bell without instructor permission you will be subject to a failing grade (0) and AFJROTC disciplinary action. If there is another activity that you feel interferes with this procedure, see the instructor for special permission to change out of your uniform early.

IV. Check your uniform on the day that you take it off (not the night before you wear it) to see if it needs special cleaning or repair. If it needs cleaning, get it done RIGHT AWAY! If it needs repair or exchanging, talk to an instructor as soon as possible. We do not allow cadets to exchange or

purchase uniform items on a uniform wear day. Cadets who are learning self-discipline should not use excuses such as, “I forgot,” “It’s in New Hope,” “My mom didn’t wash it,” “It’s in the cleaners,” etc. Such excuses do not “wash” in AFJROTC.

V AFJROTC Physical Training (PT) Uniform. The PT uniform is a multi-purpose uniform provided at Air Force expense. PT t-shirts may be worn out or tucked in. Portions of the PT uniform may not be mixed with any combination of the Air Force uniform. The PT uniform is not to be substituted for the weekly uniform day and will only be worn during AFJROTC events. Although not required, the PT shirt should be worn on PT days, usually Fridays.

## ***CHAPTER FOUR*** **CLASSROOM PROCEDURES**

I. AFJROTC cadets are expected to obey all Columbus High School rules concerning class attendance and conduct. In addition, cadets will comply with the procedures contained herein while attending AFJROTC classes.

II. As a cadet you are expected to bring paper, a pencil, a notebook and the proper textbook (academics or leadership) to class and be prepared to take notes and participate fully in all class activities.

III. Each class will be designated as a “Flight” with a phonetic letter designation, e.g. Alfa Flight for 1<sup>st</sup> Period, Bravo Flight for 2<sup>nd</sup> Period, etc. Each flight will have a commander or leader, who is the overall boss of the flight. Depending on the class, e.g. AFJROTC-I, AFJROTC-II, a weekly flight leader may be assigned to help the instructor take roll. The instructor will explain how this will work—**KNOW WHEN IT IS YOUR TURN!**

IV. Procedures for beginning and ending class each day will be as follows:

a. When you walk into the AFJROTC classroom, you will assume your military bearing. Remember that you are walking into a disciplined environment. You should scan the room for announcements, e.g. bulletin boards, whiteboards, etc. that may provide information important to you.

b. When you reach your desk remove any AFJROTC materials that you will need from your book bag, place them on your desk and stand at Parade Rest

beside your desk. Do not stand at your desk with your book bag on. Element leaders will check their elements for absentees and be ready to report the information when directed to do so by the flight leader. In the absence of the flight leader, the assistant flight leader will perform the duty.

c. The below listed actions will occur to begin the class.

<u>Cadet (position)</u>	<u>Action Required</u>
Flight Leader	As soon as the final bell rings; call the flight to Attention—FLIGHT ATTENTION (TENCH-HUT)!
Flight Leader	After everyone is at attention, command element leaders to report—ELEMENT LEADERS, REPORT!
Element Leaders	Salute, and, while holding the salute, report on the status of the element—FIRST ELEMENT, ALL PRESENT SIR/MA'AM, or, CADETS ALEXANDER AND BIBBS ABSENT SIR/MA'AM.
Flight Leader	Return each element's salute as they report. When leaders are through reporting, face the instructor and report on the status of the entire flight while saluting—FLIGHT ALL PRESENT SIR, or, CADETS ALEXANDER AND BIBBS ABSENT SIR.
Flight Leader	When the instructor returns the salute, face the flight and give the following commands: "PRESENT ARMS, ORDER ARMS, PARADE REST, FLIGHT TENCH-HUT, LEFT FACE, RIGHT FACE, ABOUT FACE, ABOUT FACE, HALF LEFT FACE, HALF RIGHT FACE, EYES RIGHT, READY FRONT."
Flight Leader	Upon completing last in-place drill command, face the instructor, salute, and advise "FLIGHT IS READY FOR INSTRUCTION, SIR."
Instructor	Return salute and issue appropriate instructions, i.e. "BE SEATED. "

d. When the bell for class to end rings, cadets will not get up from their seats until directed to do so. The instructor will advise the Flight Leader to take charge of the class and dismiss them. The Flight Leader will call the

flight to attention and command, “DISMISSED.” At that time, cadets may depart the classroom.

V. AFJROTC classes are built on good order and discipline. Cadets are expected to abide by the following rules at all times during class:

- a. Follow procedures in the cadet handbook.
- b. Stay seated unless permitted to leave desk.
- c. Remain quiet unless permitted to talk.
- d. Bring books, paper, pencil and assignments to class daily.
- e. Follow school rules as set forth in the student handbook.
- f. Follow written and verbal directions of AFJROTC instructors.

VI. Progressive consequences for inappropriate behavior (steps may be skipped depending upon the severity of the infraction:

- a. Verbal warning by instructor.
- b. After school detention or “write offs.”
- c. Telephone call to parents.
- d. Referral to office.
- e. Removal from AFJROTC.

**CHAPTER FIVE**  
**CADET APPOINTMENT, ROTATION AND PROMOTIONS**

I. The Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI) will select cadets for positions in the Cadet Corps. Cadets will be appointed to positions where they can gain the greatest leadership experiences based on their demonstrated abilities to include academic, leadership and overall cadet corps performance. All cadet appointments and promotions will be announced and published on Group Special Orders.

II. Cadet promotions and assignments are based on the below listed factors.

- a. AFJROTC grades.
- b. Participation in AFJROTC activities.
- c. Leadership potential.
- d. Current Cadet Corps job performance.
- e. Conduct both as a cadet and student at Columbus High School.
- e. Overall school scholarship.
- f. ATTITUDE AND EFFORT

III. Cadet corps positions, e.g. commander, public affairs officer, etc. may be rotated during the school year, as determined by the instructors. Cadets in leadership positions who demonstrate unsatisfactory performance or poor conduct will be removed from their position at the instructor's discretion. Reduction in rank normally accompanies removal from position if due to unsatisfactory performance or poor conduct.

IV. Cadet Rank, Promotion/Demotion.

- a. Promotion provides pride, challenge and motivation to members of the corps. The insignia or promotion reflects visible evidence of progression and standing among fellow cadets. The insignia also is evidence of growing maturity and willingness to accept additional responsibility and a proven growth of leadership qualities.
- b. There are two types of promotions in AFJROTC, permanent and temporary:



(1) Permanent Rank is based on the number of years of satisfactory service in AFJROTC. The permanent rank authorized is as listed below:

Completion of 1 year—Cadet Airman

Completion of 2 years—Cadet Airman First Class

Completion of 3 years—Cadet Senior Airman

Completion of 4 years—Cadet Staff Sergeant

(2) Temporary Rank is one that is assigned based on a position held or on performance demonstrated by the cadet. Since the position is temporary, it will not necessarily be carried over from one semester to the next. However, instructors have the authority to allow a cadet to keep the higher of the two ranks.

c. Cadets who successfully pass AFJROTC for the first semester will be awarded their authorized permanent rank at the beginning of the second semester of the school year. However, instructors have the authority to deny this award. Remember that ATTITUDE and EFFORT are key elements in promotions and appointment to positions in AFJROTC.

d. A Unit Manning Document (UMD) has been established by the SASI and is available for cadet review. This is the document that lists all cadet corps positions and associated maximum rank. All cadet positions are authorized on the MS-021 UMD. Positions are listed on the UMD by maximum rank (the highest rank that can be achieved in that position.) No cadet can hold a rank higher than that authorized for the position held. Exceptions may be made by the SASI in unusual cases for seniors or AS-III or AS-IV cadets to permit them to hold a higher rank regardless of position. See Attachment 13.

e. Cadets initially assigned to cadet corps jobs will not normally be awarded the highest rank authorized for the position. This will permit possible promotion based on actual performance in the job.

f. Instructors may periodically form promotion boards to consider cadets for temporary promotions within their presently assigned position. Composition of the promotion boards will be determined by the SASI, but will normally be the Group Commander, Vice Commander and the two Squadron Commanders. The SASI and ASI will guide the board and validate/approve the results. These boards will be held at a minimum one after each nine-week grading period. This allows for possible promotions after grades in

AFJROTC are known. NOTE. IF YOU WANT TO DO WELL IN AFJROTC AND BE A LEADER, YOUR AFJROTC GRADES ARE VERY, VERY IMPORTANT.

g. Cadets may be reduced in rank (demotion) for cause to include, but not limited to: excessive absences, not following procedures/instructions/school rules, in-school detention (ISD), out of school suspension (OSS), failure to wear the uniform, failure to participate in required activities, i.e., physical training.

**CHAPTER SIX**  
**CADET JOB DESCRIPTIONS**

**Cadet Group Commander**

Responsible for:

- a. the appearance discipline, efficiency, training and conduct of all cadets.
- b. the accomplishment of all assigned corps activities.
- c. ensuring all cadets has an opportunity to develop their leadership qualities.
- d. commanding the corps during parades, open ranks inspections, etc.
- e. conducting periodic staff meetings.
- f. establishing and chairing a Cadet Action Board.
- g. attending all corps functions.
- h. managing the cadet corps staff.
- i. preparing a military-style staff briefing. Ensure other appropriate staff members have a presentable briefing of their duties, as necessary.

**Cadet Special Assistant**

Responsible for:

- a. all duties assigned by the instructors.
- b. assisting the Group Commander as directed.
- c. assuming command of the cadet corps during the absence of the Group Commander.
- d. monitoring the appearance, behavior and moral of cadets. Report adverse trends to the Group Commander.
- d. serving on the Cadet Action Board.

**Cadet Deputy Commander**

Responsible for:

- a. all duties assigned by the Group Commander.
- b. assuming command of the cadet corps during the absence of the Group Commander and Special Assistant.
- c. monitoring the appearance, behavior and moral of cadets. Report adverse trends to the Group Commander.
- d. serving on the Cadet Action Board.

### **Cadet Command Chief Master Sergeant and First Sergeants**

Responsible for:

- a. monitoring cadet appearance, behavior and moral.
- b. reporting major discrepancies and adverse trends up the chain of command. First Sergeants report items to the Senior Enlisted Advisor. Senior Enlisted Advisor reports items to the Group Commander.
- c. assisting cadet commanders in the administration and operation of the corps.
- d. serving on the Cadet Action Board.
- e. ensuring squadron first sergeants carry out their responsibilities.
- f. conducting periodic NCO staff meetings. Provide inputs to the Group Commander.

### **Cadet Operations Squadron Commander**

Responsible for:

- a. managing all squadron activities as assigned by the corps commander.
- b. being familiar with duties of staff members assigned to his/her squadron.
- c. enforcing appearance, discipline, training and conduct standards. Report adverse trends to the Group Commander.
- d. overseeing the Flight Commanders during parades, open ranks inspections, etc. Ensuring the drill team and color guard commanders perform their duties in a satisfactory manner.
- e. preparing a military-style staff briefing.
- f. serving on the Cadet Action Board.

### **Cadet Drill Team Commander**

Responsible for:

- a. planning, coordinating and scheduling drill team activities.
- b. supervising the selection and training of drill team members.
- c. ensuring proper drill team appearance, discipline and moral.
- d. selecting and training an assistant drill team commander.
- e. overseeing color guard training and activities.
- f. preparing a military-style staff briefing.

### **Cadet Color Guard Commander**

Responsible for:

- a. assisting the Drill Team Commander select and train color guard members.
- b. ensuring proper color guard appearance, discipline and moral.
- c. selecting and training an assistant color guard commander.
- d. ensuring sufficient Color Guard manning for each scheduled activity.
- e. being present at all color guard activities or ensuring a cadet qualified to perform commander duties is present.
- f. preparing a military-style staff briefing.

### **Cadet Flight Commanders**

Responsible for:

- a. assuming command of the flight when directed by the instructors.
- b. the appearance, discipline and moral his/her assigned flight. Report problem areas to the Squadron Commander.
- c. being proficient with drill and ceremonies.
- d. being present at all scheduled parades, open-ranks inspections, etc.

### **Cadet Mission Support Squadron Commander**

Responsible for:

- a. managing all squadron activities as assigned by the Group Commander or instructors.
- b. assisting the instructors to select and train a cadet recruiting team.
- c. being familiar with duties of staff members assigned to his/her squadron.
- d. monitoring the appearance, discipline and moral of assigned staff members. Report adverse trends to the Group Commander.
- e. ensuring officers under his/her command perform assigned duties in a timely manner.
- f. preparing a military-style staff briefing.
- g. serving on the Cadet Action Board.

### **Cadet Personnel Officer**

Responsible for:

- a. assisting the instructors establish and maintain cadet records.
- b. maintain the corps organizational chart.
- c. ensure all staff officers are aware of scheduled staff meetings by placing notices on bulletin/chalk boards as necessary.
- d. taking attendance at cadet staff meetings.

- e. preparing a military-style staff briefing.

### **Cadet Financial Management Officer**

Responsible for:

- a. assisting the instructors in planning fund raising activities. Count money received and prepare bank deposit slips when necessary.
- b. controlling cadet financial transactions by monitoring cadet activities and money-handling procedures. Report any suspicious activities to the instructors.
- c. maintaining cadet fund transaction records and supporting documentation.
- d. briefing cadets on fund-raising procedures within the corps.
- e. preparing a military-style staff briefing.

### **Cadet Information Management Officer**

Responsible for:

- a. assisting the instructors maintain corps files and publications.
- b. maintaining all magazine racks in a neat, orderly and up-to-date manner.
- c. ensuring the Group Website and CIMS database is maintained properly.
- d. publishing cadet administrative orders such as promotion and awards as directed by instructors.
- e. recording and publishing minutes of all cadet staff meetings and Cadet Action Board.
- f. preparing a military-style staff briefing.

### **Cadet Public Affairs Officer**

Responsible for:

- a. developing and maintaining a corps scrapbook.
- b. writing and publishing a periodic cadet newsletter.
- c. writing news stories about corps activities for the Falcon Flyer.
- d. maintaining corps bulletin boards in the classroom and activity room.
- e. ensuring a cadet public affairs representative is available at all corps activities to photograph or film the activity.
- f. preparing a military-style staff briefing.

### **Cadet Logistics Officer**

Responsible for:

- a. assisting the instructors account for and maintain all school, unit property and government owned property.
- b. assisting the instructors measure, issue and document uniform issue to cadets.

- c. maintaining the uniform storage room. Ensure it stays neat, clean and orderly. Do not allow cadets to enter without instructor permission.
- d. being security conscience with all unit property and uniform items. Document all uniform items issued to cadets.
- e. assisting the instructors with end of school uniform turn-in from cadets, subsequent cleaning, inventory and securing uniform items.
- f. preparing a military-style staff briefing.

**Cadet Special Projects Officer**

Responsible for:

- a. all duties assigned by the Squadron Commander, i.e. project officer for picnic, school open-house, etc.
- b. managing these activities and ensure cadets involved are aware of their responsibilities, to include uniform wear, time and place of activity, duties, etc.
- c. attend all activities to which he/she is responsible for.
- d. preparing a military-style staff briefing.

## **CHAPTER SEVEN AWARDS**

### **I. Awards and Decorations.**

The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by HQ AFOATS/JR and listed in the AFJROTC Uniform and Awards Guide may be worn. This guide is available to all cadets on the MS-021 Website ([www.geocities.com/afjms021](http://www.geocities.com/afjms021)).

### **II. How to Earn Awards.**

All awards are on a competitive basis with the category. Most awards are based upon both scholastic and leadership accomplishments. Participation in AFJROTC co-curricular activities such as drill team and color guard is also helpful. The best way to earn an award is to do the best you can do in all phases of AFJROTC. The awards will normally come if you are exerting 100% effort in the program.

### **III. Wear of Ribbons.**

The authorized ribbons will be worn in order of precedence as displayed on the AFJROTC ribbon chart maintained on the cadet bulletin board. The ribbons are arranged in order of importance from wearer's right to left, top to bottom. In other words, the most important ribbon goes on the top right. See Attachment 14.



# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

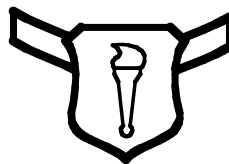


COLONEL

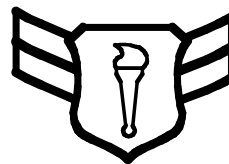
## CADET AIRMAN RANK

(no rank insignia)

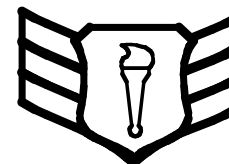
AIRMAN BASIC



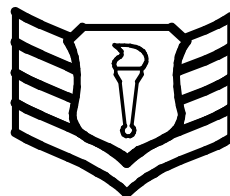
AIRMAN



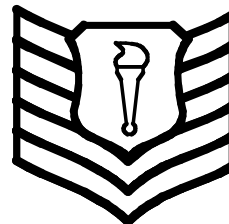
AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



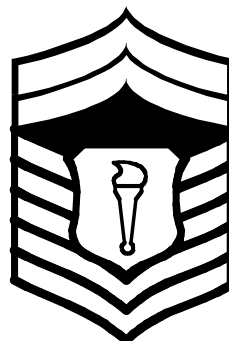
STAFF  
SERGEANT



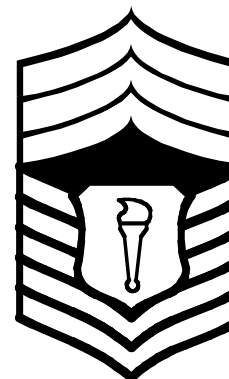
TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

## Attachment 1 – AFJROTC Insignia

# AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA  
(METAL)



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



FLIGHT CAP  
AND BERET  
INSIGNIA



SERVICE CAP  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



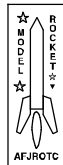
GROUND SCHOOL  
BADGE



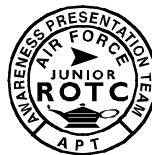
FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



MODEL ROCKETRY  
BADGE



AWARENESS  
PRESENTATION  
TEAM BADGE



DISTINGUISHED  
AFJROTC  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



AEF BADGE



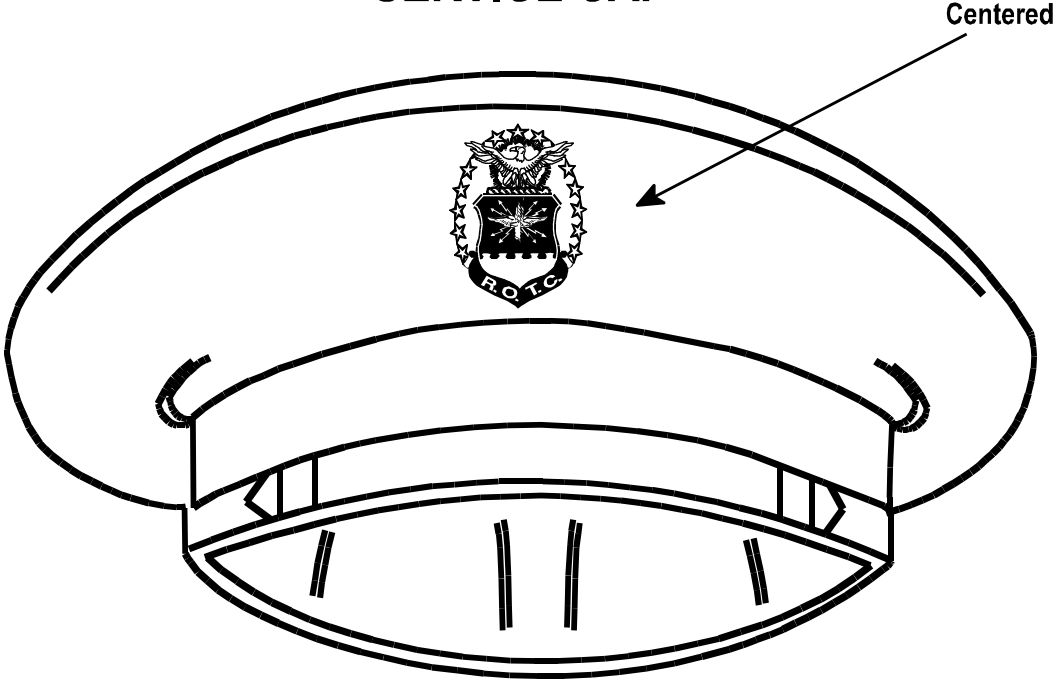
SHOULDER TABS

## Attachment 2 – AFJROTC Badges

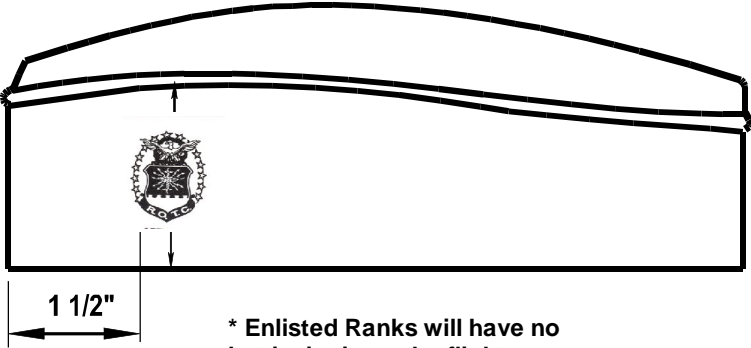


# CADET MALE HEADGEAR

## SERVICE CAP



## FLIGHT CAP



\* Enlisted Ranks will have no hat insignia on the flight cap

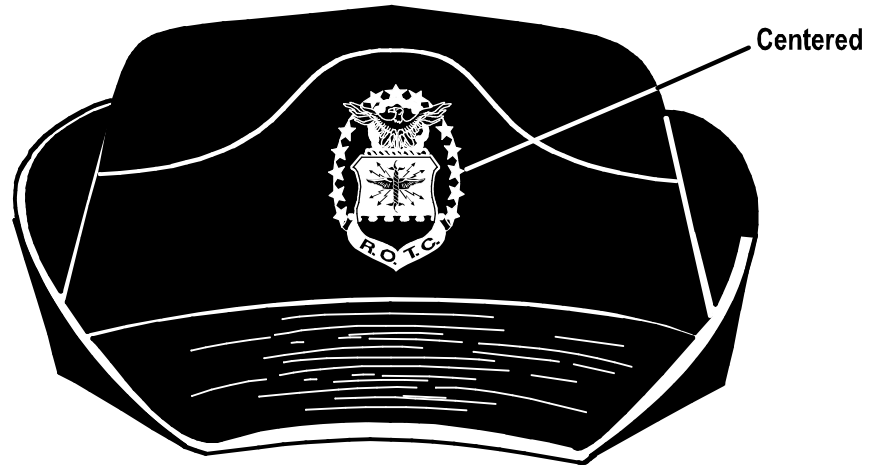
centered top to bottom and  
1 1/2 inches from front of cap

Officers wear hat insignia with stars

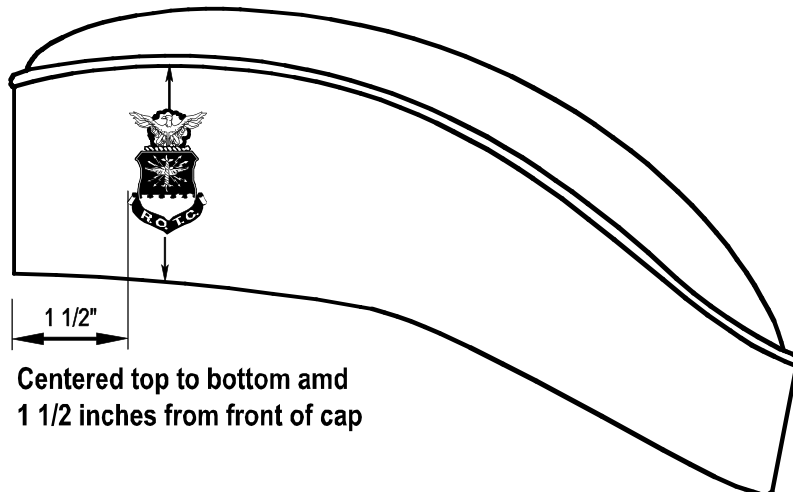
### Attachment 3 – Cadet Male Headgear

# CADET FEMALE HEADGEAR

## SERVICE CAP



## FLIGHT CAP

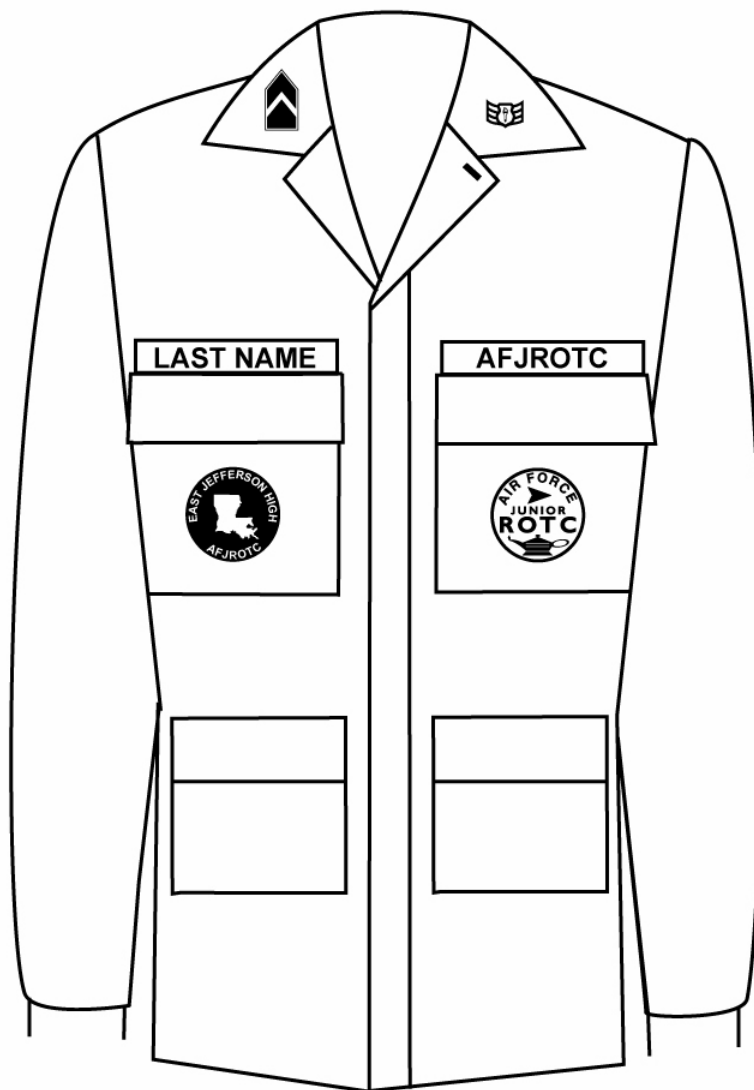


Centered top to bottom and  
1 1/2 inches from front of cap

Officers wear hat insignia with stars  
Insignia without stars is worn by enlisted

## Attachment 4 – Cadet Female Headgear

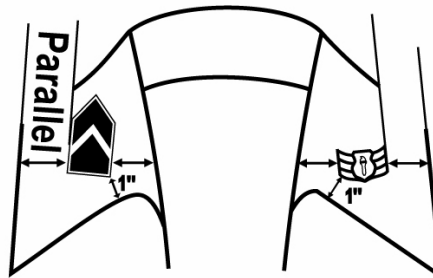
### CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

## Attachment 5 – Battle Dress Uniform (BDU)

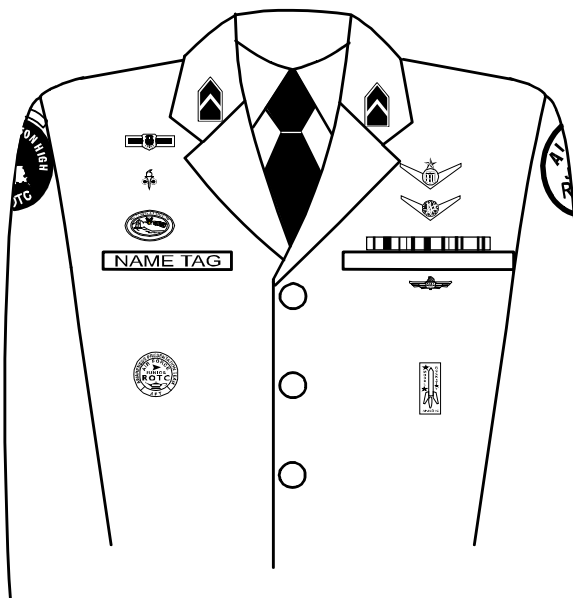
# CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

## Attachment 6 – Cadet Lightweight Blue Jacket

## CADET MALE 1620 SERVICE DRESS



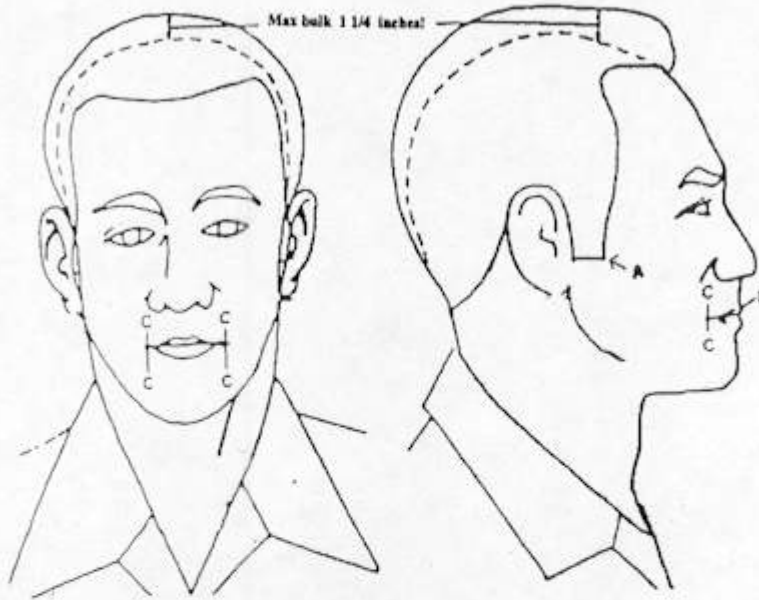
1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

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

### **Attachment 7 – Cadet Male 1620 Service Dress**



### Male Hair Grooming



#### Hair

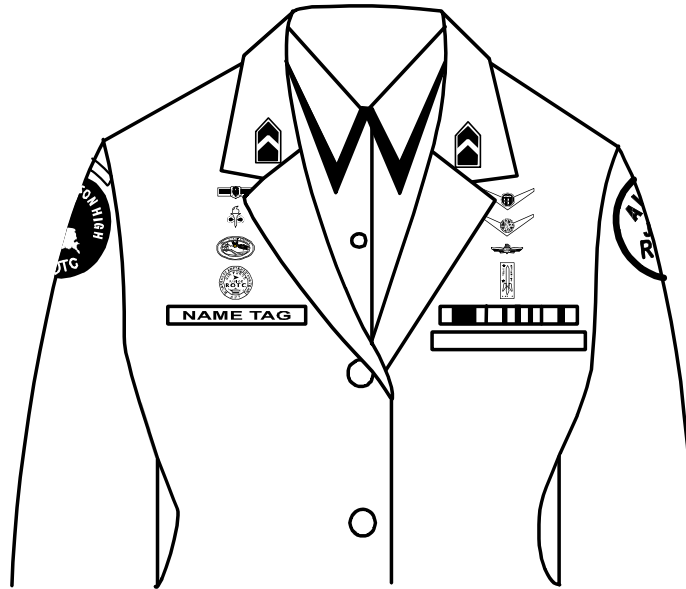
#### Facial Hair

- Must have a tapered appearance on both sides and back.
- May not be worn in an extreme fad style.
- Will not touch the ears.
- Only closely cut hair on back of the neck may touch the collar.
- Will not exceed 1 1/4 inches in bulk
- Will not contain or have any visible foreign items attached to it.

- Beards will not be worn except for health reasons. Instructors must approve.
- Sideburns will not extend below the lowest part of the exterior ear opening. (point A)
- Mustaches will not extend downward beyond the lipline of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. (points C and D)

### Attachment 8 Male Grooming Standards

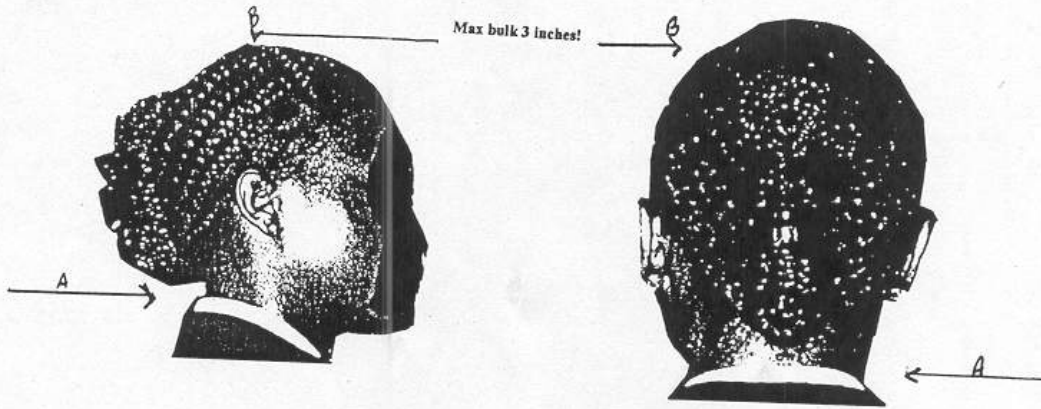
# CADET FEMALE 1620 SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

## Attachment 9 – Female 1620 Service Dress

## Female Hair Grooming



Cosmetics: Conservative and in good taste.

### Hair

- Will be clean, well groomed and neat. If dyed, will look natural
- Will be styled to present a professional appearance.
- Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color permitted to keep hair in place.
- Will not contain excessive amount of grooming aids.
- Will not touch eye-brows when groomed
- Will not be worn in an extreme or fad style.
- Will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the Neck. (point A)
- Will not exceed 3 inches in bulk or prevent proper wear of headgear. (point B)
- Will not include hair ornaments such as ribbons or jeweled pins.

## Attachment 10 – Female Grooming Standards

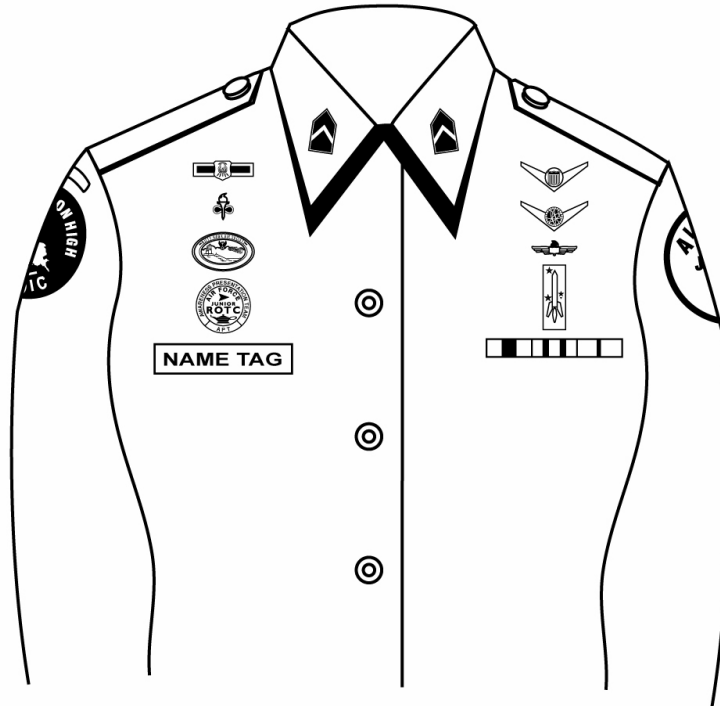
# CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
  15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

## Attachment 11 – Cadet Male Blue Shirt

## CADET FEMALE BLUE SHIRT



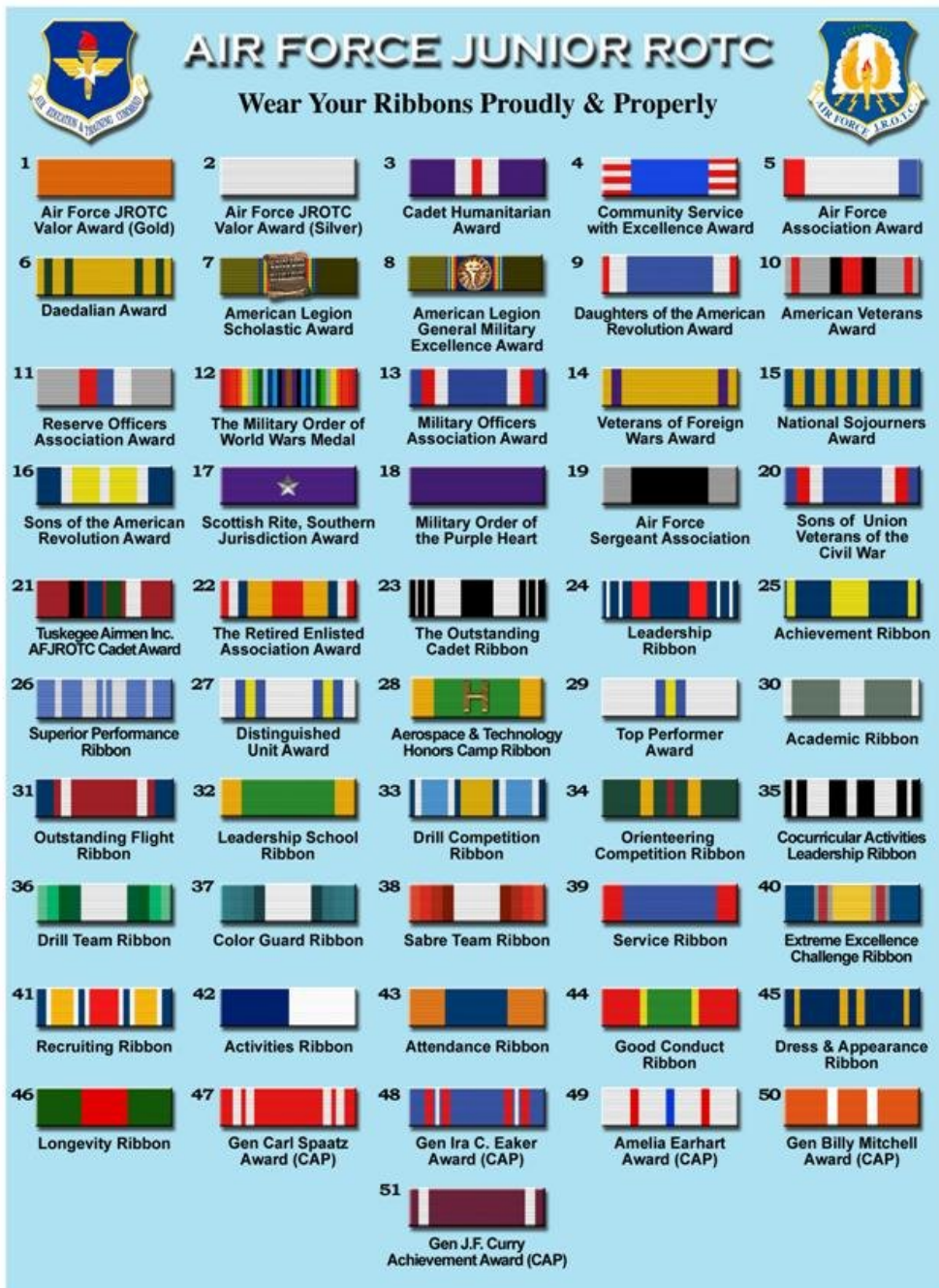
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
  16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

### Attachment 12 – Cadet Female Blue Shirt

## **UNIT MANNING DOCUMENT (UMD)**

<b>POSITION TITLE</b>	<b>MAXIMUM GRADE</b>
Group Commander	C/Col
Special Assistant	C/Col
Deputy Commander	C/Lt Col
Command Chief Master Sergeant	C/CMSgt
Operations Squadron Commander	C/Lt Col
First Sergeant	C/CMSgt
Drill Team Commander	C/Maj
Color Guard Commander	C/Maj
Flight Commanders	C/Maj
Flight Sergeants	C/CMSgt
Element Leaders	C/SSgt
Assistant Element Leaders	C/SrA
Mission Support Squadron Commander	C/Lt Col
First Sergeant	C/CMSgt
Personnel Officer	C/Maj
Financial Management Officer	C/Maj
Information Management Officer	C/Maj
Public Affairs Officer	C/Maj
Logistics Officer	C/Maj
Special Projects Officer	C/Maj
NCOIC positions	C/SMSgt
Assistant NCOIC positions	C/SMSgt

### **Attachment 13 – Unit Manning Document**



Attachment 14 – Cadet Ribbon Chart