

**TN-944 AFJROTC
Haywood County High School
Brownsville, TN**

FORWARD

The Tennessee 944 Air Force Junior ROTC Cadet Group was established at Haywood High School on July 1st, 1994, by agreement between Haywood County School District and the United States Air Force. Since that time it has enjoyed a rich heritage of training cadets of integrity, service, and excellence.

The Air Force Junior ROTC (AFJROTC) curriculum includes aerospace related academic instruction, leadership training, military drill training, and fitness training. The Aerospace Science Instructors are retired Air Force veterans with extensive backgrounds in professional academic education and Air Force military training, equipping them to be qualified to teach the AFJROTC curriculum.

The cadet group will be managed and operated by cadet commissioned and noncommissioned officers. From these leadership experiences cadet leaders learn firsthand what it takes to lead and manage a group of people through planned AFJROTC activities.

This Cadet Handbook contains policy guidance, requirements, and rules of conduct for AFJROTC cadets at Haywood High School. Each cadet is required to study this guide and will be held responsible for its contents. Remember that it is only a guide and not a substitute for initiative, common sense, and good judgment.

Congratulations to each of you on your decision to enroll in the AFJROTC program. We wish you success and personal satisfaction as members of Haywood High School's TN-944 AFJROTC Cadet Group.

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TN – 944 CADET GUIDE
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CHAPTER ONE
MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

1. AFJROTC Mission: Develop citizens of character dedicated to serving their nation and community.
2. The objectives of AFJROTC:
 - a. Educate and train high school cadets in citizenship.
 - b. Promote community service.
 - c. Instill responsibility, character, and self-discipline.
 - d. Provide instruction in air and space fundamentals.
3. AFJROTC cadets should develop:
 - a. The Air Force Core Values of:
 - Integrity first.
 - Service before self.
 - Excellence in all we do.
 - b. An appreciation of the understanding of the basic elements of national security.
 - c. Respect for and an understanding of the need for constituted authority in a democratic society.
 - d. Patriotism and an understanding of their personal obligation to contribute toward national security.
 - e. Habits of orderliness and precision.
 - f. A high degree of personal honor, self-reliance, and leadership.
 - g. Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
 - h. Basic military skills.
 - i. Knowledge of and an appreciation for the traditions of the Air Force.
 - j. An appreciation for the Air Force or other military service as a career.
 - k. A new sense of self discipline, self esteem, and confidence.

CHAPTER TWO
ADMISSION, TRANSFER, AND WITHDRAWAL OF STUDENTS

1. **ADMISSION:** To be eligible for membership in the AFJROTC program, a student must be:

- a. Enrolled in and attending Haywood High School.
- b. At least be in the 9th Grade.
- c. Approved by the SASI and principal via normal HHS registration procedures.
- d. Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular Haywood High School physical education program.

2. **TRANSFER:** Transfer of students from other AFJROTC units may be permitted, with TN-944 SASI review and approval, with credit given for training already received. Written proof should be received from the prior school's administration office in the form of credit received on a high school transcript, grade received, and phone numbers of prior AFJROTC instructors for communication to occur to promote a proper handoff. No guarantees can be made, however, with respect to a student's retaining temporary or permanent rank made in another unit prior to transferring to the TN-944 AFJROTC Group. Temporary rank and cadet jobs are tied together in the TN-944 Group as are permanent rank and cadet's year in JROTC.

3. **CADETS' RESPONSIBILITIES:** Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and other equipment in accordance with AFJROTC guidelines and in accordance with this Cadet Guide. Failure to do so may create obligations that could prevent later registration, graduation, or transfer of credit.

4. **VOLUNTARY WITHDRAWAL/DROPPING:** Students may withdraw from AFJROTC at any time by letting any instructor know that they are no longer interested in taking AFJROTC classes. The SASI will counsel with the student to resolve any unresolved issues, confirm that the decision of the student is the will of the student, and provide other mentoring inputs as appropriate. Either the instructor or the SASI will make every effort to contact the student's parent/guardian to confirm their awareness of this decision to withdraw. The SASI will confirm this withdrawal by signing the Student Withdrawal/Drop letter (found in the Appendix). Students will coordinate with the school counselors to find another class to take and make the school schedule change.

5. **ADMINISTRATIVE WITHDRAWAL:** Should the student leave Haywood High School, or no longer be qualified for any administrative reason, the SASI will review the case, counsel with the student regarding the situation (if the student has not been removed suddenly), contact

the parent if reasonably possible and appropriate, and affirm the student's withdrawal/dropping out of the AFJROTC program by completing the Administrative Withdrawal/Drop form (found in the Appendix).

5. INVOLUNTARY WITHDRAWAL: Students refusing to comply with AFJROTC requirements will enter the following process which may lead to their dismissal from the AFJROTC program:

- e. Student is given corrective counseling by the SASI to let them know of the problem, and a Parent Letter Regarding Low Performance Problems, completed and signed by the SASI (found in the Appendix), will be sent home for the parent's signature. Every effort will be made to see that these forms are returned after signed by the parent/guardian and student.
- f. If the student refuses to comply for a second week, the SASI will counsel with the student and the parents/guardians to determine if the cadet should be withdrawn from the AFJROTC program.
- g. By the third week if no just cause is found to keep the student in the AFJROTC program, the SASI will let the parents/guardians know of the situation (if reasonably possible to contact the parents/guardians), counsel with the student to let them know they are being removed from the program, and let the school counselor know that the student should be withdrawn from JROTC and placed in another class. To document this withdrawal, the SASI will complete the Withdrawal/Drop form (found in the Appendix).

CHAPTER THREE
CONDUCT AND MILITARY COURTESY

1. **GENERAL:** Cadets are expected to observe correct military conduct during all JROTC training and events, and to be courteous to others always. Such behavior will reflect credit upon themselves, their parents, the Cadet Group, Haywood High School, and the United States Air Force.

2. **CLASSROOM/ASSEMBLY PROCEDURES:**
 - a. At the beginning of the class, the cadets will place their belongings under or behind their desk (keeping the aisles clear), and stand at Parade Rest.
 - b. Their Flight Sergeant will then call the class to attention (at the bell).
 - c. The Flight Sergeant will then command: “Element 1, 2, 3, 4...Report” to each Element, one at a time. Each Element Leader, will report to the Flight Sergeant the name of any cadet who is absent or tardy by saluting and stating, “Cadet(s) (last name) is absent Sir/Ma’am.” If no cadets were absent, the element leader would state “All present or accounted for Sir/Ma’am.” The Flight Sergeant will then return the salute.
 - d. When all element leaders have reported, the Flight Sergeant will report to the Flight Commander, stating the results of the attendance.
 - e. The Flight Commander will then report to the SASI/ASI “All cadets accounted for, ready for instruction. If the Flight Commander or Flight Sergeant is absent, the next highest ranking cadets will take on these responsibilities. If any element leader is absent, the alternant element leader will take his or her place. (Promptness is an objective of the program and cadets are expected to be in formation, i.e. by their desk, before the late bell.) .
 - f. The Flight Commander will then lead the class in reciting the core values drill, or any other commands as given by the SASI/ASI. Then the Flight Commander will give the command: “Take Seats.”
 - g. The cadets will then take their seats with their feet flat on the floor and their hands placed on their desks until their Flight Commander (or instructor) tells them “At Rest.”
 - h. In the event the SASI/ASI is delayed, the Flight Commander (or senior ranking cadet) will begin the reporting process, and pass on the report to the SASI/ASI when they arrive, leading the class to begin studying the materials for that day’s instruction.
 - i. Cadets who enter the classroom after the tardy bell has rung will give their admittance slip to the instructor, and follow the instructor’s direction for joining that day’s class.
 - j. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal. They will give the command “Prepare for Dismissal”. Cadets will stop class work and put books and classroom materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their

desks with others in their element, and prepare to stand for dismissal, and assume the position of “Parade Rest.”

- k. When the bell rings or at the signal of the instructor, the flight Commander/Sergeant will call the flight to “Attention”. Cadets will come to the position of Attention at the side of their desk and await further instruction.
- l. The Flight Commander (or Flight Sergeant in the absence of the Flight Commander), when all the cadets are at attention, will dismiss the flight by saying “dismissed.”

3. CLASSROOM/ EXPECTATIONS RULES:

(1) Integrity First: No lying, no cheating, no stealing. The Honor Code for this unit includes the “not cheating, and no toleration of those who do” policy for school work.

(2) Service Before Self: Respect others, serve others.

(3) Excellence In All We Do: Excellence always.

(4) Follow the school grooming standards and dress code, and the AFJROTC grooming standards and dress code on scheduled uniform days.

(5) Do not chew gum in the formation.

(6) Comply with instructions given to you by the instructors or the cadet who has been placed in charge by the instructors.

(7) Bring to class the materials required for that class (always have paper and pencil or pen).

(8) Cell phones and other electronic devices are not allowed to be used in class, and if used will be surrendered to the instructor in accordance with school policy.

(9) Be attentive when someone else is speaking (respect others).

(10) Do not sleep in class. If you cannot stay awake, standup and move to the rear of the classroom.

(11) Let the instructor know if you are ill.

(12) No public displays of affection (PDA) per the school policy.

(13) Follow the chain of command (i.e. cadet –element – Flt. Sgt. - Flt./CC – Sqd/CC – Group CC – ASI - SASI). DO NOT GO DIRECTLY TO THE CADET GROUP /CC WITHOUT YOUR FLT/CC WITH YOU.

(14) ALWAYS use Military Courtesy. Cadets should say “Yes Sir/Ma’am” or “No Sir/Ma’am,” to officer instructors, teachers, adults, and, in appropriate cadet activities, to cadet officers. Cadets should say “Yes Sergeant” to NCO instructors and, in appropriate cadet activities, to cadet NCOs. Such responses reflect long-established military courtesies that will soon become a habit, though sometimes difficult at first. The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill instruction periods. Saluting will be covered in more detail in Chapter 8.

(15) Be on time. Don’t be late to class, scheduled events, and practices.

(16) Wear correct uniform on the appropriate day.

(17) Keep personal belongings clear of the aisles.

(18) Raise your hand and wait to be acknowledged; do not talk without permission. Be attentive when others are speaking. Treat others with mutual respect.

(19) No free- roaming or horse-playing around the room.

(20) No eating or drinking in the classroom unless given permission by the instructor. And when given permission, ALWAYS use the trash can to dispose of your trash. If you see trash on the floor, clean it up.

(21) ABSOLUTELY NO UNAUTHORIZED PERSONNEL ARE ALLOWED IN THE STAFF OFFICE. (Only authorized staff, flight commanders or those with permission of the instructors, are allowed in the staff offices.)

(22) Wearing hats or sunglasses indoors is prohibited.

(23) Maintain loyalty to the Corps, school, and JROTC values.

4. LEARN TO THINK BEFORE SPEAKING: Cadets should work hard to become better listeners, striving to understand instructions for themselves. Cadets should learn to rely on their own abilities, speaking and asking questions after trying to resolve matters in their own minds.

5. HARASSMENT, BULLYING, CYBER-BULLYING and HAZING: Harassment, Bullying, Intimidation, Cyber-Bullying and Hazing, as described in the HHS Student Handbook, will not be tolerated in HHS AFJROTC. These offenses will be considered a violation of HHS AFJROTC standards, and will result in the student being entered into the process for Involuntary Withdrawal described in Chapter 2 of this Cadet Guide.

From the HHS Student Handbook, definitions:

Bullying/Intimidation/Harassment- An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student (or students) in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying- a form of bullying undertaken through the use of electronic devices.

Hazing- An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety.

CHAPTER FOUR
CORPS OF CADETS HONOR CODE

1. We can take a lesson from all the services academics whose young men and women adhere to strict honor code. It is: “ I will not lie, cheat, or steal – nor tolerate those who do.” Though this is a seemingly tough code to live by, it is not so tough in reality when you consider that by putting on the uniform you are putting on the public trust as well. Although, as a junior cadet, you are not committed to the Air Force, you are still expected to try to bring honor to yourself and your school. The best way to do that is to guard your integrity as the most precious asset you have. Do not lie, cheat, or steal or allow anyone else to, and you will always have the trust you will need to succeed. The honor code is mandatory at the service academics. We in TN-944 strongly encourage you to follow this code. Our school and unit standards intersect with this code. Always remember that the subject of honor is very important to us.

2. By definition, cheating is taking unfair advantage of a situation or of fellow classmates. This may be done in order to obtain higher grades, better scholarship opportunities, an academic or leadership award, a better grade point average, or some other tangible gain. Cheating is usually, but not always, accomplished by using or copying from another person’s work, or purposely not following instructions, and often takes the form of some last minute action that is done without thinking.

3. Every human has the tendency to cheat, therefore every effort must be made to not fall into this bad behavior. There are many ways to cheat. We will consider cheating from the point of view of whether an improper gain has been made. If an opportunity presents itself which, if taken advantage of, allows you to gain unfairly over your classmate; that is cheating.

4. CHEATING IS NOT PERMITTED IN AFJORTC OR AT HAYWOOD HIGH SCHOOL. It is important that each cadet understands this basic requirement and makes every effort to follow it. Cadets who are caught cheating identify themselves as people not worthy of holding cadet rank, or being promoted, or receiving recommendations, scholarships, awards or any other special recognition in the future.

a. Instructors will generally drop grades to “0” whenever a cadet is found cheating, or tolerating someone who is cheating.

b. The SASI will be the final authority for military or academic punishments due to cheating, or tolerating someone else who is cheating. Inputs relevant to a case may be received by the SASI from other instructors or cadets, when appropriate.

5. Individuals who either passively (but knowingly) or purposely allow others to copy their work are just as guilty of cheating as the active cheater is. They are willing participants and have endorsed by their action an act of dishonesty. They will be dealt with in the same process as the active cheater.

6. While individual instances of cheating will be dealt with on an individual basis, these guidelines are intended to inform, in advance, all cadets of the seriousness with which such activities are viewed by Haywood AFJROTC instructors.

7. Cadets who find these guidelines offensive or who believe them to be impossible to follow should talk with an AFJROTC instructor immediately about leaving the corps.

8. **ANTI-DRUG PROGRAM: DRUGS ARE NOT TOLORATED!** Anyone possessing drugs will be handled under the Haywood Board of Education's Zero Tolerance Policy. Students who know of anyone with drugs or weapons should report them to a JROTC instructor immediately. (Though your name is never used, if the suspect is found to have an illegal substance or weapons you may receive a monetary reward through Haywood High School; mention of this is made so students may be aware that this may be something to look into through local high school administrators.)

9. Honor and other discipline cases will be reviewed by the SASI who is the final unit disciplinary authority.

CHAPTER FIVE

CADET UNIFORMS AND GENERAL GUIDANCE

The Director of AFJROTC prescribes the uniform, uniform devices and the manner of wear for AFJROTC cadets. Students will comply with the basic uniform wear, personal appearance, and grooming standards prescribed by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFJROTCI 36-2001. This chapter of this guide (Chapter 5) includes general guidance, a good historical context and general principles that should be considered in the wear of the uniform. While it is still substantially helpful for general principles of uniform wear, cadets should rely on the details in Chapter 16, and in the Appendix of this Cadet Guide (from Air Force Junior ROTC Consolidated Operations Supplement, Chapter 7) for specific uniform practices and requirements. This Chapter (Chapter 5) does contain a marked section from AFJROTCI 36-2001 which may be relied upon for current standards.

1.1. Uniform Wear and Restrictions. The Director of AFJROTC prescribes the uniform, uniform devices and the manner of wear for AFJROTC cadets. These standards are found primarily in AFJROTCI 36-2001, and in the Air Force Junior ROTC Consolidated Operations Supplement, Chapter 7. In this guide these standards are found primarily in Chapter 16, and in the uniform portion of the Appendix.

1.1.1 Honor the Uniform. Air Force Junior ROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected 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 at large.

1.1.2 Uniform Wear Restrictions. Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the Senior Aerospace Science Instructor [SASI].)

1.1.3 Public Political Activity. Military personnel should not engage in any form of public political activity—such as attending rallies and political speeches or passing out political flyers—while in uniform.

1.1.3.1 In addition, military personnel are prohibited from publicly supporting a particular candidate, party, or political issue when it is clear to others that they are members of the U.S. military. The intent of the law is to avoid the perception that any military official supports one political cause, candidate, or party over another. The role of the military requires absolute obedience to direction from elected civilian leaders, so public perception regarding the allegiance of military members is critical.

1.1.3.2 However, members of the military are actively encouraged to vote. They are also allowed to place political bumper stickers on their own vehicles and/or signs on their private property. They can participate in political events as long as they are not in uniform and do not identify themselves as military members. Since AFJROTC cadets wear a form of the U.S. Air Force uniform, they should also follow the Hatch Act terms while in uniform.

1.1.3.3 Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel, also forbids those in military uniform to participate in public speeches, rallies, interviews, picket lines, marches, or any other public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment while in uniform is also banned.

1.1.4. AFJROTC Sponsor Groups. In addition, no item of the U.S. Air Force uniform may be worn by members of groups that sponsor the AFJROTC. Cadet auxiliary societies, for example, may not create a special uniform that includes any item of the U.S. Air Force uniform. This includes school faculty and sponsors other than the SASI or the Aerospace Science Instructor (ASI).

1.2. Standard Service Uniform. AFJROTC cadets will adhere to the standard uniform requirements, fitting standards, wear instructions, and personal grooming standards of the United States Air Force.

1.2.1. Air Force JROTC Uniform Standards. In Chapter 16 of this Cadet Guide, and in the Appendix to the Guide are published the current standards for the wear of the uniform. These standards are found in AFJROTCI 36-2001 and in the Air Force Junior ROTC Consolidated Operations Supplement, Chapter 7. The attachments in this guide from the Air force Junior ROTC Consolidated Operations Supplement, Chapter 7, include diagrams of uniforms for both female and male cadets (in the Appendix). It is the cadet's responsibility to maintain all uniform items in a clean and orderly condition during the school year and when the uniform is turned in. Just as the person on active duty, cadets are also obligated to wear the uniform properly and proudly. In doing so, cadets uphold the dignity of the Air Force, their unit, fellow cadets, and themselves. With practice and attention to detail, all the do's and don'ts about the proper wear and care of the uniform and personal appearance will become almost automatic. Cadets should be proud of the uniform and the way it looks. A smart appearance is important, not only in drill practice, but also in performing various other duties and attending military functions.

1.2.2. Fitting the Uniform, general suggested guidelines. The male service dress uniform consists of the dark blue service coat and trousers, light blue long sleeve shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males should be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should

rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadets should see the SASI or Aerospace Science Instructor (ASI). Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

1.2.3. Uniform Do's and Don'ts. Here are a few general do's and don't about wearing the uniform.

1.2.3.1. Do's

- Wear the standard Air Force service uniform, properly and with pride.
- Wear the uniform on the day established by the SASI (usually at least one day each week).
- Wear the uniform at other times specified by the SASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- 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.
- If your unit is at a military high school, wear the distinctive uniform required by the institution for special occasions or ceremonies.

1.2.3.2. Don'ts

- Do not wear the Air Force commissioned officer sleeve braid or the officer silver thread on flight caps.
- Do not wear the uniform with other clothing.
- Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
- 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 battle dress uniform [BDU].)
- Do not wear earphones or headphones while in uniform, unless required for duty.
- Do not carry pagers or cell phones, unless required for duty. (When required for duty, they should be clipped to the waistband or purse or be carried in the left hand when not in use.)

From AFJROTCI 36-2001:

1.1 The Air Force blue uniform is the standard uniform for AFJROTC. Only students currently enrolled in AFJROTC or in Reserve Cadet status may be issued uniforms.

1.2 ABU wear is authorized as an additional cadet uniform (blue uniform will be worn weekly, and the ABU may be worn on one regular uniform day per month only when the school principal approves).

1.3 The Physical Training (PT) uniform is a multi-purpose uniform provided at Air Force expense. For TN-944 the PT uniform includes the Air Force issued (reflective) T-shirt, or the optional PT T-shirt the TN-944 cadets can purchase; and dark colored shorts, pants or sweats, at the discretion of the cadet.

1.4 One shoulder cord is authorized to be worn only on the left shoulder. Shoulder cord can be worn on the blue shirt and service dress coat only.

1.4.4 Ascots and gloves may be worn by color guard and drill team members during performances only. The colors of these items must be conservative and in good taste.

1.5 Each cadet must participate in at least one uniform wear day per week. Schools with A/B block schedules will require units to have at least two uniform wear days per week to ensure each cadet participates (one per block).

1.6 All cadets are required to wear an approved blue uniform combination, as determined by the SASI, during an external assessment (Unit Evaluation, SAV, etc.)

1.7 The blue uniform is the standard for cadets participating in official military functions such as honor guard, color guard or any other activity the SASI deems appropriate. SASI may determine wear of ABU as appropriate.

1.8. The SASI will standardize uniform wear for CIA trips, or other visits and events, and will ensure AFI 36-2903 grooming and uniform wear standards are complied with. The SASI can implement restrictions on out-of-classroom activities for those cadets not in compliance with standards.

1.8.1. During a military installation visit, the SASI will ensure all cadets are in an appropriate uniforms for the planned activities. Units granted waivers to exercise the first year option may allow cadets to participate in the visit. When in AF uniform, cadets will comply with AFI 36-2903 uniform, personnel appearance and grooming standards. When cadets are not in uniform, it is the SASI's responsibility to ensure the unit presents a professional image and represents AFJROTC appropriately.

1.8.2. For other than military installation visits, the SASI will ensure the cadets are dressed in appropriate clothing.

1.9. Cadets are required to wear the AF blue uniform or ABUs when flying on military aircraft.

1.10. The lightweight blue jacket may be worn indoors or outdoors and must be zipped at least halfway. It may be worn with civilian clothes when insignia are removed. Women may wear the male version of the lightweight blue jacket, belt and flight cap.

1.10.1. The AF Symbol is optional for the lightweight blue jacket. If used, it must be embroidered on the left side, and at no cost to the AF. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.

1.10.2. The lightweight blue jacket with the AF symbol embroidered is not authorized to be worn with civilian clothes.

1.11. The SASI may designate “No Hat” areas on campus, with written approval from the principal (For TN-944 the breeze-way/covered walk-ways between the East Classrooms and the main building, and between the Career and Tech Classrooms and the main building are designated as “No Hat” areas, in accordance with this paragraph). Unit must upload a copy of the approval letter in WINGS. Units must issue headgear for cadets to wear when off campus.

1.12. Pregnant cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized, but cannot be purchased with Air Force funds.

1.13. Religious headgear may be worn in compliance with AFI 36-2903, and this instruction.

1.13.1. Plain, dark blue or black, minimally conspicuous religious head coverings may be worn indoors with approval of the principal, SASI, and the AFJROTC Director.

1.13.2. Plain, dark blue or black, minimally conspicuous religious head coverings may be worn outdoors if concealed under the uniform headgear with approval of the principal, SASI, and the AFJROTC Director.

1.13.3. The WINGS waiver request process must be used to obtain AFJROTC Director approval. Include two pictures of the cadet wearing the item. One must feature the cadet’s profile and the other must have the cadet facing the camera.

1.13.4. Further religious head covering accommodations require Holm Center Commander approval. Cadets must submit a letter addressed to the Holm Center Commander through their chain of command. The request letter must also include a description of the item, a photo of the item being worn by the cadet in uniform, the SASI’s and principal’s endorsement, and religious leader’s endorsement.

1.13.5. Other religious items will not be visibly worn with any AFJROTC uniform unless approved by the principal, the SASI, and the AFJROTC Director.

2.1. Cadets will comply with the personal appearance and grooming standards required within AFI 36-2903 and this instruction.

2.1.1. Tattoos or brands anywhere on the body are not allowed if in the SASI judgment they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination that might harm good order and discipline or bring discredit upon the Air Force.

2.1.2. Excessive tattoos or brands, even those not violating the prohibitions in the above section, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as tattoos or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform.

2.1.3. The SASI may exercise discretion in allowing participation in the AFJROTC program if a tattoo can be covered up with a skin-colored bandage

CHAPTER SIX **FITNESS PROGRAM**

Fridays. Per Chapter 9 of this Cadet Guide, *Curriculum*, Fitness Training is generally conducted on Fridays. This training is in keeping with the President's Physical Fitness (PPF) program. During the first 45 calendar days of each school year a Pre-assessment will be accomplished and loaded into WINGS, and a Final-assessment will be accomplished within the final 30 days of each school year.

Exercises. The exercises for the fitness assessments include curl-ups (sit-ups), right-angle push-ups, V-sit and reach (stretching), shuttle run (short sprints), and the 1 mile endurance run/walk. Throughout the year, these and other exercises will be practiced and repeated. Various sports will be offered for conditioning, aerobic training, and strength training. Cadets are encouraged to set goals to increase their fitness performance results.

Fitness Uniform. For TN-944 the PT uniform includes the Air Force issued (reflective) T-shirt, or the optional PT T-shirt the TN-944 cadets can purchase; and dark colored shorts, pants or sweats, at the discretion of the cadet. Cadets may also wear the Air Force issued shorts which may be available in their sizes.

Fitness Team. Those interested in competing on the fitness team can contact the Cadet Fitness Officer for training and competition times. Training is generally planned for the first semester of each school year, with competitions in the winter months.

Parental/Guardian Consent Requirement. Prior to participating in any fitness training, a cadet must have a signed Parental Consent form (found in the Appendix) on file in the TN-944 AFJROTC unit.

CHAPTER SEVEN CLOTHING AND EQUIPMENT ACCOUNT

1. Protecting government property is each cadet's responsibility. All uniform items (with the exception of shoes and socks), AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items of equipment belong to or are the responsibility of Haywood High School. Each item of the uniform and of equipment must be accounted for at all times.

2. At the time you are issued your uniform and items of equipment you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued. Parents are also asked to complete the Parent Welcome and Uniform Letter (found in the Appendix) to sign as responsible parties. Each item then becomes your personal responsibility. **If you lose an item, or willfully or negligently destroy it, you will be required to pay for it.** At the time of issue of uniforms and equipment you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.

3. One complete uniform with all accessories and insignia is issued to each cadet. It is most important that each cadet understand that all items of uniform or equipment (with the exception of shoes and socks) must be returned or paid for before the end of the semester/school year. Uniforms must be returned cleaned, pressed, and on hangers or they will not be accepted by the MPC. No AFJROTC Certificate of Training, Certificate of Completion, nor diploma will be awarded until all uniform and equipment items have been turned in. In addition, a financial obligation will be incurred which will disallow graduation, registration, or transfer of credit until satisfied.

4. To preclude unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:

- **Do not leave uniform items in unlocked lockers or unattended in other places at school.**
- **Do not permit another cadet to turn in your uniform or equipment items.**
- **Do not lend insignia or other uniform/equipment items to your friends or cadets.**
- **Do not carry the flight cap with your books. If not being worn, tuck it under your belt to the left of the belt buckle.**
- **Do not place your uniform in the care of others.**
- **Do not place your name on each uniform item (except in an inconspicuous place with suitable clothing identification tape or indelible ink). If using ink, be sure bleed – through will not occur.**
- **Do be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to the Military Property Custodian (MPC).**

- **DO TURN IN ALL UNIFORM ITEMS DRY CLEANED AND LAUNDERED AND ON HANGERS.** Uniforms will not be accepted unless cleaned prior to turning them in. If the uniform is not turned in on by the date specified by the S/ASI, your grade will be lowered, and you will be charged for the missing items until returned.
- h. Clothing items that become worn or otherwise unserviceable should be turned in to the MPC as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the item will be replaced at no cost. Items of clothing that do not fit properly should be altered or exchanged.
- i. When turning in or exchanging uniform items or other equipment deal only with a MPC.
- j. The United States Air Force uniform is one of the symbols of a proud and honorable service. Wear it with care and pride.
- k. If uniform items are lost or turned in by another cadet, the cadet will pay the following to have the items reissued:

Replacement Uniform Prices
 Estimation (Prices subject to small changes with time)
 Male Uniform Issue

ITEM DESCRIPTION	SIZE	UNIT PRICE	QUANTITY ISSUED	CADETS INITIALS
CAP, GARRISON		10.42	1	
TIE		5.77	1	
SHIRT, SHORT SLEEVE, BLUE		13.77	1	
TROUSER, SERVICE DRESS, BLUE		43.22	1	
BELT, BLUE		2.57	1	
BUCKLE, CHROME		3.70	1	
SOCKS		1.35	1	
SHOES, OXFORD		46.26	1	
	TOTAL	136.09		
ADDITIONAL ITEMS				
JACKET and LINER▶ Yes No		75.11	1	
COAT, SERVICE DRESS, BLUE		101.17	1	
SHIRT, LONG SLEEVE, BLUE		16.03	1	
	TOTAL	192.31		

Female Uniform Issue

ITEM DESCRIPTION	SIZE	UNIT PRICE	QUANTITY ISSUED	CADETS INITIALS
CAP, GARRISON		9.26	1	
TIE TAB		3.10	1	
SHIRT, SHORT SLEEVE, BLUE		16.03	1	
TROUSER, SERVICE DRESS, BLUE		41.92	1	
BELT, BLUE		2.57	1	
BUCKLE, CHROME		2.75	1	
SOCKS, BLACK		1.35	1	
SHOES, OXFORD		49.11	1	
	TOTAL	136.09		
ADDITIONAL ITEMS				
JACKET and LINER▶ Yes No		75.11	1	
COAT, SERVICE DRESS, BLUE		101.17	1	
SHIRT, LONG SLEEVE, BLUE		16.03	1	
	TOTAL	192.31		

CHAPTER EIGHT
SALUTING/PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM RULES

1. The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together.
2. You will be taught the proper manner of saluting and the rules, which govern its uses among the military services. There are special rules at Haywood High School governing the salute and saluting areas with which you must become familiar.
3. When outdoors and in uniform at Haywood High School, saluting is always required. Salute when you recognize the person as an officer (cadet or regular) and eye contact is made with him/her within a reasonable distance.
4. Reporting Procedures: The salute is rendered indoors only when cadets are reporting to cadet officers or an instructor. When attempting to enter a classroom or instructors office, Cadets should KNOCK ONCE and wait to be told to enter/come in. The proper sequence of reporting includes saluting and stating (unless there is a predetermined function, such as reporting attendance, to be accomplished) “Sir/Ma’am, Cadet (Last Name) reporting as ordered/ or/ to ask a question.” The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again stands at attention, salutes and says, “Thank you sir/ma’am” the officer will return the salute, or otherwise acknowledge it, and the cadet will do an about face or turn sharply toward the most direct exit and leave.
5. A salute is never given or returned while running. The cadet will instead come to quick time (a walk) and render the salute when approximately three paces from the officer.
6. Cadets not in uniform may salute as if they were in uniform.
7. If a cadet observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he or she will assume the position of attention and place the right hand over the heart. If a cadet male is wearing civilian attire including headgear, he will remove the headgear and hold it in his left shoulder so the right hand is over the heart.
8. If the Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, face the flag, and recite the pledge. If most of those present are in civilian clothes, however, the cadet may exercise the option of standing at attention, placing the right hand over the heart and joining with the others in reciting the pledge.
9. If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render the hand salute.
10. If the Pledge of Allegiance is recited and a cadet is NOT IN UNIFORM and is either indoors or out of doors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn, as described in paragraph 7 above.
11. If the National Anthem is being played, and a cadet is in uniform and is indoors, the cadet should face the flag (if present – if not, face the music), stand at attention, but not salute unless under arms.
12. If the National Anthem is being played, and a cadet is in uniform and is outdoors, the cadet should stand at attention, face the flag (if it is visible, or the music if it is not) and

salute. (If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting.)

13. If the National Anthem is being played, and a cadet is not in uniform (either civilian or athletic clothes), and the cadet is out doors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold hat in the right hand as described in paragraph 7 above). If in civilian clothes, indoors, the cadet will stand at attention and face the flag, if visible or the music if it is not visible.
14. If a cadet is late for a formation , he or she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in. Simply approach the person in charge, salute, and request permission to join the class.
15. Cadet Officers and cadet NCOs should correct saluting errors in a courteous and helpful manner when cadets junior to them commit such errors. All cadets are expected to accept such corrections properly.

CHAPTER NINE CURRICULUM

TN-944 curriculum includes the following courses:

3331(I) AFJROTC: Science of Flight/Leadership I

3331(II) AFJROTC: Science of Flight/Leadership II

3332(I) AFJROC: A Journey Into Aviation History/Leadership I

3332(II) AFJROTC: A Journey Into Aviation History/Leadership II

3333 AFJROTC: American Governemtn/Life Skills and Career Oppotrtnities/Cultural Studies

3334 AFJROTC: Management of the Corps/Principles of Management/Personal Finance

COURSE SYLLABI

Course Name: 3331(I) AFJROTC The Science of Flight/Leadership I

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year (must complete both semesters)

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science 200: *The Science of Flight: A Gateway to New Horizons*

Fall Semester Chapter 1: How Airplanes Fly
Chapter 2: Working Through Flight Conditions

Spring Semester Chapter 3: Flight and the Human Body
Chapter 4: Flying From Here to There

Leadership Education 100: *Traditions, Wellness, Foundations of Citizenship*

Fall Semester Chapter 1: Introduction to JROTC Programs
Chapter 2: Personal Behavior

Spring Semester Chapter 3: He Health Smart
Chapter 4: Making Safe, Drug-Free Decisions

Drill and Ceremonies, AF Manual 36-2203, both semesters

COURSE DESCRIPTION: Science of Flight/Leadership I is the introductory course for first year cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The **Aerospace Science** portion is an aviation science course focusing on the science of how airplanes fly. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with historical information about how the science of flight developed.

Leadership Education I introduces the student to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, instills elements of good citizenship, develops informed citizens; strengthens and develops character; develops study habits and time management; teaches wear of the Air Force uniform; and introduces Air Force customs, courtesies and drill skills. Additionally cadets will be taught the fundamentals of drill and ceremonies. This portion of the course concentrates on the elements of military

drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is hands-on. The **Wellness/Physical Fitness** portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. Students **WILL** wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the issued AF PT shirt and issued AF PT shorts on Fridays.

COURSE OBJECTIVES AND OUTCOMES:

Science of Flight:

The course outcomes are:

1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.
3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

Leadership Education/Drill and Ceremonies:

1. Analyze the heritage, organization, and tradition of service programs.
2. Analyze the benefits of positive personal behavior.
3. Evaluate healthy living through physical activity and good nutrition.
4. Apply safe, drug-free decisions.
5. Know the importance of drill and ceremonies.
6. Know basic commands and characteristics of command voice.
7. Apply and execute the concepts and principles of basic drill positions and movements.
8. Know when and how to salute.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.

UNIFORM DAYS: WEDNESDAY or THURSDAY (day student has JROTC that week) and Special Events. Cadets are required to wear their issued AF PT shirt and issued AF PT shorts on FRIDAYS.

PHYSICAL TRAINING REQUIREMENT: On Fridays of each week the cadets participate in fitness training. At the beginning of the year there will be a fitness assessment, and at the end of the year there will be a fitness assessment. This assessment includes curl-ups, right-angle push-ups, a shuttle run, V-Sit and reach, and an endurance run/walk. Cadet's are encouraged to improve their fitness scores by actively participating in fitness training on Fridays, and conditioning throughout the year on their own.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI and is part of the Leadership Education grade. **HABITUAL NON-WEAR OF THE UNIFORM AND OTHER FAILURE TO COMPLY WITH AFJROTC STANDARDS MAY RESULT IN A FAILING GRADE AND/OR DISMISSAL FROM THE PROGRAM.** Grades will be computed in accordance with standard district grading policy.

MAJOR GRADES

Uniform Wear
Exams (Midterm & Final)

DAILY GRADES

Class Attendance, Preparation & Participation
Quizzes

GRADING SCALE: As set by the Tennessee State Board of Education

Grade	Percentage
A	93% - 100%
B	85% - 92%
C	75% - 84%
D	70% - 74%
F	00% - 69%

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday** or **Thursday** (whichever day that student has AFJROTC class that week) from the start of the school day until released. Make-up day for excused absences or uniform day is the next non-PE class day. There will be **no uniform make-up for unexcused absences**. Failing to wear the uniform all day will result in a “0” (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear the issued AF PT shirt and issued AF PT shorts on **Friday** unless otherwise directed. Failure to turn in required uniforms by the end of the course will result in the student being placed on the “Fines/Holds” list until the uniforms are paid for/returned. When cadets are in uniform, the covered walkways between the main building and the career and tech building and to the east class rooms are designated as “**No Hat**” areas, so the wear of the uniform flight cap will not be required on these walkways. All other times cadets are outside in uniform they are required to wear the flight cap, unless given permission from an instructor not to wear head gear.

EXAMS (Major Grade): Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC I curriculum.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade): Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

QUIZZES (Daily Grade): Chapter quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

HOMEWORK/CLASSWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a “0” (zero) grade for that assignment (partial credit for work turned in late may be requested through the instructors).

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include St. Louis, Huntsville, etc. Cadets must be in good academic and disciplinary standing to participate.

CLASS BEHAVIOR: 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.

CELL PHONES: Cell phone policy is in accordance with Haywood County School District instructions. Cell phones must remain turned off and out of sight during the instructional day. Students who use the telecommunications device during the school day will have the device confiscated. Parents may pick up the confiscated device from the assistant principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

EXPECTATIONS FOR CADETS

GENERAL: Cadets are expected to observe correct military conduct during all JROTC training and events, and to be courteous to others always. Such behavior will reflect credit upon themselves, their parents, the Cadet Group, Haywood High School, and the United States Air Force.

CLASSROOM/ASSEMBLY PROCEDURES:

- a. At the beginning of the class, the cadets will place their belongings under or behind their desk (keeping the aisles clear), and stand at Parade Rest.
- b. Their Flight Sergeant will then call the class to attention.
- c. The Flight Sergeant will then command: "Element 1, 2, 3, 4...Report" to each Element, one at a time. Each Element Leader, will report to the Flight Sergeant the name of any cadet who is absent or tardy by saluting and stating, "Cadet(s) (last name) is absent Sir/Ma'am." If no cadets were absent, the element leader would state "All present or accounted for Sir/Ma'am." The Flight Sergeant will then return the salute.
- d. When all element leaders have reported, the Flight Sergeant will report to the Flight Commander, stating the results of the attendance.
- e. The Flight Commander will then report to the SASI/ASI "All cadets accounted for, ready for instruction. If the Flight Commander or Flight Sergeant is absent, the next highest ranking cadets will take on these responsibilities. If any element leader is absent, the alternant element leader will take his or her place. (Promptness is an objective of the program and cadets are expected to be in formation, i.e. by their desk, before the late bell.) .
- f. The Flight Commander will then lead the class in reciting the core values drill, or any other commands as given by the SASI/ASI. Then the Flight Commander will give the command: "Take Seats."
- g. The cadets will then take their seats with their feet flat on the floor and their hands placed on their desks until their Flight Commander (or instructor) tells them "At Rest."
- h. In the event the SASI/ASI is delayed, the Flight Commander (or senior ranking cadet) will begin the reporting process, and pass on the report to the SASI/ASI when they arrive, leading the class to begin studying the materials for that day's instruction.
- i. Cadets who enter the classroom after the tardy bell has rung will give their admittance slip to the instructor, and follow the instructor's direction for joining that day's class.
- j. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal by stating, "Prepare for dismissal." Cadets will stop class work and put books and class room materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their element, and prepare to stand for dismissal, and assume "parade rest" position.
- k. When the bell rings or at the signal of the instructor, the Flight Commander or Flight Sergeant will call the flight to "Attention." Cadets will come to the position of "Attention" beside their desk and wait for further instruction.

1. The Flight Commander (or Flight Sergeant in the absence of the Flight Commander), when all cadets are at attention, will dismiss the flight by saying “dismissed.”

CLASSROOM/GENERAL CADET EXPECTATIONS/RULES:

(1) Integrity First: No lying, no cheating, no stealing. The Honor Code for this unit includes the “no cheating, and no toleration of those who do” policy for school work.

(2) Service Before Self: Respect others, serve others.

(3) Excellence In All We Do: Excellence always.

(4) Follow the school grooming standards and dress code, and the AFJROTC grooming standards and dress code on scheduled uniform days.

(5) Do not chew gum in the formation.

(6) Comply with instructions given to you by the instructors or the cadet who has been placed in charge by the instructors.

(7) Bring to class the materials required for that class (always have paper, pencil/pen).

(8) Cell phones and other electronic devices are not allowed to be used in class, and if used will be surrendered to the instructor in accordance with school policy.

(9) Be attentive when someone else is speaking (respect others).

(10) Do not sleep in class. If you cannot stay awake, standup and move to the rear of the classroom.

(11) Let the instructor know if you are ill.

(12) No public displays of affection (PDA) per the school policy.

(13) Follow the chain of command (i.e. cadet –element – Flt. Sgt. - Flt./CC – Sqd/CC – Group CC – ASI - SASI). DO NOT GO DIRECTLY TO THE CADET GROUP /CC WITHOUT YOUR FLT/CC WITH YOU.

(14) ALWAYS use Military Courtesy. Cadets should say “Yes Sir/Ma’am” or “No Sir/Ma’am,” to officer instructors, teachers, adults, and, in appropriate cadet activities, to cadet officers. Cadets should say “Yes Sergeant” to NCO instructors and, in appropriate cadet activities, to cadet NCOs. Such responses reflect long-established military courtesies that will soon become a habit, though sometimes difficult at first. The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill instruction periods. Saluting will be covered in more detail in Chapter 8.

(15) Be on time. Don’t be late to class, scheduled events, and practices.

(16) Wear correct uniform on the appropriate day.

(17) Keep personal belongings clear of the aisles.

(18) Raise your hand and wait to be acknowledged; do not talk without permission. Be attentive when others are speaking. Treat others with mutual respect.

(19) No free- roaming or horse-playing around the room.

(20) No eating or drinking in the classroom unless given permission by the instructor. And when given permission, ALWAYS use the trash can to dispose of your trash. If you see trash on the floor, clean it up.

(21) ABSOLUTELY NO UNAUTHORIZED PERSONNEL ARE ALLOWED IN THE STAFF OFFICE. (Only authorized staff, flight commanders or those with permission of the instructors, are allowed in the staff offices.)

(22) Wearing hats or sunglasses indoors is prohibited.

(23) Maintain loyalty to the Corps, school, and JROTC values.

LEARN TO THINK BEFORE SPEAKING: Cadets should work hard to become better listeners, striving to understand instructions for themselves. Cadets should learn to rely on their own abilities, speaking and asking questions after trying to resolve matters in their own minds.

Welcome to AFJROTC! Be sure to let your instructors know of any questions you may have along the way as we pursue excellence together this year.

Course Name: 3331(II) AFJROTC The Science of Flight/Leadership II

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year (must complete both semesters)

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science 200: *The Science of Flight: A Gateway to New Horizons*

Fall Semester	Chapter 1: How Airplanes Fly
	Chapter 2: Working Through Flight Conditions
Spring Semester	Chapter 3: Flight and the Human Body
	Chapter 4: Flying From Here to There

Leadership Education 200: *Communication, Awareness, and Leadership*

Fall Semester	Unit 1: Learning, Communication, and Personal Development
	Unit 2: Building Personal Awareness, Ch 3
Spring Semester	Unit 2: Building Personal Awareness, Ch 4
	Unit 3: Understanding Groups and Teams
	Unit 4: Preparing for Leadership

Drill and Ceremonies, AF Manual 36-2203, both semesters

COURSE DESCRIPTION: Science of Flight/Leadership II is the course in science of flight for second year cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The **Aerospace Science** portion is an aviation science course focusing on the science of how airplanes fly. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with historical information about how the science of flight developed.

Leadership Education 200 stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects. Additionally cadets will be taught the fundamentals of drill and ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and will apply the principles and procedures of drill movements used for the movement of smaller units. Most of the work is hands-on. The

Wellness/Physical Fitness portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. Students **WILL** wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the issued AF PT shirt and issued AF PT shorts on Fridays.

COURSE OBJECTIVES AND OUTCOMES:

Science of Flight:

The course outcomes are:

1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.

3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

Leadership Education/Drill and Ceremonies:

1. Apply the key factors of effective communications.
2. Know the ways in which personal awareness affects individual actions.
3. Know the key elements of building and encouraging effective teams.
4. Apply the key behaviors for becoming a credible and competent leader.
5. Know the importance of drill and ceremonies.
6. Know basic commands and characteristics of command voice.
7. Apply and execute the concepts and principles of basic drill positions and movements.
8. Know when and how to salute.
9. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.
3. Create an individualized training program for safe fitness growth.

(The remaining rules and procedures from the syllabus are the same as those found in the first course listed.)

Course Name: 3332(I) AFJROTC A Journey Into Aviation History/Leadership I

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year (must complete both semesters)

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science 100: <i>A Journey Into Aviation History</i>	
Fall Semester	Unit 1: Imagining Flight Unit 2: Exploring Flight Unit 3: Developing Flight, Ch.4
Spring Semester	Unit 3: Developing Flight, Ch. 4, cont. Unit 3: Developing Flight, Ch. 5-6. Unit 4: Extending Flight
Leadership Education 100: <i>Traditions, Wellness, Foundations of Citizenship</i>	
Fall Semester	Chapter 1: Introduction to JROTC Programs Chapter 2: Personal Behavior Chapter 3: Be Health Smart, Lessons 1
Spring Semester	Chapter 3: He Health Smart, Lessons 2-5 Chapter 4: Making Safe, Drug-Free Decisions
Drill and Ceremonies, AF Manual 36-2203, both semesters	

COURSE DESCRIPTION: A Journey Into Aviation History/Leadership I is the introductory course for all new cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The **Aerospace Science I** portion is an aviation history course focusing on the development of flight throughout the centuries. The emphasis is on

civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power and rockets.

Leadership Education I introduces the student to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, instills elements of good citizenship, develops informed citizens; strengthens and develops character; develops study habits and time management; teaches wear of the Air Force uniform; and introduces Air Force customs, courtesies and drill skills. Additionally cadets will be taught the fundamentals of drill and ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is hands-on. **The Wellness/Physical Fitness** portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents. Students WILL wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the issued AF PT shirt and issued AF PT shorts on Fridays.

COURSE OBJECTIVES AND OUTCOMES:

Journey into Aerospace History:

1. Know the historical facts and impacts of the early attempts to fly.
2. Know the major historical contributions to the development of flight.
3. Know the contributions of the US Air Force to modern aviation history.
4. Know the key events of space exploration history.

Leadership Education/Drill and Ceremonies:

1. Analyze the heritage, organization, and tradition of service programs.
2. Analyze the benefits of positive personal behavior.
3. Evaluate healthy living through physical activity and good nutrition.
4. Apply safe, drug-free decisions.
5. Know the importance of drill and ceremonies.
6. Know basic commands and characteristics of command voice.
7. Apply and execute the concepts and principles of basic drill positions and movements.
8. Know when and how to salute.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.

(The remaining rules and procedures from the syllabus are the same as those found in the first course listed.)

Course Name: 3332 AFJROTC(II) A Journey Into Aviation History/Leadership II

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Wellness Credit for the entire year (must have completed 2 years total)

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science 100: *A Journey Into Aviation History*

Fall Semester	Unit 1: Imagining Flight Unit 2: Exploring Flight Unit 3: Developing Flight, Ch.4
Spring Semester	Unit 3: Developing Flight, Ch. 4, cont. Unit 3: Developing Flight, Ch. 5-6. Unit 4: Extending Flight
Leadership Education 200: <i>Communication, Awareness, and Leadership</i>	
Fall Semester	Unit 1: Learning, Communication, and Personal Development Unit 2: Building Personal Awareness, Ch 3
Spring Semester	Unit 2: Building Personal Awareness, Ch 4 Unit 3: Understanding Groups and Teams Unit 4: Preparing for Leadership
Drill and Ceremonies, AF Manual 36-2203, both semesters	

COURSE DESCRIPTION: A Journey Into Aviation History/Leadership II is the course that includes the leadership training for second year cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The **Aerospace Science I** portion is an aviation history course focusing on the development of flight throughout the centuries. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power and rockets.

Leadership Education 200 stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects. Additionally cadets will be taught the fundamentals of drill and ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and will apply the principles and procedures of drill movements used for the movement of smaller units. Most of the work is hands-on.

The **Wellness/Physical Fitness** portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents. Students WILL wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the issued AF PT shirt and issued AF PT shorts on Fridays.

COURSE OBJECTIVES AND OUTCOMES:

Journey into Aerospace History:

1. Know the historical facts and impacts of the early attempts to fly.
2. Know the major historical contributions to the development of flight.
3. Know the contributions of the US Air Force to modern aviation history.
4. Know the key events of space exploration history.

Leadership Education/Drill and Ceremonies:

1. Apply the key factors of effective communications.
2. Know the ways in which personal awareness affects individual actions.
3. Know the key elements of building and encouraging effective teams.
4. Apply the key behaviors for becoming a credible and competent leader.

5. Know the importance of drill and ceremonies.
6. Know basic commands and characteristics of command voice.
7. Apply and execute the concepts and principles of basic drill positions and movements.
8. Know when and how to salute.
9. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.
3. Create an individualized training program for safe fitness growth.

(The remaining rules and procedures from the syllabus are the same as those found in the first course listed.)

Course Name: 3333 AFJROTC(III) American Government/Life Skills and Career Opportunities/Cultural Studies: An Introduction to Global Awareness

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 elective credit, including ½ American Government Credit and ½ Physical Education Credit

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science AS 220: *Cultural Studies: An Introduction to Global Awareness*

Fall Semester	Introduction
	Chapter 1: The Middle East
Spring Semester	Chapter 1: The Middle East, cont
	Chapter 2: Asia
	Chapter 3: Africa

Leadership Education 300: *Life Skills and Career Opportunities*

Fall Semester	Chapter 3: Career Opportunities
	Chapter 4: Aiming Towards a College Degree
Spring Semester	Chapter 4: Aiming Towards a College Degree, cont.

Leadership Education 100: <i>Traditions, Wellness, Foundations of Citizenship</i>
Chapter 5 US National Government

Drill and Ceremonies, AF Manual 36-2203, both semesters

COURSE DESCRIPTION: This third year course blends studies on American Government, life-skills-career opportunities and global awareness. The course consists of several components: **Aerospace Science-** An Introduction to Global Awareness and American Government (60%); **Leadership Education:** Life Skills and Opportunities/Drill and Ceremonies (40%). The Aerospace Science III course introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. It looks at major events and significant figures that

have shaped each region studies. American Government looks at various aspects of our government from origins and the Constitution through political parties, branches of federal government and state and local government.

Leadership Education 300: This course provides an essential component of leadership education for today's high school students. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century. Finally, students will consider the most important elements of life skills for all Americans: civic responsibilities, such as volunteering, registering to vote, jury duty, and draft registration. The Drill and Ceremonies course shows the cadet the execution and performance of drill at the flight, squadron and group levels; and how drill helps the individual, builds the team, and develops leaders. Per Tennessee state education standards the cadet receives a Physical Education credit for the active training involved in drill.

COURSE OBJECTIVES AND OUTCOMES:

Cultural Studies: An Introduction to Global Awareness

1. Know how historical, geographic, religious, and ethnic factors have shaped the six major regions of the world.
2. Know how economic, political, and social factors impact cultures.
3. Know how environmental resources influence global economic development.
4. Know how population density, famine, war, and immigration influence the world.
5. Know how the economic systems of communism and capitalism have shaped the six major regions of the world.
6. Comprehend how cultural perspectives of time, space, context, authority, interpersonal relationships, and orientation to community affect interactions among people.

American Government

1. Students explain the fundamental principles and moral values of the American government as expressed in the Constitution and other essential documents of American Federalism
2. Students analyze the unique roles and responsibilities of the three branches of the government as established by the Constitution.
3. Analyze the importance of citizenship in the United States.

Leadership Education/Drill and Ceremonies:

1. Analyze the different ways of pursuing a career path.
2. Analyze the requirements for applying to a college or university.
3. Analyze positive and negative impact of college life in meeting career goals.
4. Evaluate the essential process for successfully pursuing desired career or job.
5. Evaluate the benefits of working for the Federal Government.
6. Create a plan for successful career development.
7. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
8. Know the function of the group and the wing.
9. Know how groups and wings are formed.
10. Know the purpose and definition of ceremonies and parades

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.
3. Create an individualized training program for safe fitness growth.

(The remaining rules and procedures from the syllabus are the same as those found in the first course listed.)

Course Name: 3334 AFJROTC(IV) Management of the Corps/Principles of Management/Personal Finance

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit, including ½ Personal Finance Credit

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science: Management of the Cadet Corps	
Fall Semester	400a: Management of the Corps 400b: Management of the Corps
Spring Semester	400c: Management of the Corps 400d: Management of the Corps
Leadership Education 400: <i>Principles of Management</i>	
Fall Semester	Unit 1: Introduction of Management Unit 2: Planning Unit 3: Organizing, Ch. 6
Spring Semester	Unit 3: Organizing, Ch. 6, cont. Unit 4: Leading
NEFE HS Financial Planning Program Modules 1-6	
Drill and Ceremonies, AF Manual 36-2203, both semesters	

COURSE DESCRIPTION: The cadets should manage the entire corps during their fourth year in the Air Force Junior ROTC program. The course consist of three components: Aerospace Science-Management of the Corps (40%), Leadership Education: Principle of Management/Drill and Ceremonies, and Personal Finance (40 %), and Wellness (20%). The **Aerospace Science IV** course is Management of the Cadet Corps. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills. The Aerospace Science Instructors will structure the class so that cadets achieve course objectives by completing core management activities.

Leadership Education 400: This course provides exposure to the fundamentals of management. It contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned in AFJROTC. Throughout the course and in the text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experience and will allow students the opportunity to practice what they have learned by getting involved in discussions and expressing their opinions. As a result of the cadets taking part in the **NEFE High School Financial Planning Program**, the cadets will build

confidence to make financial decisions related to managing personal resources, building earning capacity, protecting assets, adapting to unexpected events, applying sound foundational financial decision making principles, and exhibiting sensible behaviors related to money management. The course covers Tennessee State standards for a half credit in Personal Finance. The **Wellness/Physical Fitness** portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents, and working on fitness goals. Students **WILL** wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the issued AF PT shirt and issued AF PT shorts on Fridays or Mondays (whichever day that week that the student has AFJROTC).

COURSE OBJECTIVES AND OUTCOMES:

Management of the Corps:

1. Apply theories and techniques learned in previous leadership courses.
2. Analyze how to develop leadership and management competency through participation.
3. Analyze strengthened organizational skills through active incorporation.
4. Evaluate how to develop confidence in ability by exercising decision-making skills
5. Evaluate Air Force standards, discipline, and conduct.

Leadership Education/Drill and Ceremonies:

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation..
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader..
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades

Personal Finance(NEFE HS Financial Planning Program)

1. Manage personal spending to meet financial goals and minimize the impact of financial obstacles.
2. Control personal credit and debt.
3. Boost personal earning capability
4. Put personal assets to work t build personal wealth.
5. Use financial services in sensible and wary manner
6. Protect personal property and financial resources.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.
3. Create an individualized training program for safe fitness growth.

(The remaining rules and procedures from the syllabus are the same as those found in the first course listed.)

CHAPTER TEN CO-CURRICULAR ACTIVITIES

Co-Curricular activities are AFJROTC sponsored and school approved events normally conducted outside classroom hours, (before school/after school) which are planned, organized, and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. These include (other activities may be added through year as opportunities and plans allow):

1. **Color Guard** – The Color Guard has the honor of presenting national, state, school, unit, and city flags at school and community events.
2. **Drill Team**- This team prepares and competes in marching drill competitions.
3. **Rocketry Club** – This activity is for cadets who enjoy building and launching model rockets. No experience is necessary; all cadets are eligible for membership. A distinctive badge may be worn on the uniform for model rocketry members.
4. **Charities and Service Event Teams** – Community projects are rewarding and worthwhile to both the students and the community. It is our obligation as citizens to give something back to our communities. Various service teams have been developed to meet various community needs, these include (but are not limited to):
 - March of Dimes
 - Marching in community parades
 - Serving the school through helping with parent/student conferences, college days, and career days
 - Salvation Army food drives.
 - Summer Camp/Rise to the Top
 - Boys and Girl Club service
 - Veteran's Day services
 - Safety Awareness Teams
5. **Kitty Hawk Air Society**–KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and further members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature. To become a member, a cadet must have at least 3.0 over GPA, and be approved on a list qualified for Kitty Hawk, reviewed by the Kitty Hawk cadet commander.
6. **Fitness Team**- practices per the leadership and response of the cadets involved, and participates in regional fitness competitions.
7. **Public Affairs/Recruiting**- prepares and makes presentations to promote AFJROTC in the middle and elementary schools, and in the local community.
8. **Military Ball**- plans and executes the annual military ball.
9. **Cyber Patriot Competition Team**- competes nationally against other teams to promote computer security.
10. **Academic Competition Team**- competes nationally to promote academic excellence.
11. **Civil Air Patrol**- meets and trains with national Civil Air Patrol units to promote national emergency relief and national defense alerts, with a focus in training on aviation.

CHAPTER ELEVEN PROMOTION OF CADETS

1. The challenge and opportunity for promotion in rank reflects visible evidence of the progression of a cadet in the AFJROTC program. All cadets are assigned their minimum permanent grade commensurate with the year they are in, first, second, third or fourth:

- First-year cadets- Airman
- Second-year cadets- Airman First Class
- Third-year cadets- Senior Airman
- Fourth-year cadets- Staff Sergeant

2. These permanent grades may be awarded after the first nine weeks of each school year when a cadet shows a minimum of a C grade in their Aerospace Science Class, has no significant discipline problems, and meets the below GPA minimums. Additional permanent rank may be awarded at the end the second and third nine week grading periods by cadets completing the documentation showing GPA from their grade reports by the deadline given by the class instructors, with one additional rank added if the cadet reaches:

- First-year cadets- GPA of 2.5 or above
- Second/Third/Fourth-year cadets-GPA of 3.0 or above

3. The giving and retention of permanent grades based on the above schedule is contingent upon satisfactory performance and behavior as determined by the AFJROTC unit senior cadet staff, serving as a promotion review board, with the instructors and the SASI as the final reviewing authority. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. At the beginning of each school year, permanent grade reverts back to the schedule from paragraph 1 of this chapter (above). Exceptions are authorized at the discretion of the senior cadet staff and instructors, with the SASI the final reviewing authority, for exceptional circumstances.

3. Cadets may be assigned a temporary grade based on the obtainment of a specific position. Use of a temporary-permanent grade pattern is intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the senior cadet staff, acting as a promotion review board, the AFJROTC Instructors, and the SASI serving as the final reviewing authority, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

4. The Cadet Group Commander will be chosen each year by the JROTC instructors with the SASI as the final reviewing authority. The Cadet Group Commander and the instructors will nominate and chose cadets to serve in other leadership positions. Senior cadet officers will recommend cadets to fill NCO and Flight Commander positions.

The SASI will be the final reviewing authority for all positions and corresponding promotions. Corresponding ranks to positions are listed in Chapter Fifteen of this Cadet Guide.

5. AS 3 (third year) and AS 4 (fourth year) cadets will generally fill cadet officer positions. AS 2, 3, or 4 cadets will fill NCO positions. Consideration is given for previous military experience, such as Civil Air Patrol and/or prior JROTC training. AS 1 (first year) cadets are normally not considered for cadet Senior NCO or cadet officer positions. Under exceptional circumstances, with the review of the senior cadet staff, the instructors, and with the SASI as the final reviewing authority an AS 1 may be considered for senior NCO positions, on a case by case basis.

5. All cadet positions are subject to rotation each semester, at the recommendation of the senior cadet staff and instructors, with the SASI as the final reviewing authority.

6. The senior cadet staff, made up of the Cadet Group Commander, Cadet Deputy Commander, Cadet Senior Enlisted Advisor, First Squadron Commander, Second Squadron Commander, Mission Support Squadron Commander, Logistic Squadron Commander, and Drill Team Commander, will act as the cadet promotion review board as needed.

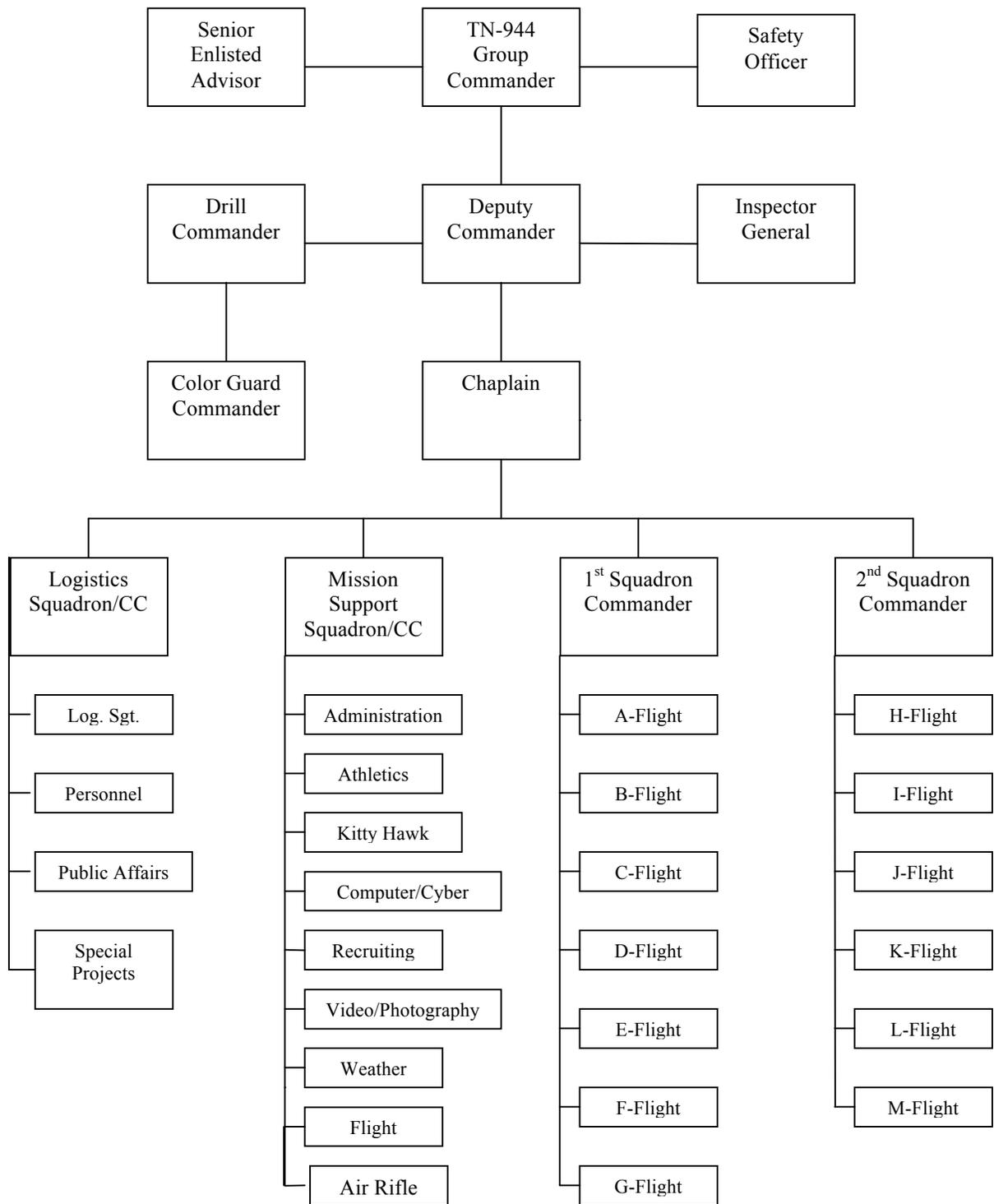
7. Demotion of cadet rank may be recommended to the SASI by the senior cadet staff or instructors due to continued failure to perform cadet duties, indifference, inaptitude, failure to respond to counseling, or other serious deficiencies in the cadet's performance. The SASI will be the final reviewing authority of changes in rank.

CHAPTER TWELVE
SPECIAL SAFETY POLICIES

1. Cadets will never take a weapon (de – milled rifle or sword) out of the storage without the direct approval of the SASI/ASI. The SASI or ASI will be present when they are being used. No cadet will ever take a weapon off school grounds with the permission of SASI/ASI.
2. The AFJROTC program will not tolerate any hazing of any type on cadets by any other cadets. Physical abuse, verbal abuse or sexual references are considered forms of hazing. Harassment, Bullying, Cyber-bullying, and Hazing are covered in more detail in Chapter 3 of this Guide. Offenses in these areas will result in the student being entered into the process for Involuntary Withdrawal, described in Chapter 2 of this Cadet Guide.
3. On all AFJROTC activities (dances,strips,service projects) whether on school grounds or off campus, ALL SCHOOL RULES apply and will be enforced

CHAPTER THIRTEEN
ORGANIZATION OF THE TN-944 AFJROTC GROUP

1. The following chart reflects the Cadet organization. Organization charts break the functions of the Group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in Chapter 16 in this Guide. Each cadet should become familiar with all of the job descriptions to gain a more complete understanding of those jobs as they relate to the total group.
2. The organization charts reflect a CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations that are used by cadet leaders in decision making also flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.
3. Cadets are to go through the chain of command if they have problems or questions. **DO NOT GO DIRECTLY TO ANYONE ELSE. START WITH YOUR IMMEDIATE SUPERVISOR.**
4. The chart in this chapter shows the relationship between Group Staff officers and other cadets with various jobs. The solid lines between cadets represents direct supervision.
5. Authorized leadership positions are shown in the Unit Detail Listing found in Chapter 14 in this Guide. Cadets must learn the duties and responsibilities of their assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs.



**CHAPTER FOURTEEN
UNIT DETAIL LISTING**

TN-944 AIR FORCE JUNIOR ROTC GROUP

FUNCTION	POSITION TITLE	YEAR	GRADE	NO.AUTH.
Command	Group Commander	AS3/4	Cadet Lt Col/Col	1
Command	Deputy Group Commander	AS3/4	Cadet Maj/Lt Col	1
Command	Senior Enlisted Advisor	AS3/4	Cadet MSgt/CMSSgt	1
Command	Drill Team CC	AS3/4	Cadet Capt/Lt. Col	1
Command	Color Guard CC	AS3/4	Cadet 1 st Lt-Maj	1
	Inspector General	AS3/4	Cadet Capt/Maj	1
	Safety Officer	AS3/4	Cadet 1 st Lt/Maj	1
	Chaplain	AS2/3/4	Cadet 1 st Lt/Maj	1
Mission Support Squadron				
Command	Squadron Commander	AS3/4	Cadet Capt/Lt. Col	1
	Recruiting Officer	AS3/4	Cadet 2 nd Lt/Capt	1
	Administrative Officer	AS3/4	Cadet 2 nd Lt/Capt	1
	Athletics Officer	AS3/4	Cadet 2 nd Lt/Capt	1
	Video/ Photography Officer	AS3/4	Cadet 2 nd Lt/Capt	1
	Weather Officer	AS3/4	Cadet 2 nd Lt/Capt	1
	Computer/ Cyber Officer	AS2/3/4	Cadet 2 nd Lt/Capt	1
	Kitty Hawk Officer	AS 3/4	Cadet Capt/ Major	1
	Flight Officer	AS 3/4	Cad. Cpt/Maj	1

	Air Rifle Commander	AS 3/4	Cadet Capt/Maj	1
Logistics Squadron				
Command	Squadron Commander	AS3/4	Cadet Capt/Lt. Col	1
	Logistics Sergeant	AS2/3/4	Cadet MSgt/SMSgt	1
	Personnel	AS2/3/4	Cadet 2 nd Lt/Capt	1
	Public Affairs	AS2/3/4	Cadet 2 nd Lt/Capt	1
	Special Projects	AS2/3/4	Cadet 2 nd Lt/Capt	1
1st Squadron				
Command	Squadron Commander	AS3/4	Cadet Capt/Lt Col	1
	Flight Commander	AS2/3/4	Cadet 2 nd Lt/Capt	7
	Flight Sergeant	AS1/2/3/4	Cadet SSgt/TSgt	7
	Element Leader	AS1/2/3/4	Cadet Amn/SSgt	1-5 (per flight)
2nd Squadron				
Command	Squadron Commander	AS3/4	Cadet Capt/Lt Col	1
	Flight Commander	AS2/3/4	Cadet 2 nd Lt/Capt	7
	Flight Sergeant	AS1/2/3/4	Cadet SSgt/TSgt	7
	Element Leader	AS1/2/3/4	Cadet Amn/SSgt	1-5 (per flight)

CHAPTER FIFTEEN **JOB DESCRIPTIONS**

As with the active Air Force, responsibilities and duties increase with rank. Each cadet is expected to prepare for assuming additional responsibility and higher positions. The following job descriptions outline the major duties of each leadership position contained in the UDL.

- 1. Cadet Senior Staff:** The Cadet Senior Staff consists of the following nine positions: Cadet Group Commander, Cadet Deputy Group Commander, Cadet Senior Enlisted Advisor, First Squadron Commander, Second Squadron Commander, Cadet Mission Support Squadron Commander, Cadet Logistics Squadron Commander, Cadet Drill Team Commander, Cadet Inspector General, and Cadet Safety Officer (the Cadet Safety Officer serves on Cadet Senior Staff in an advisory role, but is not a voting member of the staff for policy recommendations, etc.). The organizational chart at Figure 14-1 shows the functional relationship of each position along with their areas of responsibility.
 - a.** Note #1: The requirements to become a member of Senior Staff are: (a) be a third or fourth year cadet (b) maintain a 2.0 GPA each grading period and a B in JROTC (c) is eligible for the temporary rank specified in the UDL (Chapter 15). Should a Senior Staff member fall below a 2.0 GPA for any given grading period, they will be placed on probation until midterm grades come out (the next 4 ½ week point). If they fail to raise their grades to a 2.0 they will be replaced on staff and demoted back to their permanent rank.
 - b.** Note #2: The Cadet Group Commander's Special Staff consists of the Cadet Deputy Group Commander, Cadet Senior Enlisted Advisor, and the Drill Team Commander. The commander may assign additional duties as necessary for the efficient operation of the Group to any of these Special Staff members.
- 2. Cadet Group Comander** is a C/Lt. Colonel or C/Colonel and there will be only one per semester. The Group Commander may be changed at the semester break or may remain in command for the entire year at the discretion of the SASI. The following are a list of duties:
 - a.** Responsible for chairing Group Staff meetings. The Group Staff meetings generally consists of the Cadet Senior Staff, or the Cadet Group Commander's Special Staff, as called each week by the Cadet Group Commander.
 - b.** Leading and setting the best possible example to the cadet group. Integrity must be beyond reproach, uniform must be near-perfect every time its worn, and he or she must walk the walk of a model citizen and scholar at Haywood High School, and he or she must be more actively involved in community service and cadet projects than anyone else in the Group.
 - c.** Ensures that strategic planning is accomplished and carried out which supports the goals of Air Force Junior ROTC.
 - d.** Makes sure that subordinate staff members are trained in their jobs and are performing their jobs to the best of their ability.
 - e.** Leads the group in special functions. e.g. President of the Mess in dining outs, commander of troops at parades and reviews, etc.
 - f.** Knows everything that is happening in the cadet group, e.g. time and dates of functions, personnel problems between cadets, and difficulties or obstacles

- d. May work on any number of projects for the Commander. A “jack of all trades” and capable of filling in where the enlisted perspective is needed. This position will normally be filled by the top 2nd year cadet and is a growing position for a future command of the Cadet Group.

5. Drill Team Commander

- a. The Drill Team Commander prepares practice schedules, secures a place to practice, and makes sure the faculty advisors are available (i.e. SASI). A printed schedule should be given to the SASI and published on the bulletin board so the team knows what to expect during practice.
- b. Must participate on one of the competing drill teams in competition.
- c. Keeps an attendance record of all practices. Provides percentage attendance to the SASI so awards, merits, and patches can be given to the appropriate team members.
- d. Responsible for signing out equipment and uniform items to the team and ensuring all equipment is returned at the end of the season or when a member drops off of the team.
- e. After consulting with the SASI and the Drill Team members, selects the competitions the team wishes to attend.
- f. Keeps the Senior Staff informed of Team activities and supports the Group’s recruiting and community service efforts.
- g. Ensuring all items required for competitions are inventoried and ready to go. Ensures all equipment is loaded onto vehicles going to drill meets. Inventories all items for return home from meets.
- h. After consulting with the SASI and making imputes on who gets the Berets, Patch, Cord, and Ribbon.
- i. Selects the competition commanders for the events at the meets after consulting with the Team Deputy Commander, SASI.
- j. The Drill Team Commander will supervise the training of the Rookie Drill Team.

6. Color Guard Commander

- a. Perform the duties of the Drill Team Commander in his/her absence and any other duties assigned by the Team Commander.
- b. Must participate on one of the competing color guard teams.
- c. Consult with the Team Commander on practice times and locations.
- d. Keep the Drill Team Commander informed so that he can keep the Senior Staff informed.
- e. Make sure that the people who attend Color Guard practices are being written down, and the list are being put in the Senior Staff cabinet and put in the Drill Team Folder.

- 7. Inspector General** serves in the grade of Cadet Captain through Major. He/she is responsible for internal self inspection of policies and procedures to ensure TN-944 Group is prepared for annual Unit Inspection.

- 8. Safety Officer** serves in the grade of 1st Lieutenant through Major. The officer's role is to ensure all issued equipment (such as drill rifles and swords) is properly stored and maintained. He/she is also responsible for writing daily or weekly safety briefings to be posted on the bulletin board. They also conduct frequent safety checks in classrooms to ensure no hazards exist and report any concerns to the S/ASI.
- 9. Chaplain** serves in the grade of 1st Lieutenant through Major. The role of the officer is to provide for the spiritual welfare of the Unit. He/she also counsels cadets requesting spiritual guidance and provides invocation and benediction during meetings, banquets, and ceremonies as requested.
- 10. Squadron Commanders** serve in the grade of C/Capt through Lt. Col. There are four squadrons in the Cadet Group: First and Second Squadron, Mission Support, and Logistic Squadron.

11. First and Second Squadron

- a. **First and Second Squadron Commanders** command fourteen flights (Alpha through Mike) representing the seven periods of school. Everyone in the cadet group is attached to one of the fourteen sections administratively; therefore, the squadron commander has the entire manpower pool under his/her command. The commander's responsibilities are:
1. Being a member of the Senior Staff and attending all Group Staff and Senior Group Staff meetings.
 2. Attend most of the Group functions, demonstrating commitment to the goals and mission of the Cadet Group.
 3. Responsible for motivating the members of the sections to get involved in the programs supporting the Group goals.
 4. Responsible for the discipline within the cadet section.
- b. **Flight Commanders** - As a leader, he/she must maintain the same standards as the First and Second Squadron commanders. He/she is responsible for the running of the flight on a day-to-day basis. There will be 14 possible flight leaders in First and Second Squadron. The following are the duties of the Flight Commanders:
1. Responsible for the daily discipline of the flight during JROTC class.
 2. Begins each class period with calling the flight to attention and taking the daily report, which will be given to the SASI at the start of the period.
 3. Responsible for the drill training during the class period.
 4. Responsible for training element leaders, assistant element leaders, flight and guidons.
- c. **Element Leaders** - This person is responsible for those people in his/her element. He/she will take attendance and report it to the Flight Sergeant at the beginning of each class. He/she will assist in the training and discipline of the people within his/her element.
- d. **Flight Sergeants** - This person acts as a back-up for the Flight Commander. His/her job is to learn from the Flight Commander but also to set an example

for the enlisted members of the flight. The Flight Sergeant, in the absence of the Flight Commander, assumes the duties of the Flight Commander.

12. Mission Support Squadron

a. The Mission Support Squadron Commander serves in the grade of C/Captain through Lieutenant Colonel. The Mission Support Squadron is responsible for all those functions that a support group on an airbase may have as their responsibility: morale, welfare, and recreation; services; and public affairs. The commander's responsibilities include:

1. Being a member of the Senior Staff and attending all Group Staff and Senior Staff meetings.
2. As a commander, he/she must see to it that all members of all flights are briefed weekly on the information disseminated during the Senior/Group Staff Meetings.
3. Attend most of the group functions, demonstrating commitment to the goals and mission of the Cadet Group.
4. Responsible for the discipline within the flight.
5. Responsible for motivating the members of the flight to get involved in the programs supporting the Group Goals.
6. As any officer, set the best possible example of integrity, wear the of the uniform, and treating people fairly and with dignity.
7. Train each flight commander personally in his/her tasks.

b. Recruiting Officer serves in the grade of C/2nd Lt to C/Capt. The following are his/her duties:

1. Work closely with PA Officer in his/her efforts to advertise recruiting from feeder schools and on campus student body.
2. Maintains all records of recruits and who recruited them. Make recommendations to Group CC for Recruiting Awards.

c. Administrative Officer serves in the grade of C/2nd Lt. to C/Capt. The officer is responsible for:

1. Publishing promotions, awards, and decoration orders and special orders.
2. Maintaining a master log of all orders.
3. Making sure Personnel Officer has an accurate order to check cadet files.

d. Athletics Officer serves in the grade of C/2nd Lt. to C/Capt. The officer is responsible for:

1. In charge of running a strong athletics program or cadets to earn the Physical Fitness Ribbon.
2. Maintaining an accurate and complete copy of all cadets earning the PF ribbon.
3. Make sure cadets are aware of the LETTER JACKET PROGRAM.
4. Making sure cadets are qualified to receive the ROTC letter and informing SASI.

e. Video/Photography Officer serves in the grade of C/2nd Lt. to C/Capt. The officer is responsible for:

1. Making sure all cadet functions are video taped or have digital camera pictures.
2. Maintaining video equipment and making sure enough clean tapes are available.
3. Making sure cadets who use video equipment are checked out in proper use.
4. Making sure tapes are labeled for future reference.
5. Making end of year CD/DVD for cadets/scrapbook/competitions.

f. Weather Officer serves in the grade of C/2nd Lt. to C/Capt. The officer is responsible for:

1. Gathering morning daily weather information to be disseminated for the morning announcements.
 2. Maintaining weather equipment and supplies.
 3. Publishing a 5 day forecast as frequently as possible for class/flight briefings.
- g. Computer/Cyber Officer** serves in the grade of C/2nd Lt. to C/Capt. The officer is responsible for:
1. Maintaining the cleanliness and appearance of computer labs.
 2. Keeping computers in working order and identifying problems to SASI.
 3. Making sure cadets use the computers for proper purposes and only cadets who have school parent permission letter use the internet.
 4. Set up new programs on computers.
- h. Flight Officer** serves in the grade of C/Capt. to C/Maj. The officer is responsible for:
1. Maintaining records for Civil Air Patrol Flights.
 2. Keeping flight computers in working order and identifying problems to the SASI.
 3. Set up of new flight programs.
- i. Kitty Hawk Commander** will hold the rank of C/Capt. to C/Maj. The Kitty Hawk CC will be responsible for evaluating members for membership. The minimum will be a 3.00 GPA, no course below a C, exemplary discipline record and of good moral conduct. The Honor Society's main job is to tutor students who are having problems in academic subjects. Usual tutor days are Tuesday and Thursday mornings, prior to school in the AFJROTC classroom. The CC should check with the S/ASI and ensure that all students who need help are receiving it.
- k. Air Rifle Officer** serves in the grade of C/Capt. to C/Maj. On those years where there are enough cadets with interest and responsibility enough to have an Air Rifle Team, the Air Rifle Officer will serve to work closely with the ASI to run the program.

13. Logistic Squadron

- a. The Logistics Squadron Commander** will serve in the grade of C/Capt. to C/Lt. Col. The Logistics Squadron is responsible for all real property: its upkeep, inventory, recording, repair, and support. The following are the responsibilities of the Squadron Commander:
1. Ensuring staff officers know of any new job requirements.
 2. Enforcing appearance, discipline, and efficiency of cadets under them.
 3. Holding meetings with staff as necessary.
- b. Logistics Sergeant** will serve in the grade of C/TSgt – C/SMgt. The following are the responsibility of the officer:
1. Train each NCO personally in their task.
 2. Work closely with the ASI in issuing and taking up uniforms at the beginning and end of each semester.
 3. Assist the ASI taking inventory for uniforms and textbooks.
 4. Assist the S/ASI in issuing text books and workbooks.
 5. Notify the S/ASI in issuing text books and workbooks.
 6. Notify the S/ASI whenever we begin to get in a low supply for ribbons or badges etc.

7. Work with the Personnel Officer and Administrative Officer when preparing for awards ceremonies so that the proper number of ribbons and badges are available to make awards.
- c. **Public Affairs Officer** serves in the grade of C/2nd Lt. to C/Capt. The following are the duties apply to this officer and their staff:
1. Responsible for internal (to the Group) and external communication.
 2. Prepares the Cadet Newsletter monthly to be published on webpage no later than every month. Articles for the newsletter may be written by anyone in the AFJROTC but will be edited by PA officer. The S/ASI will review the letter prior to publishing on the internet.
 3. Responsible for preparing the bulletin boards within the AFJROTC room. The boards will be updated quarterly.
 4. Responsible for newspaper articles which display the service projects and activities of the TN-944 Cadet Group in a positive light. Articles should be written and submitted to the S/ASI for approval as often as activities merit.
 5. Work closely with the Recruiting NCO in their efforts to recruit from feeder schools and on campus student body.
 6. Work closely with Haywod High School's Multi-Media department to highlight upcoming events and any significant achievements by individual cadets or teams.
- d. **Special Projects** will serve in the grade of C/2nd Lt. to C/Capt. Special Projects is responsible for the following:
1. Being the centralpoint of contact for all recreational, fitness, social programs that enhance the group's morale. Examples are Military Ball, Awards Ceremonies and the Banquet.
 2. The Special Projects Officer will have meetings to include all cadets who wish to participate in planning, executing, and cleaning up for these events.
 3. **Make sure these events are well publicized.**
- e. **Personnel Officer** serves in the grade of C/2nd Lt. to C/Capt. Due to the importance of this function, this officer holds a higher position than most other officers. These duties include:
1. Entering all data into the Cadet Personnel Database and insuring its accuracy.
 2. Maintaining complete and accurate cadet records on every active, reserve, and inactive cadet in the Cadet Group.

CHAPTER SIXTEEN INSIGNIA, BADGES, AWARDS, AND PATCHES

(Reprinted here from AFJROTC Operational Supplement, Chapter 7.)

The AFJROTC Awards and Decorations Program recognize the achievements of AFJROTC cadets and fosters increased morale and esprit de corps. This chapter outlines the proper execution of a successful unit Awards and Decorations Program.

ACCOUTREMENTS (GENERAL)

7.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Holm Center/JROS is the review/approval authority for waivers and for situations not specifically addressed by this guide.

7.2. Badges.

7.2.1. Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. To order the badge go to WINGS | Logistics | Create Display Orders.

7.2.2. 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. Email HQ-Logistics@afjrotc.com a copy of the Cadets Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

7.2.3. Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the Cadets Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge.

7.2.4. Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team should be published in the Cadet Guide or the Unit Operating Instructions. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

7.2.5. Kitty Hawk Air Society Badge. Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter should spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Air Society Badge.

7.2.6. Academy Modeling of Aeronautics (AMA) Wings. Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.

7.2.7. 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 should hold the following awards prior to selection:

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

7.2.8. Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI. Go to WINGS | Logistics | Create Display Orders and order the AEF Badge.

7.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR: Holm Center/JROSL.

7.2.10. Other Badges or Pins.

- Sister Service: Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin.
- Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. (Refer to Attachment 7-1)

7.2.11. Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

7.3. Shoulder Patches.

7.3.1. AFJROTC Patch. Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

7.3.2. Unit Patch. Optional. If worn, must be on the right shoulder only. Unit patches are paid for by non-AF Funds. Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

7.4. Shoulder Cords. Cadets are authorized to wear **one shoulder cord** on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. For TN-944, white chords may be worn by Color Guard team members, the Cadet Group Commander, and Cadet First and Second Squadron Commanders.

7.5. Shoulder Tabs. Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

AWARDS AND DECORATIONS

7.6. **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 Holm Center/JR and listed in this guide may be worn. **Units may not create local awards for wear on the uniform.** See Attachment 11 for Award POCs.

7.6.1. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). 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.

7.6.2. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. When awarding a ribbon in WINGS the system will let you choose the devices allowed to be worn on that ribbon. The routine wear of both medals and ribbons is prohibited.

7.6.3. Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the amount of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.

7.6.4. Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents when practical. Representatives from organizations sponsoring awards should be offered the opportunity to make the award presentation. Display awards when possible for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

* ADD: Guidelines for National Awards should be followed to the fullest extent possible; however, SASIs have latitude to approve awarding of National Awards to deserving cadets that do not meet award criteria (i.e., a deserving sophomore instead of a junior, there is not a deserving cadet who meets an awards class standing percentage criteria established for the award, etc.). If there are deviations from established award criteria, the "spirit of intent" of an award's must be maintained. Whenever possible, obtain approval from the sponsoring organization's local chapter for any deviations from established criteria.

7.6.5. An award's sponsoring organization may require a written report before final cadet selection or after presentation is made. Reports may include information such as: name of the award; name(s) of recipient, place and date of presentation, occasion (graduation, awards banquet, etc.), and name, title, and organization of award presenter. The SASI is responsible to ensure any required reports are accomplished.

7.6.6. Order of Precedence (an * represents a new ribbon or a name change).

7.6.6.1. Special Awards.

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Silver Star Community Service with Excellence Award
5. Community Service with Excellence Award

7.6.6.2. National Awards.

6. Air Force Association Award
7. Daedalian Award
8. American Legion Scholastic Award
9. American Legion General Military Excellence Award
10. Daughters of the American Revolution Award
11. American Veterans Award
12. Reserve Officers Association Award
13. Military Order of World Wars Award
14. Military Officers Association Award
15. Veterans of Foreign Wars Award
16. National Sojourners Award
17. Sons of the American Revolution Award
18. Scottish Rite, Southern Jurisdiction Award
19. Military Order of the Purple Heart Award
20. Air Force Sergeants Association Award
21. Sons of Union Veterans of the Civil War Award
22. Sons of Confederate Veterans H.L. Hunley Award
23. Tuskegee Airmen Incorporated AFJROTC Cadet Award
24. The Retired Enlisted Association Award
25. The Celebrate Freedom Foundation Award
26. National Society United States Daughter of 1812
27. Air Commando Association Award
28. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in the *Unit's Cadet Guide or Operating Instruction*)

7.6.6.3. AFJROTC Awards.

29. Distinguished Unit Award with Merit
30. Distinguished Unit Award
31. Outstanding Organization Award
32. Outstanding Flight Award
33. Top Performer Award
34. Outstanding Cadet Ribbon
35. Leadership Ribbon
36. Achievement Ribbon
37. Superior Performance Ribbon
38. Academic Ribbon
39. Leadership School Ribbon

40. Special Teams Competition
41. Orienteering Ribbon
42. Co-curricular Activities Leadership Ribbon
43. Drill Team Ribbon
44. Color Guard Ribbon
45. Saber Team Ribbon
46. Marksmanship Ribbon
47. Good Conduct Ribbon
48. Service Ribbon
49. Health and Wellness
50. Recruiting Ribbon
51. Activities Ribbon
52. Attendance Ribbon
53. Dress and Appearance Ribbon
54. Longevity Ribbon
55. Bataan Death March Memorial Hike Ribbon
56. Patriotic Flag Ribbon

7.6.6.4. Civil Air Patrol (CAP) Awards.

57. General Carl Spaatz Award
58. General Ira C. Eaker Award
59. Amelia Earhart Award
60. General Billy Mitchell Award
61. General J.F. Curry Achievement Award

7.6.7. AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from the United States Army, United States Navy, or United States Marine Corps AFJROTC programs unless they were previously enrolled in a sister service JROTC program. When authorized, AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

7.6.8. Badges or insignia from Active Duty, Guard, Reserve, or any other non- AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

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

7.7. Descriptions and Criteria.

7.7.1. **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

7.7.2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

7.7.3. **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. 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.

Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

7.7.3 **Silver Star Community Service with Excellence Award.** Award consists of a ribbon with silver star device and certificate. 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 and be accomplished IAW published guidance (AFJROTCI 36-2001, Part 7)
- Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award.
- Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.

7.7.4. Community Service with Excellence Award. Award consists of a ribbon and certificate. 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. Forward recommendations for Community Service with Excellence Award to HQ- OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.

7.7.5. Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program).

7.7.5.1. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

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

7.7.6.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country,

- and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

7.7.6.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 11 for list of award points of contact.

7.7.7. American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

7.7.7.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

7.7.7.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

7.7.8. American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

7.7.8.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

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

7.7.8.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the

recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

7.7.9. Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

7.7.9.1. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

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

7.7.9.2. The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 6-11 for list of award points of contact.

7.7.10. American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon.

7.7.10.1. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

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

7.7.10.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available. See Attachment 6-11 for list of award points of contact.

7.7.11. Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate.

7.7.11.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

7.7.11.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 6-11 for list of award points of contact.

7.7.12. Military Order of World Wars Award. This award consists of a bronze medal pendant, certificate, and ribbon.

7.7.12.1. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

7.7.12.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter

is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

7.7.13. Military Officers Association of America (MOAA) Award. This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

7.7.13.1. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

7.7.13.2. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

7.7.14. Veterans of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon

7.7.14.1. This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.

- Be active in student activities.
- Not have been previous recipients of this award.

7.7.14.2. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the

award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

7.7.15. National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate.

7.7.15.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

7.7.15.2. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

7.7.16. Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon.

7.7.16.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

7.7.16.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter

7.7.17. Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate.

7.7.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in Co-Curricular 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.
- Not have been previous recipients of this award.

7.7.17.2. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30- day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

7.7.18. Military Order of the Purple Heart Award. This award consists of a medal pendant with a ribbon.

7.7.18.1. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of “B” or better in all subjects for the previous semester.

- Not have been a previous recipient of this award.

7.7.18.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

7.7.19. Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon.

7.7.19.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

7.7.19.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

7.7.20. Sons of Union Veterans of the Civil War (SUVCW) Award. This award consists of a medal pendant with a ribbon.

7.7.20.1. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

7.7.20.2. The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

7.7.21. Sons of Confederate Veterans H. L. Hunley Award. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet's name and rank and a check for \$30 (Unit cannot use AF Funds to

pay for this award)

7.7.22. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate.

7.7.22.1. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

7.7.22.2. The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

7.7.23. The Retired Enlisted Association (TREA) Award. Awarded annually, at the SASI’s discretion, 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. This award consists of a medal set with ribbon and a certificate from TREA.

7.7.24. The Celebrate Freedom Foundation. Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

7.7.25. National Society United States Daughters 1812 Award. Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

7.7.26. Air Commando Association Award. 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. This award consists of a ribbon and certificate

7.7.27. **Non-Funded National Awards.** (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

7.7.28. **Distinguished Unit award with Merit (DUAM).** 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. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

7.7.29. **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

7.7.30. **Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.

7.7.31. **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

7.7.32.1. **Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

7.7.32.2. All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of 2% of their cadets to their Region Director based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Co-Curricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

7.7.32. **Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

7.7.33. **Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of

cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

7.7.34. **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

7.7.35. **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

7.7.36. **Academic 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.

7.7.37. **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

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

7.7.39. **Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum. Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

7.7.40. **Co-curricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

7.7.41. **Drill Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.42. **Color Guard Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.43. **Saber Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.44. **Marksmanship Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year

7.7.45. **Good Conduct Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

7.7.46. **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC *service* projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: *Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.*

7.7.47. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: *The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.*)

7.7.48. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit *Cadet Guide* or unit *Operating Instruction*.

7.7.49. **Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard, Drill Team, and Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the *Cadet Guide* or unit *Operating Instruction*.

7.7.50. **Attendance Ribbon.** Criteria for attendance ribbon will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

7.7.51. **Dress and Appearance Ribbon.** Criteria for dress and appearance ribbon will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. SASI will also include uniform inspection scoring as applicable.

7.7.52. **Longevity Ribbon.** Awarded for completion of each AS year.

7.7.53. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct

an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

7.7.54. **Patriotic Flag Ribbon.** May be awarded for participation in *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's *Cadet Guide or Unit Operating Instruction*.

7.7.55. **CAP Awards.** Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>.

CHAPTER SEVENTEEN
CERTIFICATES OF COMPLETION AND TRAINING

1. There are two types of certificates that may be awarded to AFJROTC cadets. They are the CERTIFICATE OF COMPLETION and the CERTIFICATE OF TRAINING. Descriptions of each follow:
 - a. **Completion** – Passing grads in each credit granting period of AFJROTC constitutes successful completion. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.
 - i. Cadets will be awarded AF Form 1256, Certificate of Training, for successful completion of 2 years of AFJROTC. AFJROTC Form 310, Certificate of Completion, will be awarded for successful completion of 3 years of AFJROTC. SASIs administering a 4-year program have the option of issuing AFJROTC Form 310 after 3 or 4 years. However, students leaving a 4 – year program after the 3rd year will be issued AFJROTC Form 310.
 - ii. Cadets who have completed 2 or 3 years of AFJROTC, are high school graduates, and have no prior service are entitled to advanced enlistment in accordance with current Air Force instructions. Advanced enlistment is granted for successful completion of the appropriate level of AFJROTC as documented by AF Form 1256 or AFROTC Form 310, which must be presented to the appropriate accessions authorities prior to enlistment. AF Form 1256 and AFROTC Form 310 document successful completion of course material and should in no way be withheld as a punitive measure to prevent advanced enlistment opportunities. Successful completion of AFJROTC is accomplished by passing grades in the AFJROTC program. AFJROTC graduates may also be eligible for advanced enlistment in the other military services.
 - b. **Certificate of Completion** – Presented to cadets in good standing who have satisfactorily completed the three full years of the JROTC program. Cadets must have this certificate in their possession when joining the senior ROTC program or upon enlisting in the armed forces to gain the benefits offered by successfully completing the JROTC program.
 - i. With the CERTIFICATE OF COMPLETION, the cadet will be excused from either year of the General Military Course (GMC) of the senior AFROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) at the time of enrollment in the college or university.
 - ii. If the cadet elects to enlist in one of the branches of the armed forces, the CERTIFICATE OF COMPLETION will provide for promotion to the pay grade E-3 in most cases (this may be E-2 in the Marine Corps), when accepted to that branch. Pay grade E-3 is the third pay grade in all of the armed services and is equivalent to the rank of Airman First Class in the USAF. This promotion at the time of enlistment provides for an immediate

monetary benefit. It also makes the cadet senior to other personnel without such a certificate who enlist at the same time, and theoretically makes the cadet eligible for earlier future promotions.

iii. What the specific service gives, in terms of advanced enlistment opportunities, are subject to change. Each cadet should discuss the specifics of the service he/she is interested in before enlisting.

- c. **CERTIFICATE OF TRAINING.** Presented to cadets in good standing who satisfactorily complete two years of a JROTC program and who graduate high school or transfer to another school. With the CERTIFICATE OF TRAINING, a cadet may be excused from one academic term (semester or quarter) of the GMC of the senior AFROTC program. This privilege, again, must be arranged with the PAS at the time of college or university enrollment. The Army may recognize the Certificate of Training and award a higher pay grade upon enlistment.
2. **SCHOLARSHIPS.** AFJROTC awards a full four-year AFROTC scholarship to the best-qualified cadet each school year provided he/she meets minimum Air Force requirements. It is possible for more than one cadet to receive a scholarship if other JROTC units fail to submit an application for their slot. The full four-year scholarship pays for tuition, books, lab fees and uniforms plus \$100/month stipend for expenses. The recipient can use the scholarship at any college or university in which the recipient is accepted and enrolled provided it has a senior Air Force ROTC detachment and the recipient enrolls in the senior AFROTC program. After graduation from college, the cadet is a commissioned 2nd Lieutenant and must serve a four year active duty obligation.
3. Limited 4-year scholarships may be granted that would force the scholarship winner to attend an in-state college or university. The maximum amount of this scholarship is all that is different.
4. The SASI will work with qualified candidates for possible appointment into one of the Service Academies of the United States on a case by case basis, depending on the qualifications and motivations of the student candidates.

CHAPTER EIGHTEEN
STAFF MEETING PROCEDURES

1. The Cadet Group Commander will normally hold weekly staff meetings, primarily during the ICE (overtime) school period, or during cadet management classes.
2. All such staff meetings provide the opportunity for face-to-face communication among the commander and staff. They are vehicles for group problem solving and allow the cadet staff to participate in the planning of group activities.
3. The following procedures apply for either meeting:
 - a. The Cadet Group Commander will conduct the meeting.
 - b. The Cadet Deputy Group Commander will help prepare the meeting agenda and will maintain close liaison with the Group Commander and the SASI in doing so.
4. The Cadet Group Commander will follow up to ensure that the responsible staff member accomplishes actions directed during the staff meeting.
5. Corps Decision Making: If an issue is potentially complex, weighty, or inflammatory, the Senior Staff can elect to discuss the issue with just members of the Senior Staff and propose recommendations for the full staff's consideration.
 - a. Being a military organization, and not necessarily a democracy, the Group Commander will, after consulting with his/her staff and the S/ASI, make a decision. Consensus may not always be possible when several unpalatable alternatives are being considered.
 - b. No situation is so time sensitive in JROTC that the Commander does not have time to consult with the members of his/her staff before rendering a decision. Effective leaders are consensus builders not autocratic.
 - c. All Cadet decision making will be passed on to the Aerospace Science Instructors and the SASI for final approval.

CHAPTER NINETEEN
OPEN DOOR POLICY

1. The Aerospace Science Instructors practice and “Open Door Policy.” Cadets are invited and encouraged to visit with the instructors any time the instructors present, provided the instructors are not conducting a session with another individual.
 - a. Do not knock on the instructor’s office door if it is closed. The closed door means the instructor is in conference with someone else.
 - b. If the door is open, knock once. Wait to be recognized by the instructor. If permission is given to enter the cadet is welcomed to come in to talk to the instructor. The cadet should use the reporting procedures outlined in Chapter 8 of this guide, but should feel welcome and comfortable coming to talk to any of the instructors even if unable to follow these procedures, as there may be times when a cadet is in a time of need and not thinking clearly about all the proper procedures.
2. The offices of the instructors are off limits and are not to be entered by any cadet unless the instructor is present or specific permission is given by the instructors for a specific occasion and purpose.
3. Cadets will not sit at the desk of the instructors while the instructors are not present, and may sit at an instructor’s desk only with permission of the instructors if present. Because tests, scores, and other sensitive information may be on or in the desks of the instructors, cadets will not sit, linger, or open and search the desks and files of the instructors without specific permission from an instructor to accomplish a specific task.
4. Cadets are not to enter the supply area without an instructor’s permission. Normal operating procedures are for the ASI be present before anyone may enter the supply area.

GLOSSARY

ASI	Aerospace Science Instructor
Admin	Administration
AFJROTC	Air Force Junior Reserve Officer Training Corps
AFJROTCI.....	Air Force ROTC Instruction
AFJROTCR.....	Air Force ROTC Regulation
AFROTC.....	Air Force Reserve Officer Training Corps
ASAP	As Soon As Possible
CC	Commander
CIA.....	Curriculum in Action
CNCOIC	Cadet Non-Commissioned Officer – in – Charge
COIC.....	Cadet Officer in Charge
GMC	General Military Course
IG	Inspector General
MPC	Military Property Custodian
NCO	Non – Commissioned Officer
NCOIC	Non – Commissioned Officer in Charge
OIC.....	Officer in Charge
OPS	Operations
PAO.....	Public Affairs Office
PAS	Professor of Aerospace Science
PEP.....	Promotion for Exceptional Performance
PCS	Permanent Change of Station
POC.....	Professional Officer Course (Second two years, Senior ROTC)
RHIP	Rank Has Its Privilege
ROTC.....	Reserve Officer Training Corps
SASI.....	Senior Aviation Science Instructor
SSAN	Social Security Account Number
SEA.....	Senior Enlisted Advisor
TDY	Temporary Duty
UDL	Unit Detail Listing
XO.....	Executive Officer (2 nd in Command)

APPENDIX

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Attachment 7-1

**AUTHORIZED AIR FORCE JROTC
BADGES/INSIGNIA/PINS**

 <p>OFFICERS FLIGHT CAP AND BERET INSIGNIA</p>  <p>OFFICERS SERVICE CAP INSIGNIA</p>	 <p>MODEL ROCKETRY BADGE</p>	 <p>ACADEMY OF MODEL AERONAUTICS SILVER WINGS</p>	
 <p>KITTY HAWK AIR SOCIETY BADGE</p>	 <p>DISTINGUISHED CADET BADGE</p>	 <p>SHOULDER TAB METAL OR CLOTH</p>	 <p>AEF BADGE (OLD)</p>  <p>AEF BADGE (NEW)</p>
 <p>GROUND SCHOOL BADGE</p>	 <p>FLIGHT SOLO BADGE</p>	 <p>FLIGHT CERTIFICATE BADGE</p>	
 <p>Marksmanship Shield</p>  <p>AWARENESS PRESENTATION TEAM BADGE</p>  <p>Cyber Patriot Badge</p> <p>(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)</p>	 <p>MARKSMANSHIP</p>  <p>SHARPSHOOTER</p>  <p>EXPERT</p> <p>(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)</p>		

Badges/Insignia/Pins not listed here are unauthorized
(Exception: Section 7.2.10)

Attachment 7-2

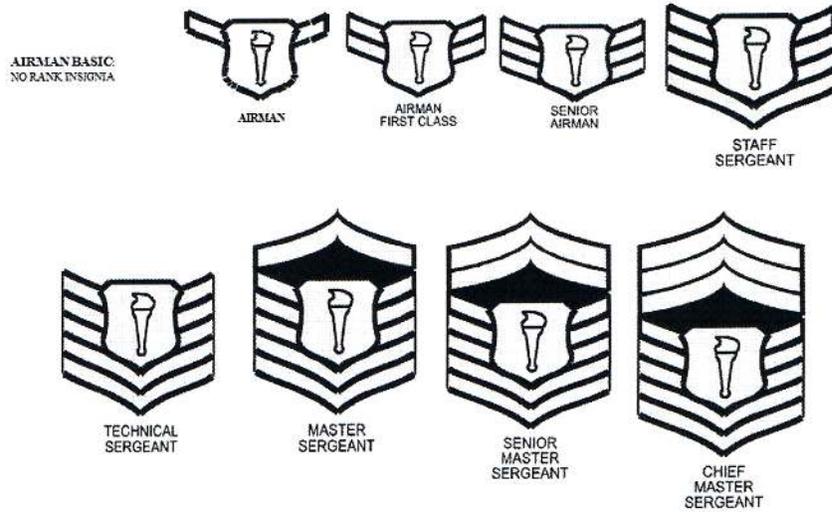
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



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

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

Attachment 7-3

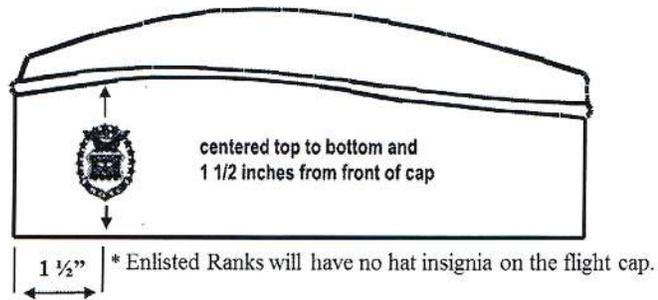
CADET MALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

FLIGHT CAP* (Officer and Enlisted)



Attachment 7-4

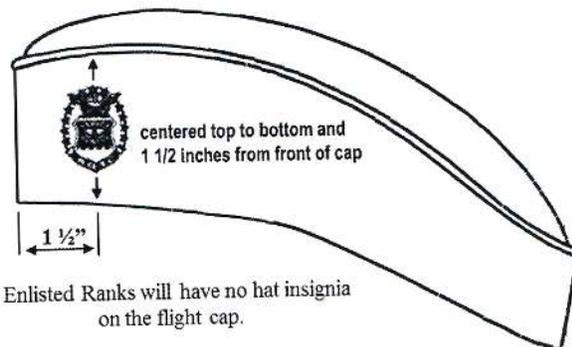
CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

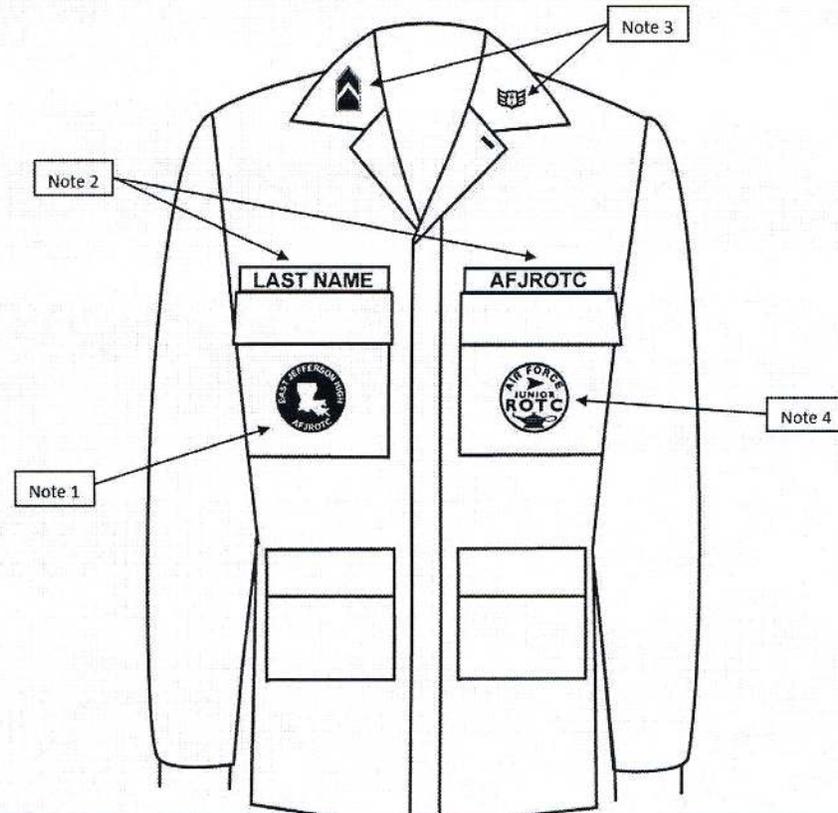
FLIGHT CAP* (Officer and Enlisted)



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

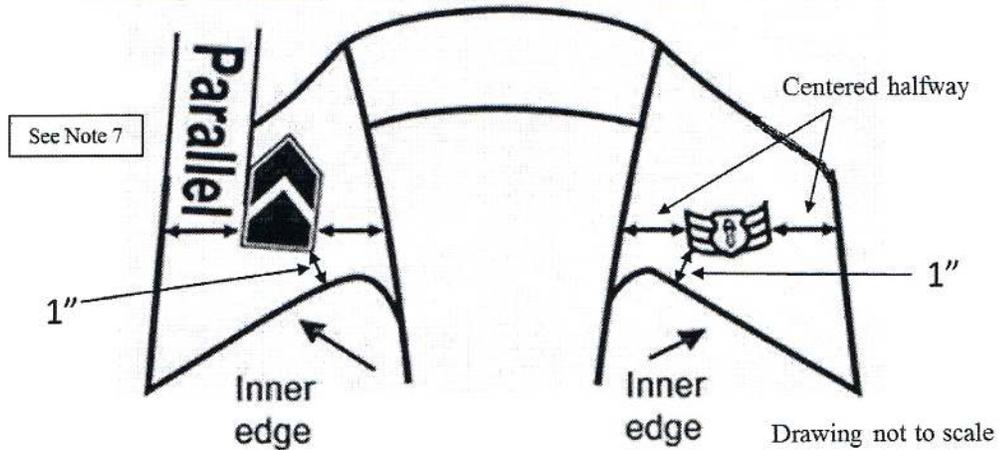
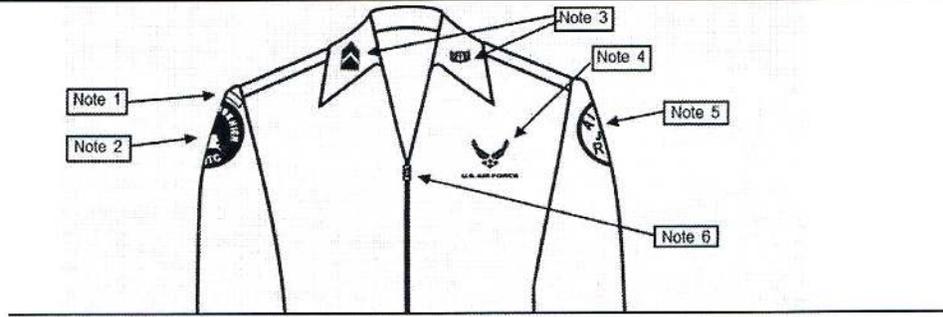
Attachment 7-5

CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

Attachment 7-6

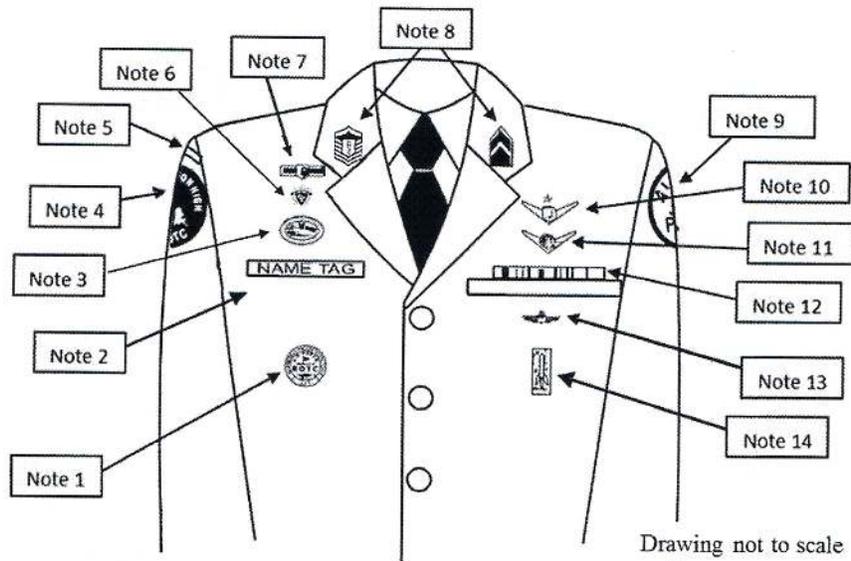
CADET LIGHTWEIGHT BLUE JACKET

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. 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.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.

Attachment 7-7

CADET MALE SERVICE DRESS

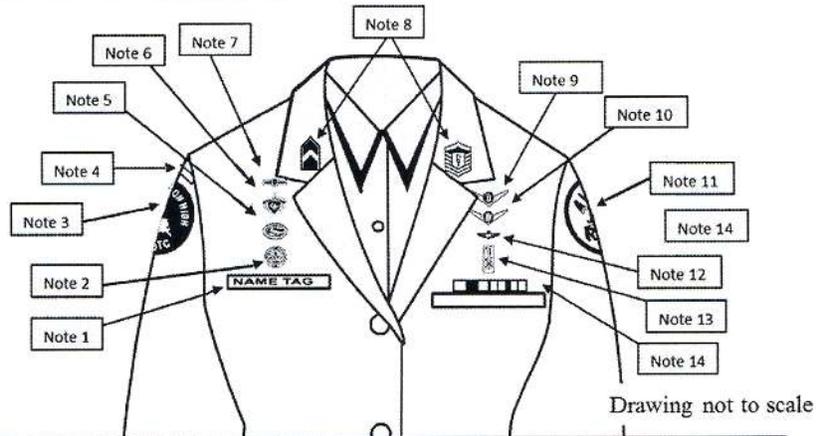


Drawing not to scale

1. Awareness Presentation Team (APT) badge: Center 3 inches below bottom of name tag
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. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
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 ribbons earned.
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.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

CADET FEMALE SERVICE DRESS



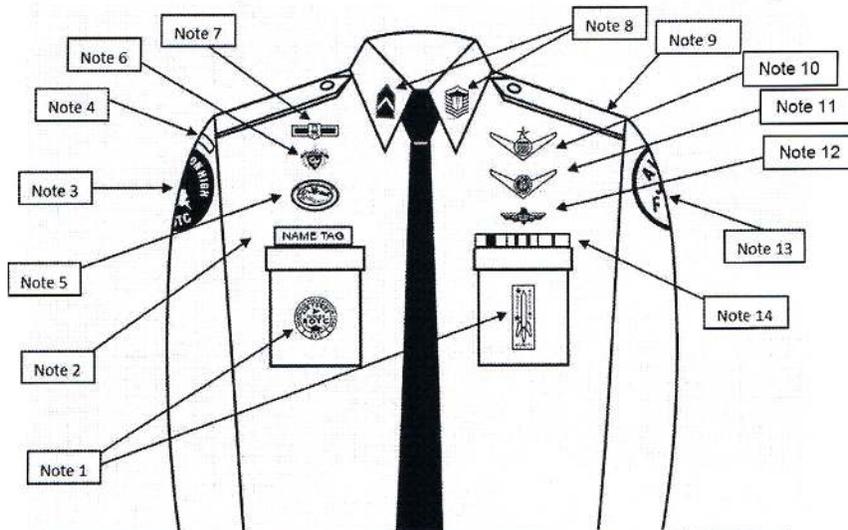
Drawing not to scale

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 ½ 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. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Almen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center ½ 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 ribbons earned.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.

Attachment 7-9

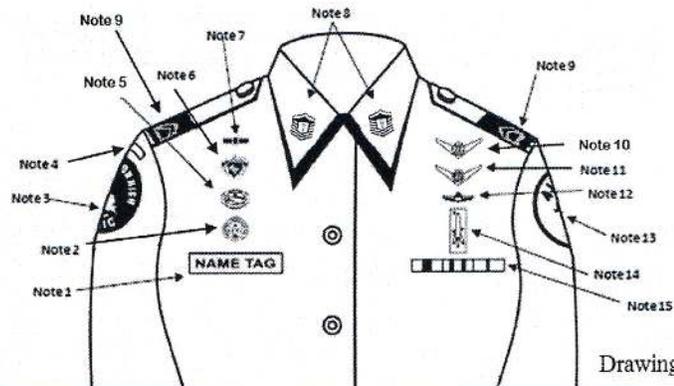
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must 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. (See Note 9)
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. Wear all ribbons earned.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Attachment 7-10

CADET FEMALE BLUE SHIRT



Drawing not to scale

1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness presentation badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank 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 Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

Attachment 7-11

FLIGHT SUIT* (Male and Female)

1. AFJROTC Patch (mandatory). Velcro attached
2. Unit patch (optional). Velcro attached. If no unit patch is used, then leave the area blank.
3. American Flag Patch (optional). Velcro attached. If no American Flag patch is used, then leave the area blank.
4. Cadet Rank and Cadet Name (mandatory). Velcro attached.

*Flight Suits are authorized only for those cadets currently enrolled in or that have successfully completed Aviation Honors Ground School.

*Flight suits, rank/name and unit patches are purchased and maintained with non-AF Funds.

CADET APPEARANCE AND GROOMING GUIDELINES

7.8. Appearance and Grooming. 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 five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

DRILL TEAM, COLOR GUARD AND EXHIBITION UNIFORMS: It is important that AFJROTC cadets properly represent the Air Force during events and competitions. No later than 1 March 2016, all AFJROTC and NDCC drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the ABU. Normal blue or ABU uniforms are depicted in Chapter 7 of this Operational Supplement.

Units may accessorize their **blue** drill team, color guard or exhibition uniforms with solid-color berets, ascots, gloves and one shoulder cord (left shoulder, blue shirt and service dress coat only) with non-AF funds. Blue pants may be modified to have a stripe on the outside length of the pants (silver, white, blue, black, or grey only) if desired, using non-AF funds. The colors of berets (solid color), ascots, gloves and shoulder cords are locally-determined, but must be conservative and in good taste. The HQ-issued chrome helmets may be worn with blue drill team, color guard or exhibition uniform combinations only. NOTE: Chrome helmets, ascots and gloves may not be worn on regular uniform days.

ABU NOTES: ABUs may be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots. ABUs will not be worn with a shoulder cord or ascots.

Any additional item, accessory, embroidery or color outside of those listed in this Operational Supplement requires a waiver. A waiver request with 2 photos (profile and full front view) must be submitted in WINGS, approved, and on file before cadet wear or competing in any drill, color guard or exhibition event/competition.

Only items listed in Allowance Standard 016 may be provided by HQ AFJROTC. Submit any other uniform waiver requests via WINGS by using the waiver module.

The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

7.8.1. Special Uniform and Appearance Rules. Here are some additional guidelines about uniform and appearance.

7.8.1.1. Jewelry. While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. 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 or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are not allowed.

Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

7.8.1.2. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

7.8.1.3. 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.

Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collar bone and readily visible when wearing an open collar uniform.

The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

7.8.1.4. 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.



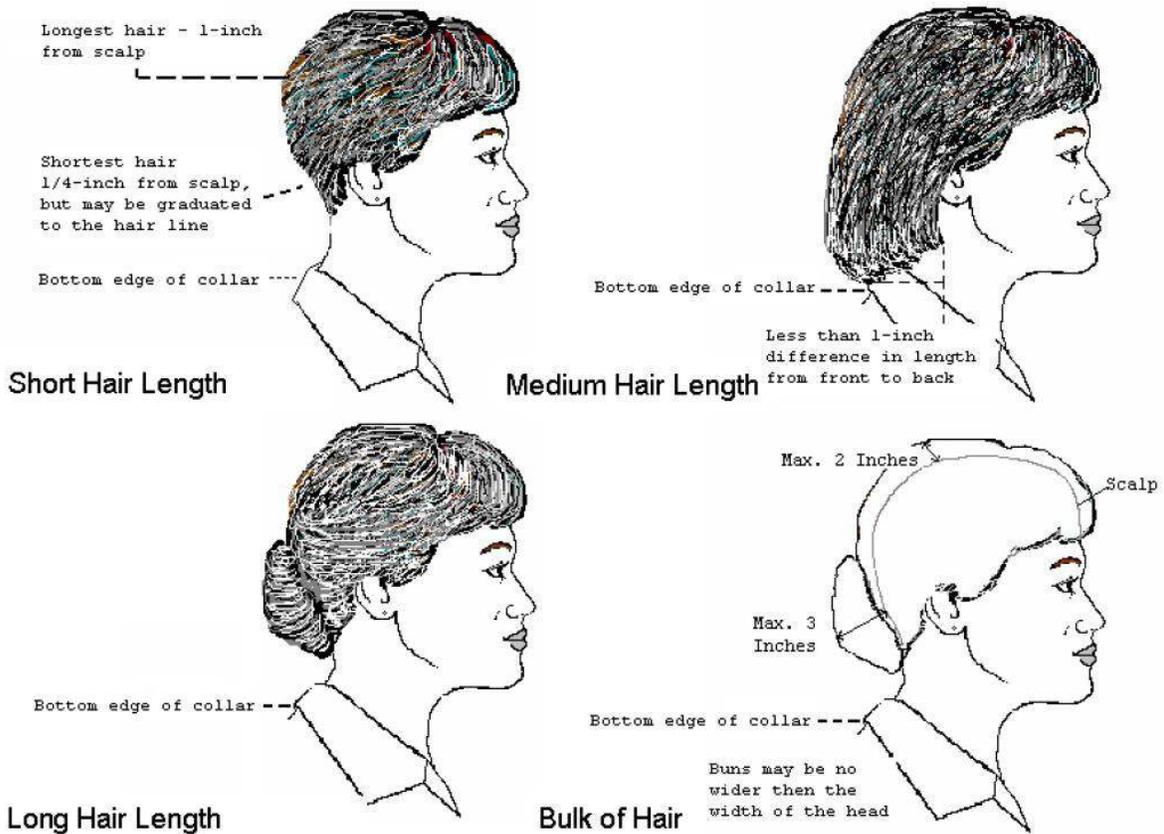
7.9. Specific Female Cadet Grooming Guidelines.

7.9.1. Hair. Your hair will be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. Hair Weaves are authorized as long as they adhere to the following criteria. It should look professional and allow you to wear uniform headgear in the proper manner; your hair must not be too full or too high on the head. Hair must be able to be placed in a 3” bun (maximum of 3 inches) (Fig 3.2 below). In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

Hair will not contain excessive amount of grooming aids or touch eyebrows. Hair color/ highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/ Natural Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Braids, Micro-braids and cornrows are authorized. However, they must be a natural looking color similar to the individual’s hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter

(approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or secured style within hair standards. Dreadlocks, (defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs), shaved head, flat-tops and military high and tight cuts are not authorized hairstyles for female cadets.

Figure 3.2. Female Hair Grooming Standards



7.8.1. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, 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.

7.8.2. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. 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.

Specific Male Cadet Grooming Guidelines. (Refer to Figure 3.1)

7.8.1. 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 hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.

Figure 3.1. Male Hair Grooming Standards.

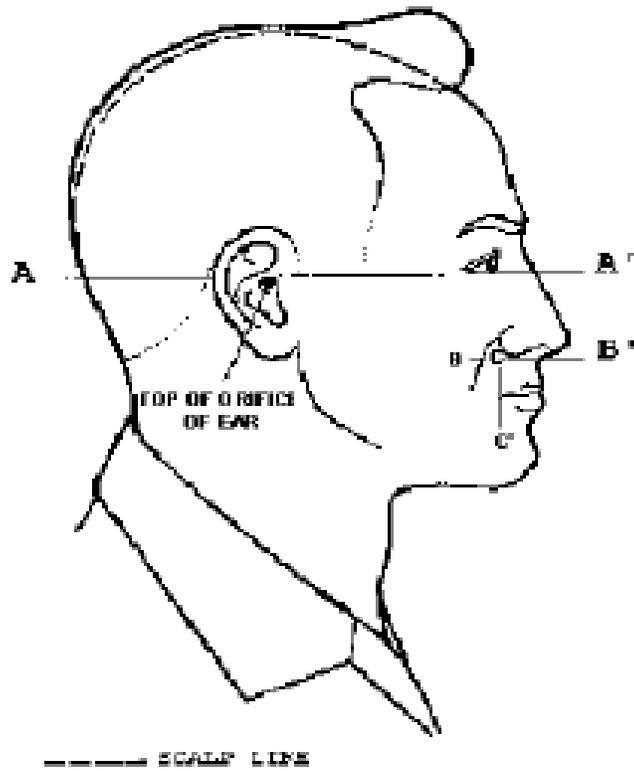


Figure 1-2
Male Grooming Standards (Side View)

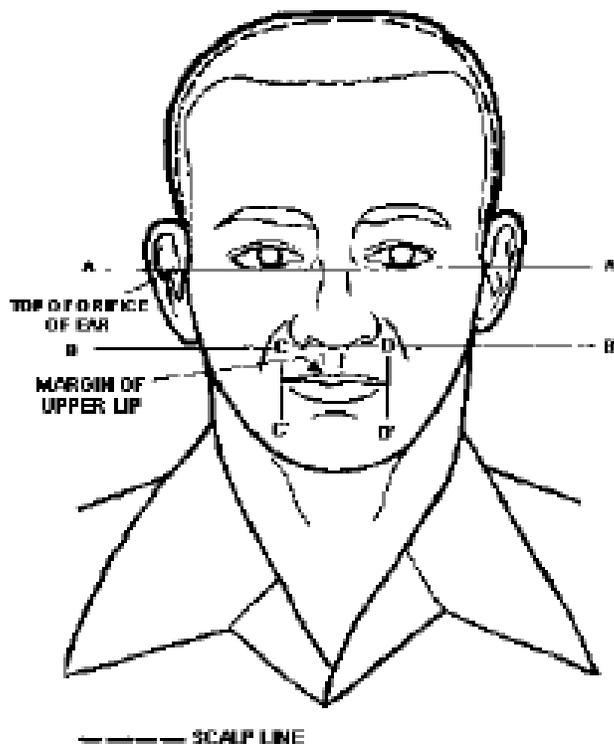


Figure 1-1
Male Grooming Standards (Front View)

**CADET HEALTH/WellNESS PROGRAM
CADET PARTICIPATION CONSENT FORM WITH
HEALTH SCREENING QUESTIONNAIRE
FOR TN-944: Haywood High School
2016**

AFJROTC Cadet Health/Wellness Program is designed to work with the cadet to help them improve their physical fitness. All physical activity sessions will be supervised and monitored by at least one of our instructors. These sessions include walking, running, and calisthenics exercises. The AFJROTC instructors have been trained in administering CPR if needed.

Parent/Guardian:

By granting permission, we understand there are risks associated with any physical activity. It is our responsibility to inform the JROTC instructors of anything that should keep our child from participating in the AFJROTC Cadet Health/Wellness Program.

In the event of a medical problem, we understand that any medical care that may be required is our personal financial responsibility.

_____ has permission to participate in the Cadet Health/Wellness Program. YES - NO
(Printed Name of Cadet)

(Printed Name of Parent/Guardian) _____
(Signature of Parent/Guardian) _____
(Date)

AFJROTC Cadet:

As a Cadet in JROTC, I know that it is my responsibility to monitor my individual physical performance during any activity and to inform the AFJROTC instructor of any problem.

(Printed Name of Cadet) _____
(Signature of Cadet) _____
(Date)

It is mandatory to complete this screening form prior to participating in the Cadet Health/Wellness Program. Return this completed questionnaire to your SASI or ASI, and advise them if you responded "yes" to any of the questions below.

1. Has there been any significant change to your health in the past 6 months? YES - NO
2. Are you currently on a medical profile exempting you from PT activities? YES - NO
3. Has a physician ever indicated you have heart disease, heart or breathing troubles? YES - NO
 - a. Do you suffer from pains in your chest, especially with physical activity? YES - NO
 - b. Do you feel faint or have dizzy spells during or after physical activity? YES - NO
 - c. Do you have shortness of breath related to asthma or any other condition that exercise could aggravate? YES - NO
4. Have you experienced a significant weight change in the past 6 months? YES - NO
If "Yes", indicate the estimated amount: Gained / Lost _____ lbs.
5. Have you ever been diagnosed or displayed symptoms of heat stress? YES - NO
6. Do you take any dietary, herbal or nutritional supplements, which contain any of the following substances: Ephedra /Ephedrine, Guarana, Phenylephrine, Pseudoephedrine? YES - NO
If "Yes," please list: _____
7. Do you have any other medical issues that may cause a safety concern during physical exercise? (i.e., allergies, pregnancy, etc.) YES - NO
If "Yes," please list: _____

Note: If cadet's health status changes during this school year cadet will notify AF JROTC Instructor.

The Privacy Act of 1974 applies. The sole purpose of this form is to gather information to be used for screening a candidate for participation as an AFJROTC cadet in the AFJROTC Cadet Health/Wellness Program. This form is for internal use only. Disclosure is voluntary; failure to disclose will result in the inability to participate in PT activities.

HAYWOOD HIGH SCHOOL AFJROTC
TN-944, Brownsville, TN
Integrity First, Service Before Self, Excellence in All We Do

STUDENT WITHDRAWAL/DROP

1. The following cadet has been withdrawn from HHS AFJROTC due to the student's request to leave the AFJROTC program:

2. Reason(s) for withdrawal include:

3. The student has been counseled to resolve any unresolved issues, confirm that the decision of the student is the will of the student, and provide other mentoring inputs as appropriate.

4. This decision of the student to withdraw has been with confirmed with the Parent/Guardian, or every reasonable effort has been made to confirm this with the Parent/Guardian.

Dated this ____ day of _____, _____.

J. Stark Davis, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

HAYWOOD HIGH SCHOOL AFJROTC
TN-944, Brownsville, TN
Integrity First, Service Before Self, Excellence in All We Do

ADMINISTRATIVE WITHDRAWAL/DROP

1. The following cadet has been withdrawn from HHS AFJROTC due to administrative reasons:

2. Administrative reasons include:

3. Student counseling regarding the situation has been completed when possible and appropriate.

4. This Withdrawal/Drop has been with confirmed with the Parent/Guardian, or every reasonable effort has been made to confirm this with the Parent/Guardian.

Dated this ____ day of _____, _____.

J. Stark Davis, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

HAYWOOD HIGH SCHOOL AFJROTC
TN-944, Brownsville, TN
Integrity First, Service Before Self, Excellence in All We Do

PARENT LETTER REGARDING LOW PERFORMANCE PROBLEMS

Dear Parent/Guardian of _____, Date: _____

1. _____ has been identified with the following performance problem in AFJROTC and has been counseled in this regard:

2. If this has not been corrected by next week's grading period, _____, this student may be removed from the HHS AFJROTC program, and will be placed in alternative classes through the HHS counselors.

3. It is our hope that these problems can be corrected, so that your child may continue to enjoy the benefits of being in AFJROTC. If you have any questions, please contact me on my cell phone, 405-476-3336. If I am unable to take your call at the time you call, please leave a message with your name, number, and a good time for me to call you back.

Parent/Guardian Signature Date: _____

Student Signature Date: _____

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WITHDRAWAL/DROP FROM HHS AFJROTC

1. The following cadet has been withdrawn/dropped from HHS AFJROTC:

2. Reasons include:

3. Corrective counseling has been completed.

3. This has been with confirmed with the Parent/Guardian, or every reasonable effort has been made to confirm this with the Parent/Guardian.

Dated this ____ day of _____, _____.

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PARENT WELCOME AND UNIFORM LETTER

Dear Parents of HHS AFJROTC Cadets,

Welcome to our AFJROTC family! This letter reviews key parts of the AFJROTC program here at HHS, allows you to sign as the responsible party for the uniform items issued this Fall, and lets you know of our first parent meeting.

HHS Core and Elective Credit and Benefits

HHS AFJROTC offers core and elective credits necessary for graduation:

- Two years of AFJROTC results in a core credit in Wellness.
- Three years of AFJROTC results in an American Government and P.E. core credit.
- Four years of AFJROTC results in a Personal Finance credit.

Participation in AFJROTC does **not** obligate any student to military service—our goal primarily is to **“build better citizens for America.”** Benefits of AFJROTC include community service opportunities, strengthening leadership skills, improving college scholarship opportunities, and higher pay for those choosing to enter the military after high school.

Uniforms

A blue AFJROTC uniform is supplied free of charge and is worn either Wednesday or Thursday (with rare exceptions) depending on the cadets class schedule. This is a large part of each student’s grade, so it is very important that your child is wearing the uniform on the assigned day (an alternate day may be allowed on rare occasions if a student brings a valid excuse, signed by a teacher or parent).

- The **dark blue pants, skirt, jacket, hat, tie or tie tab and coat must be DRY CLEANED ONLY.**

Normal washing will ruin these items – cadets will be charged for ruined uniform items.

- The light blue shirts and socks may be washed on low heat settings. (Shirts must be ironed.)
- The total cost of all uniform items is \$328.40. Parents are responsible for any damaged items.
- Cadets are expected to take care of their uniforms and return them in good condition at the end of the school year (or when they leave the AFJROTC program).

- At the end of the school year cadets must return all Uniform clothing items dry-cleaned, on a hanger.

Failure to return the AF uniform dry cleaned at the end of the school year will result in a \$20.00 dry-cleaning bill. Parents will be responsible for the cost of any items not returned.

- The black, issued shoes should be worn only with the uniform and must be kept clean and polished. The shoes and socks are the cadets to keep. No regular (civilian) clothes will be worn with the AF uniform (i.e. tennis shoes, jacket or coats). Violations to the proper wear of the uniform will result in lower grades on the weekly uniform evaluations and possible disciplinary action, or removal from the program.

Parent Meetings and Group Text Connection

This year we plan to have parent meetings once every 9 weeks, with the first Parent Meeting scheduled for 28 September, 2015, at 6 p.m. We want to encourage good communication and support between parents and instructors, and answer any questions you may have about AFJROTC. This first meeting will be held in the classroom of Lt Col Davis/MSgt Parker in the main (center) building of the HHS campus.

** Parents who wish to receive reminder messages may sign for our AFJROTC Reminder 101 by texting to the number; 81010 and entering @tn944 in the message and press send. You will be sent a message and asked to enter your name. You will be sent messages to help remind your cadet about activities and other updates helping to keep you informed.**

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STATEMENT OF UNDERSTANDING

I, (student name) _____, from Flight, _____ hereby affirm my willingness to follow TN-944 AFJROTC rules, and honor my responsibility for proper care and return of the uniform.

Student Signature: _____ Date: _____

I, (parent/guardian name) _____, have read the welcome letter, and give my permission for my son/daughter/legal dependent, (student name) _____, to be a part of AFJROTC at HHS.

- I will help by son/daughter/legal dependent meet the standards expected of a cadet.

- I acknowledge responsibility for the clothing items issued this Fall, and agree to exercise all reasonable caution and care to assure that these items are cared for and not damaged due to carelessness, neglect, or improper cleaning and/or laundering methods.

- I understand that the clothing is the property of the U.S. Government, and that upon request, or when no longer enrolled in the AFJROTC program, I will immediately return all issued items, properly cleaned. I further understand that I will pay for all items not accounted for or damaged at the end of the school year or at the time of leaving the program.

- In case of emergency, please contact: _____ Ph: _____,
or : _____ Ph: _____.

Parent Signature: _____ Phone: _____ Date: _____

If you have any questions we can be reached by calling HHS, 731-772-1845, during school hours. If we are out, please leave a message – parental involvement is very important to us and we will call back as soon as possible. Hope to see you September 28th, 2015, at 6:00pm for our first parent meeting, in the AFJROTC room in HHS.

Thank you for your support and for encouraging your teenager to do well in AFJROTC!

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Additional HHS AFJROTC Aerospace Science Instructors on staff:

Delois Dailey, Major, USAF (Ret)
John Parker, MSgt, USAF (Ret)