



**CALIFORNIA 20171
AIR FORCE**

**JUNIOR RESERVE
OFFICER
TRAINING CORPS**

**--- CADET GUIDE ---
2019-2020**

AIR FORCE SONG

Off we go into the wild blue yonder, climbing high into the sun;
Here they come, zooming to meet our thunder, At 'em boys, give 'er the gun!
Down we dive, spouting our flame from under, Off with one hell of a roar!
We live in fame or go down in flame, Hey! Nothing'll stop the U.S. Air Force!

Here's a toast to the host of those who love the vastness of the sky,
To a friend we will send a message of his brother men who fly.
We drink to those who gave their all of old;
Then down we roar to score the rainbow's pot of gold
A toast to the host of men we boast, the U.S. Air Force!

Minds of men fashioned a crate of thunder, sent it high into the blue;
Hands of men blasted the world asunder; how they lived God only knew!
Souls of men dreaming of skies to conquer, Gave us wings, ever to soar!
With scouts before and bombers galore, Hey! Nothing'll stop the U.S. Air Force!

Off we go into the wild blue yonder, Keep the wings level and true;
If you'd live to be a gray-haired wonder Keep the nose out of the blue!
Flying men, guarding our nation's borders, we'll be there, followed by more!
In echelon we carry on, Hey! Nothing'll stop the U.S. Air Force!

Words and music by
Robert Crawford
1939, Carl Fischer, Inc
New York

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Cadets,

The California 20171 Air Force Junior ROTC Corps was re-established at Lindhurst High School in early 2017 by agreement between the Marysville Joint Unified School District and the United States Air Force. The Air Force Junior ROTC curriculum includes aerospace related academic instruction and leadership training. The Corps of Cadets is managed and operated by cadet commissioned and noncommissioned officers.

Your Corps Executive Staff, together with the instructors provide this Cadet Guide to reduce confusion and aid you in becoming a top-notch Cadet. The Cadet Guide contains policy, guidance, requirements, and rules of conduct for AFJROTC cadets at Lindhurst High School. Each cadet is required to study this guide and will be held responsible for its contents on examinations. Remember - 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 join in the AFJROTC program. We wish you success and personal satisfaction as members of Lindhurst High School's CA-20171 AFJROTC Corps of Cadets.

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Cadet Squadron Commander – Spring 2020

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CHAPTER ONE
MISSION, GOALS, AND MILITARY COURTESY OF AFJROTC PROGRAM

- **MISSION:** The mission of the Air Force Junior ROTC program is to “**Develop citizens of character dedicated to serving their community and nation.**”
- **GOALS:** The goal of the AFJROTC program is to instill in high school cadets the values of: Citizenship, Service to the United States, personal responsibility, and a sense of accomplishment.
- **THE CORE VALUES OF THE UNITED STATES AIR FORCE.**
 - **INTEGRITY FIRST.** It is the willingness to do what is right even when no one is looking.
 - **SERVICE BEFORE SELF.**
 - **EXCELLENCE IN ALL WE DO!**

CLASSROOM PROCEDURES: When entering the classroom each cadet will go to his/her desk and place all required materials and only AFJROTC required materials (books, paper/note pads, pencils etc.) on their desktop. Backpacks should be below the desk and clear from all walkways.

- Once the tardy bell has rung the Flight Commander (CC) or Flight Sergeant (Sgt) will call the room to attention and will immediately begin the opening formation.
 - Step 1. Flight CC calls room to ATTENTION
 - Step 2. The Flight CC will then lead the flight in the Core Values, Honor Code and Mission Statement.
 - Step 3. The Flight Sgt will then begin roll call.
 - When the Flight Sgt calls your name, you will immediately go to attention and respond with “Here Sir/Ma’am,” then return to parade rest
 - Step 4. When roll call is complete, the Flight Sgt will read any announcements
 - Step 5: When announcements are complete, the Flight CC/Sgt will call the room to "ATTENTION," report in to the SASI or ASI, and then put all cadets "AT EASE." Cadets will then take their seats
 - Step 6: As appropriate, the Corps CC/DO or SASI/ASI will make any additional announcements and/or present awards.
 - Step 7: As necessary, the SASI/ASI will begin instruction or the Flight CC/Sgt will start activity

Cadets arriving after the opening formation will quietly enter and report in to the Flight CC and take seats or positions. If more than five (5) minutes tardy, Cadet must first report to attendance office and present tardy slip to Flight CC when reporting in, as appropriate. Flight CC will then give slip to ASI or SASI

- All cadets will be expected to abide by the following rules while in the AFJROTC classroom:
 - Remove headgear before coming indoors and do not place it back on your head until after you are outdoors.
 - Comply with instructions given to you by the cadet in charge when the instructor is not present.
 - Bring to class all materials necessary for class each day.
 - Raise your hand and be recognized before speaking.

DISCIPLINE AND HAZING: All training activities with the Air Force Junior ROTC program will be conducted in an atmosphere of mutual respect. Physical discipline and loud, offensive yelling will not be tolerated. Physical exercise (push-ups, etc.) will only be administered in a physical training environment when the Cadet or Instructor leader is also doing the exercise. Instructors will personally supervise physical training, drill and other cadet leadership activities to ensure cadet well-being and an atmosphere of mutual respect. Any form of hazing, whether verbal or physical, will not be tolerated. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

In addition to the above, and IAW (In Accordance With) AFJROTCI 36-2010 Para 7.3.4 Secret clubs or activities are expressly forbidden in JROTC. In order to ensure an environment of 360-degree respect, any cadets found to be violating these standards will be subject to discipline/disenrollment.

CHAPTER TWO

APPEARANCE OF CADETS

You wear the official uniform of the United States Air Force. Proper conduct, actions, and attitude will create and sustain a favorable public reaction, which will enhance the image of the Cadet Squadron. Objectionable behavior in public can create an unfavorable reaction towards AFJROTC and the Air Force. Therefore, as an Air Force JROTC cadet, you must strive to always present a neat, clean, and well-groomed appearance. These standards are defined below, and cadets are required to meet them IAW AFI 36-2903, AFJROTCI 36-2010 and supplemental Holm Center/JR direction (AFJROTCI 36-2010 Para 7.6.1.1).

MALE CADETS:

-Hair will be clean, well groomed and neat. If dyed, it will look natural and will not contain excessive amount of grooming aids. Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. Hair will have a tapered appearance on both sides and back; both with and without headgear (a tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point). Block cut is permitted as long as it has a tapered appearance. Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not exceed 3 ½ inches in length. Hair will not exceed 1 ¼ inches in bulk, regardless of length and not exceed ¼ inch at the natural termination point. Hair will not contain nor have any visible foreign items attached to it. Male cadets whose hair is not in accordance with the above rules will have points deducted from their uniform grade. Prohibited hairstyles (not all inclusive) are Mohawk, mullet, cornrows, deadlocks or etched design. Men are not authorized hair extensions, nor are other bizarre hairstyles, including a partially shaved/bleached head or dyed unnatural colors. Such hairstyles will result in minus 100 points (a zero grade) during inspection.

-Shaving - the face will be clean-shaven.

-Mustaches are permitted. If worn, mustaches will be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Beards or goatees are not permitted.

-Sideburns, if worn, will be neatly trimmed. Sideburns will not extend below the lowest part of the exterior ear opening, will be straight and even width (not flared), and will end with a clean-shaven horizontal line.

-Piercing/Tattoos – body piercings, including tongue rings, nose, or any exposed body part (including anything that might be visible through the uniform) are not allowed in uniform. Cadets may not cover any of these articles with make-up, band aids, or by wearing clear post pins to hide body piercings. Tattoos (if you have them) will not be visible and will be within current Lindhurst High School and USAF Instructions. Tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos or brands may preclude him or her from serving in the military.

-Male cadets will not wear earrings while in uniform.

FEMALE CADETS:

-Hair will be clean, well groomed and neat. If dyed, it will look natural. It will not contain an excessive amount of grooming aids. Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. **EXCEPTION:** Hair may be visible in front of the women's flight cap. Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color or black are permitted to keep hair in place. Hair will not be worn in an extreme or fad style or violate safety requirements. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Hair will not exceed 3" inches in bulk or prevent proper wear of headgear. Hair will not include hair ornaments such as ribbons or jeweled pins. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Headgear must fit properly. All locs, braids and twists must comply with AFJROTCI Ops Supplement Chapter 7 Paragraphs 7.10.2. and 7.10.3.

-Piercing/Tattoos – One set (one per ear) of small (less than ¼") conservatively colored, round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the

connecting band on clip earrings. All other piercings, including tongue rings, nose, or any exposed body part (including anything that might be visible through the uniform) are not allowed in uniform. Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. Tattoos (if you have them) will not be visible and will be within current Lindhurst High School and USAF Instructions. Tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos or brands may preclude him or her from serving in the military. Cadets may not cover any of these articles with make-up, band aids or wearing clear post pins to hide body piercings.

-Earrings – female cadets are authorized to wear one small round or square white diamond, gold, white, pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.

-Nails/nail polish. When female cadets wear nail polish while in uniform, it should be conservative in color with intact application (not chipped). Nails ornamentation is not permitted. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Females may wear French-tip style nail polish in traditional natural/white tips. No other multiple-color style may be worn.

-Makeup should reflect a natural and professional appearance. Excessive makeup is not authorized.

CHAPTER THREE

WEARING THE UNIFORM & INSPECTIONS

The reputation of the USAF as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the AFJROTC program at Lindhurst High School must wear it properly. The importance of this cannot be overemphasized, since the uniform, except for the insignia, rank and patches, is very similar to that worn by active duty Air Force men and women.

Protecting government property is each cadet's responsibility. All uniform items (with the exception of shoes, t-shirts and socks,) AFJROTC textbooks, computers, charts, etc., are equipment items loaned to you by the Air Force. Other items of equipment belong to or are the responsibility of Lindhurst High School. **Each item of the uniform and of equipment must be accounted for at all times.**

-If you lose an item, or willfully or negligently damage/destroy it, you will be required to pay for it. The cost of replacement will be the cost that is in effect when the account is cleared. **Failure to pay for the uniform item may result in a charge to your student account.**

-The complete uniform with all accessories (with the exception of shoes, socks, and T-Shirts) **must be returned or paid for** before the end of the school year. **Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniforms 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.

-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 lend insignia or other uniform/equipment items to your friends.

-Do be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to the Supply Officer, Supply NCO, or one of the instructors.

-When turning in or exchanging uniform items or other equipment, turn them in clean.

-Clothing items that become worn or otherwise unserviceable should be turned in 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. **If the unserviceable condition is deliberate or due to negligence you will be held financially responsible.** Items of clothing that do not fit properly should be altered or exchanged.

THE UNITED STATES AIR FORCE UNIFORM IS ONE OF THE SYMBOLS OF A PROUD AND HONORABLE SERVICE. WEAR THE UNIFORM WITH THE CARE AND PRIDE IT DESERVES.

-UNIFORM OF THE DAY: Cadets must wear the required uniform on Uniform Days (usually Tuesday), selected Curriculum-In-Action (CIA) field trips, orientation flights, and at other times as directed. It must be worn correctly throughout the Uniform day, except when dressing out for Physical Education or a similar overriding circumstance. Successive non-wear will be referred to the Cadet staff for review and action. Not wearing the uniform (or changing out early without authorization) on uniform days four (4) times in any semester is grounds for disenrollment from JROTC. If a Cadet is absent on Tuesday, they must wear the Uniform on the first school day they return. New cadets will be issued an Air Force PT Shirt and will have to comply with grooming and personal appearance standards during two uniform days. Once new cadets have demonstrated compliance, a uniform will be issued. If cadets fail to demonstrate compliance, it is grounds for disenrollment.

UNIFORM REQUIREMENTS FOR MALE CADETS: (Ref: Uniform Diagrams)

-The Flight cap is worn with the front crease towards the lower center of the forehead in a straight line with the nose, approximately 1" or one finger width above the eyebrows. When worn in this manner, the vertical crease of the cap will be fully extended without a protruding tip at the back. If your cap does not fit in this manner, it is either too large or too small. See the Supply Officer or Supply

Tech/NCO for a trade. It is always removed indoors unless you are a member of a color guard or carrying a weapon. When not worn, the flight cap should be tucked under the belt on the left side of the buckle, "grounded" to the second belt loop with the insignia to the outside.

-The socks must be **black**; no other colors are authorized. No insignia shall be visible.

-The belt is threaded through the loops to your left. When buckled, the silver tip end of the belt extends beyond the buckle facing the wearer's left; no blue fabric shows ("Brass on Brass").

-The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the front trouser crease. No cuffs are worn on military uniform trousers. The rear pocket of the trousers will be buttoned at all times. Articles carried in the pockets will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

-The short-sleeve blue shirt is worn normally with the collar open and you must always wear a plain white "U" or "V" neck T- shirt. The shirttail is pulled down into the trousers tightly and tucked at the sides to make it neatly form fitting. The only creases on the shirt are down the sides of the sleeves. Nothing will be carried in the shirt pockets.

-The tie is required for selected events with the short-sleeve shirt. The tie is always worn when wearing the service coat. NOTE: if a tie tack or tie clasp (Air Force coat of arms, grade insignia, or wing and star) is worn, it will be centered between the bottom edge of the knot and the bottom tip of the tie.

-The nametag is worn over the right breast pocket centered on but not over the edge of the pocket on the short sleeve shirts. The blue nametag is always worn with the blue shirt and a silver nametag with the Service Dress coat.

-Ribbons are worn centered, resting on but not over the edge of the left breast pocket of the service-coat and shirt.

UNIFORM REQUIREMENTS FOR FEMALE CADETS: (Ref: Uniform Diagrams)

-The flight cap is worn with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately 1 to 1½ inches above the eyebrows. Hair may protrude below the front of the cap but must not touch the eyebrows.

-Nylons - commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the individual's skin tone. Do not wear patterned nylons.

-The belt is threaded through the loops to your right. When buckled, the silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows. ("brass on brass")

-The slacks should fit naturally over the hips with no bunching at waist or bagging at seat; bottom front of slack legs rests on the front of shoe with a slight break in the crease; back of legs is approximately 7/8 of an inch longer than the front. Articles carried in the pockets will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

-The short-sleeve blue blouse is normally worn with the collar open (Exception: the tie tab is optional with the short-sleeve blue blouse unless otherwise directed). The tie tab will always be worn with the long-sleeve blouse. Ensure bottom of blouse is not visible below the bottom of service dress coat, pullover sweater or lightweight jacket. Wear with available service slacks.

-The tie tab is required for selected events with short-sleeve blouse. The tie tab is always worn when wearing the service coat.

-The name tag is worn centered between the lapel and arm seam on the right side, even with to 1½ inches higher or lower than the first exposed button on the short sleeve blouse. The blue nametag is always worn on the blue shirt and a silver nametag is always worn on the service coat.

-The ribbons are worn centered, resting on but not over edge of service-coat welt pocket. Ribbons will be centered on the left side of blouse parallel with ground, aligning the bottom of the ribbons with the bottom of the nametag.

GENERAL RULES FOR WEARING THE UNIFORM: (Ref: Uniform Diagrams)

-**Tuesday** of each week is uniform day unless you are instructed otherwise. The uniform will be worn the entire school day. If you are found out of uniform without permission from the SASI/ASI you will be given a zero uniform grade that day.

-Only authorized uniform items will be worn. **Do not mix any uniform items (including the lightweight jacket) with civilian clothing.** Male and female cadets may wear the male Air Force lightweight jacket.

-The lightweight jacket, if issued and worn, may be worn as an outer garment on chilly days even though there is no threat of rain. It will be zipped at least three-fourths when worn.

-Leather low quarter shoes will be issued. They will be laced to the top and shined to a high gloss at all times. Female cadets (AS-II and above) may wear black pumps as an optional item for school or social occasions.

-Wear authorized insignia as shown in the Cadet Guide – AFJROTC Insignia. (Reference: Atch 2)

-Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals are worn instead of ribbons with the metallic portion of the medal immediately above the top of the pocket button. Ribbons must be worn on the service coat (or medals, if approved/allowed)

-The Model Rocketry Badge is worn vertically 2 inches below AMA wings or 3 inches below pocket/Ribbons if no AMA wings are worn (males); vertically, centered ½" above top row of ribbons (females).

-The outside pockets of the service coat are for decoration only. Nothing should be carried in them. Use the inside pocket for carrying small, flat items. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed in the classroom, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the coat is removed. The coat will be donned before leaving the classroom.

-Berets may be worn by special team members and as directed by the SASI/ASI. No other exceptions will be made. Berets must be solid white and shall display the appropriate rank insignia. Berets WILL NOT be worn with the Airman Battle Uniform (ABU).

-**UNIFORM CLEANING:** The service coat, trousers, slack, skirt, lightweight jacket, flight cap, tie and tie-tab must be dry-cleaned, **NOT WASHED. IT IS THE CADETS RESPONSIBILITY TO CLEAN THEIR UNIFORM; HOWEVER, AFJROTC WILL PAY FOR ALL ALTERATIONS.**

-Shirts/blouses should be laundered when necessary. Light to Medium starch will keep the shirts neat throughout the day. Irons and ironing boards are available in the JROTC classroom and/or closets.

-Your "GIG" line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers/slacks. The "GIG" line should always be kept straight. Check it frequently.

-Gloves (male or female) are optional for cadets. These may be purchased at the cadet's personal expense. They are to be solid black in color, without designs and five fingered (no skiing type gloves).

-All pockets will be buttoned. Hands should be kept out of uniform pockets. Cadets may place hands in pockets of the lightweight jacket.

-Do not distort the appearance of the uniform by carrying bulky item(s) in the uniform's pocket(s).

-Cadets are required to wear their headgear outdoors at all times.

-Trim loose strings and frayed seams on the uniform.

-Shoes should have a gloss shine (hint: check heels and sides of the soles.)

-Replace missing buttons promptly. Do not attempt to shine hat or collar insignia.

-Develop the habit of carrying books, book bags and other objects in the left hand or on the left shoulder only to free the right hand for saluting.

-Wrist watches, identification bracelets and rings (three total maximum with up to two on one hand) may be worn. Necklaces, pendants, ankle bracelets, and other adornments should not be visible when in uniform.

-All insignia are fastened with metal clutches.

-Sunglasses may be worn in uniform – they must be: free of ornamentation on frames and lenses, conservative, slightly tinted, or photosensitive lenses indoors. Faddish styles and mirrored lenses are prohibited. Sunglasses are not allowed while in formation or in the classroom. Sunglasses will not be worn around the neck, partly out of pocket, or tucked in belts.

-Public Display of Affection (PDA) is strictly forbidden at ALL times while in uniform.

-Use appropriate language; no put downs, teasing, cursing, loud or vulgar language. Use of profanity or vulgarity will result in a warning and/or After School Work. Subsequent occurrences may result in suspensions

-Cadets never smoke in uniform. Smoking is not permitted on Lindhurst High School property.

-At the end of the school year or within 10 days of withdrawing from AFJROTC, **ALL UNIFORM ITEMS MUST BE TURNED IN AND ACCOUNTED FOR.** Lost items must be paid for promptly. Turn in uniform items only to the Supply Officer. **CADETS THAT FAIL TO TURN IN UNIFORMS WHEN LEAVING JROTC OR AT THE END OF THE SCHOOL YEAR WILL INCURE CHARGES ON THEIR STUDENT ACCOUNT. ACCOUNTS WILL BE "CLEARED" WHEN UNIFORMS ARE RETURNED.**

-Uniform inspections will be conducted each Tuesday. Every cadet will begin the uniform inspection with 100 points. 5-20 points will be deducted for every uniform infraction. However, some infractions will result in 0 pts.

INSPECTION PROCEDURES (Followed by proper Open Ranks Procedures)

- All cadets shall have their uniform taken to alterations or the dry cleaners in a timely manner to ensure they will have it for uniform wear.

- All uniforms will be clean and maintained.

- Cadets will wear the proper uniform combination that is designated for each specific uniform wear, unless otherwise advised. Failure to do so will result in a minor infraction during inspection.

- Cadets that will not be wearing their uniform on designated uniform day due to unserviceable or unavailable uniform items or other APPROVED (By SASI/ASI) excuse will wear their Corps PT shirt or the Air Force PT Shirt to obtain uniform credit.

- Those cadets approved to wear PT gear will still be in proper standards as if they were in uniform. (Clean shaven, haircut, hair up, etc.)

INSPECTION RUBRIC

Cadets will be awarded 100 points for wearing the uniform, but points will be deducted for infractions or improper wear, according to the following rubric:

5 points for the following:

- Failure to shine/clean shoes
- Misaligned Accouterments (Ranks, Medals, Badges)
- Missing/Unbuttoned buttons
- Misaligned Gig Line
- Failure to answer Corps Knowledge question(s) correctly (Monthly Corps Inspections only).

10 points for the following:

- Missing Nametag
- Improper nail color
- Female Hair length
- Improper earrings/rings/necklace

20 points for the following:

- Missing tie/tab
- Missing belt/buckle
- Missing or wrong color socks/hose.
- Improper military bearing (excessive movement, talking, or laughing), up to 20 points.
- Missing hat

Up to 30 points for the following:

- Dirty or Wrinkled pants and/or shirt/blouse.

Up to 100 points for the following:

- Male Haircut/Shave needed
- Failure to wear uniform for the entire school day

Cadets that receive a zero for any uniform wear will take the uniform off.

UPPERCLASS UNIFORM PRIVILEGES

All Cadets who have completed a full year of JROTC may wear the following uniform items in place of the normally issued items, however, Air Force funds may not be used to purchase the items.

- Corfam Low Quarter Shoes
- Princess Cut (No Tuck) Short Sleeve Blue Shirt for Females
- Air Force Logo Lightweight Blue Jackets

ABU WEAR

High performing upper-class cadets with Junior or Senior academic standing are authorized to wear the Airman Battle Uniform (ABU). The ABU is distinctive to AFJROTC and must include an AFJROTC (instead of U.S Air Force) tape above the left pocket and the AFJROTC patch on the left pocket. The ABU is worn in place of the blue uniform on one uniform day per month and any optional days designated by the Corps Commander. The ABU is never worn for monthly Corps Inspections, formal ceremonies, or parades. Color Guard and Honor Guard Ropes will not be worn with the ABU uniform. Berets will not be worn with the ABU.

At the end of each academic quarter, the Corps Commander and SASI will determine what rising Sophomores or current Juniors/Seniors have earned their ABUs based on the standards in the attached "Corps Standards" chart. All Executive Staff members are expected to meet/exceed all standards and will be designated for ABU wear.

If a Cadet who has earned ABUs falls below "Meets Standards" in any area, they may retain their ABUs but are not allowed to wear them during the following Quarter. They may resume wear after meeting or exceeding standards the following Quarter.

The ABU blouse may be removed when working or performing training activities outside in hot weather. It must be worn in the classroom and when arriving or departing from the Lindhurst High School campus.

CORPS STANDARDS FOR ABU WEAR

Area	Meets	Exceeds
Academics	Semester GPA > 2.50	Semester GPA > 3.0
	No "Fs", No more than 1 "D"	No "Ds" or "Fs"
PFT	PFT Score > 50	"Bronze" or Above
	No more than 1 PFT Uniform Out per Semester	No PFT Uniform Outs
Community Service	> 8 Community Service Hours last 2 quarters	> 20 Community Service Hours last 2 quarters
Uniform Wear	Average Uniform Grade > 90%	No Uniform "0"s in past Semester
	No more than 1 Uniform "0" in past Semester	No Uniform Grade < 80 in past Semester
Behavior/Citizenship	No Suspensions in past Semester	
	No JROTC Referrals	
	Corps Commander Approval	
Leadership	Acceptable performance in Leadership Position	Excellent performance in leadership position commensurate with AS Year
	Corps Commander Approval	Corps Commander Approval
	SASI Approval	SASI Approval

MUST BE A JUNIOR OR SENIOR (OR SELECTED FOR EXECUTIVE STAFF)

CHAPTER FOUR
PROTOCOLS: SALUTING, PLEDGE OF ALLEGIANCE, NATIONAL ANTHEM RULES, ATTENDANCE

- Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military people together.
- When outdoors and in uniform at Lindhurst High School, saluting is always **required**. Salute when you recognize the person as an officer or Cadet Officer and eye contact is made with him/her within about 6 paces.
- The salute is rendered indoors only when cadets are reporting in/out to a Cadet Office or an Instructor. Salutes are also rendered after receiving an award.
- A salute is never given or returned while running.
- Cadets not in uniform may salute as if they were in uniform.
- If a cadet in uniform observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention and MAY salute (not required). If a cadet is wearing civilian headgear, he/she will remove the headgear and hold it to his/her left shoulder so the right hand is over the heart.
- Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, face the flag and remain completely silent (unless leading the Pledge)
- 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.
- If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or outdoors, the cadet should stand at attention, and face the flag, and remain completely silent. Cadets will hold hats, if worn, as described above.
- If the National Anthem or "To the Colors" 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,) remain silent but not salute unless under arms.
- If the National Anthem or "To the Colors" 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,) remain silent and salute until the anthem is completed. (If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting.)
- If the National Anthem or "To the Colors" is being played, and a cadet is not in uniform and the cadet is outdoors, he/she should stand at attention, face the flag, and remain completely silent. If a cadet is wearing civilian headgear, he/she will remove the headgear and hold it to his/her left shoulder so the right hand is over the heart.
- 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.
- Cadet Officers and cadet NCOs should correct saluting errors in a courteous and helpful manner when such errors are committed by cadets junior to them. All cadets are expected to accept such corrections properly.
- When the flight commander and flight sergeant are calling attendance, all cadets will stand at parade rest until their name is called, then go to attention, say "here sir/ma'am" and then go back to parade rest.

CHAPTER FIVE

CO-CURRICULAR AND LDR ACTIVITIES

AFJROTC CO-CURRICULAR/EXTRA CURRICULAR AND LDR ACTIVITIES: These activities are designed to reinforce portions of the Aerospace and Leadership Education objectives. They also serve to stimulate cadet involvement in AFJROTC activities and to increase cadet morale and esprit-de-corps. All guidelines and requirements for these activities will be initially developed by the SASI/ASI. The SASI/ASI will be responsible for the supervision and control of these activities. Cadets must be in good academic and disciplinary standing to participate in Group activities. Co-Curricular activities are cadet led events. Conduct of the programs below depends on cadets' level of interest. For instance, if only a few cadets are interested in rocketry, the program will not be conducted until there is sufficient interest to justify the resources required to make it happen.

COLOR GUARD. The Color Guard has the honor of presenting the national, state, and USAF flags at school and community events. Distinctive uniform items will be worn by the Color Guard. Training for Color Guard will be at the beginning of the school year. Tryouts and selection will be posted in the classroom. Only cadets that have done seven (7) or more color guard events are authorized to wear the Color Guard Cord. In order to receive the color guard ribbon, five (5) or more color guard events must be completed. **For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. The Color Guard Cord will only be worn with short-sleeve blue shirt or service dress.**

DRILL TEAM. The Drill Team will represent CA-20171 in drill competition, exhibition, and at ceremonial functions. The drill team performs precision drill maneuvers at school, competitions and squadron activities. The drill team also marches in parades, positioned behind the color guard. The armed and unarmed drill team executes these maneuvers.

AWARENESS PRESENTATION TEAM (APT). APT is an academic endeavor designed to provide positive role models for elementary and middle school students. The teams are responsible for researching selected topics, writing, and presenting the material. They will deliver a presentation on topics which include but are not limited to: respect for the flag, peer pressure, drug and alcohol abuse, smoking, and academic success. The APT will also plan and conduct recruiting events at local feeder schools.

KITTY HAWK. This is the official AFJROTC honor society. Its purpose is to promote high academic standards, be of service to the school and community; promote self-confidence and initiative; develop leadership abilities; promote academic excellence; encourage educational development in the post high school years; and further develop the cadet's knowledge of aerospace subjects. Eligibility information will be presented at meetings held throughout the school year.

AEROSPACE (Rocketry) CLUB. This activity is for cadets who enjoy building and launching model rockets, flight simulation, and multicopter drone operations. No experience is necessary; all cadets are eligible for membership. Information will be presented at meetings held throughout the school year. Cadets operating the multicopter will do so IAW school policy and Federal Aviation Administration (FAA) regulations; the multicopter program does require additional training/certification and flights will only be conducted under the direct supervision of an instructor.

FIELD TRIPS/CURRICULUM IN ACTION (CIA). Field trips are an important part of the AFJROTC curriculum and are real highlights of the school year. All cadets will have an opportunity to participate with parent/teacher approval (transportation/event costs may be required). To participate, cadets must have: grade of "C" or better; behavior grade of "S" or better; not been suspended from school during that quarter; no unexcused absences; and no unexcused uniform wears and a completed trip permission slip.

SOCIAL ACTIVITIES. Various social events may be held, including a Dining-In/Out, a Military Ball, Picnic and Field Day, etc. These events will be planned by the Corps Executive Staff and are open to all members of the Corps.

ATHLETICS. The Cadet Corps may field volleyball, touch/flag football, and basketball teams against other AFJROTC units or other Lindhurst High School organizations during the school year. Such activities are the primary responsibility of the Corps Athletics Officer. The Corps athletic staff also leads various fitness activities including core and upper body workouts and group formation runs.

SERVICE TO SCHOOL AND COMMUNITY PROJECTS. Various volunteer opportunities will be coordinated throughout the school year. They will be advertised both in the classroom and in daily classroom announcements. Community service is a requirement for the JROTC Academic Course.

AWARDS CEREMONIES. Cadets will receive ample notification of award ceremony dates in order to invite family members and guests. These events are open to the public. A highlight of the year is the annual awards parade each May.

CHAPTER SIX
CADET PERSONNEL BOARDS / PROMOTIONS / DISENROLLMENT

CADET PERSONNEL BOARDS (CPB) may be formed to make recommendations concerning cadet promotions, awards, cadets-of-the-quarter, job assignments and other Corps personnel actions. Cadet Boards may also be convened for reviewing Cadet Discipline issues and recommending probation or disenrollment to the SASI.

-Cadet Personnel Boards will consist of a president, members, and a recorder (who is a voting member). Make-up of the board will be:

- President – Corps Commander or Deputy for Operations (DO)
- Recorder - Cadet Admin/Personnel Officer or Executive Officer
- Members - Cadet Flight Commanders and/or Executive Staff Members
- Other Members - Cadet Officers and Cadet NCOs appointed by the Corps Commander.

-Under unusual circumstances, board membership may vary as determined by the Corps Commander or authorized representative.

-Cadets appearing before the board will report to the board president in a military manner at the time and place previously announced.

-Boards results/decisions related to promotions, awards and job assignments will be publicly posted after it is reviewed and approved by the instructors.

-The SASI or ASI will monitor cadet boards to offer advice and ensure proper procedures are followed.

-Pertinent findings and recommendations of the board, following review and approval by the SASI, will then be published as special orders and become a part of the cadet personnel records.

Promotions. There are multiple ways to be promoted:

1. **Cadet Airman Promotions:** Cadet promotions to the ranks of C/Airman, C/Airman 1st Class, and C/Senior Airman are based combination of time in rank and performance. Normally, all Cadets below the rank of C/Senior Airman will receive a i-rank promotion for each semester of JROTC completed successfully. Longevity-based promotions top out at C/Senior Airman.
2. **Early/Advanced Promotion:** available to AS-Is who clearly meet all established Corps Standards and exceed some. These promotions are made at the end of each academic quarter by the SASI in consultation with the ASI and Cadet Exec Staff
3. Advancement past the rank of C/Senior Airman requires selection for job requiring that rank and approval by the SASI. Normally, a Cadet selected for a position will assume the lowest rank authorized for that position unless the cadet has already earned that rank, In that case, the cadet may be promoted to if authorized by the Cadet Guide and recommended by the Corps Commander and SASI or ASI. As an example, a C/TSgt selected to be a Flight Commander will be promoted to C/1Lt, the lowest rank authorized for Flight Commanders.
4. **Job Selection.** One to two months prior to the next Academic Semester, the promotion process begins with SASI and ASI interviews for Senior Executive Staff positions. The SASI conducts formal interviews and selects the incoming Corps Commander and Inspector General. The new Corps Commander selects his or her Deputy after an informal interview process and contingent on SASI approval. The Corps Commander and ASI then conduct a formal interview panel for the Command Chief Position. The remaining Executive Staff position and Flight Commanders are selected by the Corps Commander (with SASI approval) based on formal or informal interviews.
5. Remaining Corps Staff positions are filled by the Corps Commander and Executive Staff based on performance and recommendations from subordinate staff (i.e Flight Commanders and Team Commanders). As stated above, a cadet is usually promoted to the lowest rank authorized for that job/position.

Demotions. As with promotions, there are several ways to receive a reduction in Cadet Rank:

1. **Removal from Position:** Cadets in the rank of C/Senior Airman and above that were selected for that rank based on cadet job/position will lose that rank if they are removed from that job by the Corps Executive Staff, ASI, or SASI. They will return to the last rank they successfully held before they were selected for promotion. A cadet who voluntarily resigns from a position for which they received a rank promotion will normally also lose that rank.
2. **Cadet Personnel Board Action:** If a cadet of any rank above C/Airman Basic is called before a Cadet Personnel Board for conduct or performance issues, that Board may recommend to the Corps Commander and SASI a reduction in rank. The final decision belongs to the SASI.

DISENROLLMENTS from Junior ROTC are strictly the responsibility of the Senior Aerospace Science Instructor (SASI). Recommendations for disenrollment are made by the Aerospace Science Instructor (ASI) and Cadet Personnel Boards. Disenrollment for failure to meet performance standards (Uniform Wear, etc.) are normally done at the end of the Semester or during the first two (2) weeks of the semester. Conduct disenrollment may be made at any time for the good of the Corps. The SASI will work with the Counseling Office to coordinate mid-Semester disenrollments.

CHAPTER SEVEN
JOB DESCRIPTIONS
&
ORGANIZATION OF THE CALIFORNIA-20171 AFJROTC CADET SQUADRON

The following charts reflect the Cadet Squadron organization. Organizational charts break the functions of the Squadron down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in this chapter of the 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 Squadron.

- A completed organizational chart will be posted in Classroom F-4. It will remain updated at all times. Each Cadet is responsible for reviewing and gaining an understanding of how the CA-20171 Cadet Squadron is composed. Do not be hesitant in asking a senior cadet, or instructor to explain the hierarchy.
- Authorized leadership positions are shown in the Unit Manning Document (Atch 13) of this guide. Cadets must learn the duties and responsibilities of their assigned positions and should learn as much as they can about other positions in the Squadron. Promotions will be based on job performance and potential for more responsible jobs.

-CADET CORPS COMMANDER (Sq/CC) (a Cadet Lt Col) is responsible for the smooth and efficient functioning of all aspects of the Squadron, including

- Command and control of the Corps through the staff and subordinate commanders.
- The appearance, discipline, effectiveness of training, and conduct of the Cadet Squadron.
- Establishes unit goals for the year and coordinates with the staff
- Monitors and ensures achievement of unit goals.
- Coordinates with corps staff, develops the unit manning and assigns cadets to their staff position in the Corps
- Wields the authority to replace cadets for poor performance in their duties
- Ensuring all members of the Corps have the opportunity to develop leadership skills and commensurate with their individual abilities.
- Convening cadet boards as required.
- Coordinating with the Aerospace Science Instructors in the conduct of leadership training.
- Administering Corps activities according to Air Force principles and procedures.
- Follow-up delegated actions from staff meetings.

-CADET DEPUTY COMMANDER FOR OPERATIONS (DO) (a Cadet Major or Lt Col) is responsible for:

- Command of the Corps in the absence of the Corps Commander.
- Ensuring all Cadet Operations Corps activities are conducted in accordance with current Air Force, AETC, AFJROTC, and Corps regulations, directives, policies, and procedures.
- Inspecting and evaluating all staff functions. Ensures compliance with the AFJROTC Cadet Guide.
- Performing other duties as assigned by the Corps/CC
- Presiding over cadet boards as required.
- Keeping the Cadet Corps Commander informed of all activities.
- Keeping track of attendance and latecomers at Staff Meetings and providing the information to the SASI or ASI for appropriate action.
- Conducting promotion boards as required
- Overseeing leadership actions of each of the operational Flight Commanders (A – E)

- INSPECTOR GENERAL: (IG) (Cadet Major or Lt Col) is responsible for:

- Serves as standardization officer to ensure all flights follow the same procedures for routine items such as class openings, inspections, PT warm-up routines, etc.
- Posts uniform for the week by Wednesday after noon of the preceding week.
- Monitors the “Flight of the Quarter” selection and ensures records are maintained.
- Plans and conducts monthly Corps Uniform Inspections with assistance from Command Chief
- Monitors the overall appearance of cadets while in uniform and reports discrepancies to the commander.
- Maintains the chart showing awards, insignia placement, and uniform wear.
- Serves as the appeal authority for cadets who wish to contest decisions, such as promotions, awards, etc.

- Reviews and edits the Corps Cadet Guide at least once each semester.
- Attends all Executive Staff and “All Staff Meetings

-CADET SENIOR ADVISOR is responsible for all duties assigned by the SASI/ASI. This is a Senior Class cadet who has rotated from the position of Corps Commander or Deputy Commander and retains his/her previous rank. The Senior Advisor will:

- Help/advise the Corps Commander as needed.
- Maintain the rank he/she had as Corps Commander or Deputy
- Perform special projects at the direction of the SASI/ASI

-CADET COMMAND CHIEF (C/CCM) is the highest-ranking NCO in the Corps (C/CMSgt) and is responsible for:

- Ensuring that the AFJROTC’s Corps Values, Honor Code, & Mission Statement are carried out in the Corps.
- Evaluating the morale and behavior of cadets by acting as a mentor for the Flight Sergeants, AS-I and AS-II cadets, and to others in the AFJROTC Exec staff.
- Working closely with the Executive Staff and the instructors on matters involving discipline, recognition, and promotion
- Documenting any cadet’s misbehavior in the Corps and keeps them in a file for the record in order to assist the Corps Commander, Deputy, and instructors during the time of promotion boards.
- Instructing the Flight Sergeants to keep track of detentions and other disciplinary actions
- Assisting the Corps Commander and Deputy Commander during the weekly staff meetings.

-EXECUTIVE OFFICER (XO) (usually a Cadet Captain) is responsible for:

- Writing and posting weekly staff meeting minutes.
- Calendar Maintenance of the Corps master schedule
- Performing other duties assigned by the Corps CC.
- Ensuring the Organization Chart and photo board is updated
- Attending all Executive Staff and “All Staff Meetings
- Track any assignments/tasking issued by the Corps CC

-Operational FLIGHT COMMANDERS (Flt/CC) hold the ranks of Cadet 1st Lieutenant through Cadet Major and are responsible for:

- Maintaining the appearance, discipline, efficiency, and conduct of their Flight (Academic Period) during leadership training and in the academic classroom.
- Calling the classroom to attention per direction and overseeing attendance/announcements/reports
- Planning and coordinating activities within the flight.
- Advising the instructors on matters pertaining to the cadet flights.
- Leading and directing the cadet flight at all cadet formations.
- Conducting and grading the weekly uniform inspections
- Advising the Corps/DO of discipline or other problems within the flight.
- Assessing the military and leadership performance of all Cadets in the Flight
- Recommending the top cadets within the flight for awards and recognition to the DO or Corps CC
- Performing other duties as assigned by the Corps DO

-Operational FLIGHT SERGEANTS (Flt/Sgt) (C/SSgt or C/TSgt) are responsible for:

- Order and discipline within the flights
- Preparing the cadet flight for Weekly Uniform/Knowledge Inspections
- Assisting the cadet flight commander as required.
- Serving as cadet flight commander when required.
- Assisting in the training of cadets.

- **MISSION SUPPORT FLIGHT COMMANDER** (C/Capt– C/Major) is responsible for:

- Overseeing the smooth function and management of the following jobs: Logistics/Supply, Academics, Finance, Personnel, PA/Information, Community Service, Facilities/Safety, and Special Projects.
- With the Finance Officer/NCO, develop/administer the Corps Annual Budget and serve as organizational treasurer for ASB funds.
- With the Personnel Officer/NCO, Plan and ensure execution of regular Awards Ceremonies
- Attend all Executive Staff and “All Staff Meetings
- Upholding the values of the AFJROTC Corps.

-**CORPS LOGISTICS/SUPPLY OFFICER** (C/2Lt – C/Capt) is responsible for:

- The receipt of, issue, and accountability all items of uniform, equipment, and supplies for operating the Cadet Corps
- The Supply Officer insures proper Air Force supply discipline in the custody, security, control and issuance of United States Air Force, Lindhurst High School, and CA-20171 Corps Property
- Assisting the Military Property Custodian with the issue and securing of AFJROTC uniform items.
- Conducting periodic and special inventories of equipment and supplies, and maintains an inventory of required supplies. Identifies and assists in ordering supplies.
- Overseeing the initial issue of uniform items; ensures all Cadets complete a signed and dated Uniform Hand Receipt
- Training the Corps Supply NCO and Supply Technicians for each operational Flight
- Overseeing the return of Uniform Items at the end of the school year or Semester, as appropriate

-**CORPS ACADEMIC OFFICER** (C/2Lt – C/Capt) should work closely with the SASI/ASI and is responsible for the coordination of AFJROTC activities pertaining to academics during the school year. The Academic Officer is also responsible for:

- Arranging study/tutoring sessions for cadets.
- Obtaining and maintaining materials for cadets desiring college/university information such as scholarship availability.
- Gathering Scholarship opportunity information and distributing it to eligible cadets
- Identifying Cadets eligible for the Kittyhawk Honor Society and providing/reviewing applications
- Identifying students eligible for the academic ribbon and provide to Personnel Officer/NCO for the award.
- Recruiting, organizing and training team members to participate in JROTC Academic Bowl. Team members need to be Juniors or below.

- **CORPS FINANCE OFFICER** (C/2Lt – C/Capt)/NCOIC is responsible for:

- Managing all cadet financial transactions for the Associated Student Body (ASB) account.
- Maintaining accurate, descriptive, and up to date records of all financial transactions.
- Presenting an audit report to the cadet staff and Corps CC when requested.
- Preparing budget projections for successive weeks and terms (as needed).
- Ensuring all checks are issued in accordance with policies established by DHS/ASB.
- Assisting instructors and the cadet staff in planning, organizing, controlling and coordinating unit fundraisers
- Performing other duties as assigned by the Mission Support Flight CC.
- Ensuring the budget can cover planned Corps activities.
- Planning fund raising activities to produce required funds.

-**CORPS PERSONNEL OFFICER** (C/2Lt – C/1Lt)/NCOIC is responsible for:

- The timely and accurate maintenance of cadet records and for all personnel actions.
- Preparing Matrix of Cadet awards/ribbons each Semester
- Updating Ranks, Cadet Jobs, and Ribbons in the WINGS personnel module
- Coordinating inputs for promotions and awards
- Filing all documentation in cadet records or other internal information media.
- Serving on cadet boards as necessary.
- Performing other duties as assigned by the Mission Support Flight CC
- Initiating WINGS personnel records on all cadets. Maintains a complete and accurate cumulative record of cadet assignments, promotions, awards, etc.
- Maintaining current cadet rosters. Makes recommendations for assignments and promotions. Organizes cadet boards.
- Initiating and maintaining performance evaluation records on all cadets.

- CORPS PUBLIC AFFAIRS/INFORMATION OFFICER (C/2Lt – C/Capt)/NCOIC is responsible for:

- Reviewing articles and send to publisher with pictures
- Ensuring that OPRs for each event take pictures
- The Public Affairs Officer disseminates public relations information to the school, the Corps, and the community about the AFJROTC program.
- Reporting the activities of AFJROTC to the school and local and national news media. Provides input to the school newspaper and yearbook staffs. Publishes cadet Group newspaper.
- SCRAPBOOK & DISPLAYS: Responsible for maintaining a scrapbook of all AFJROTC activities at Lindhurst High School. Prepares displays. Responsible for coordinating photographic support for Corps activities.
- AUDIO-VISUAL: Responsible for coordinating audio/visual (photographic/video) support for Corps activities. Ensures pictures are edited/stored and returned to appropriate organizational unit (if applicable).

- COMMUNITY SERVICE OFFICER (C/2Lt – C/Capt) is responsible for:

- Ensuring all cadets are aware of community service requirements.
- Ensuring all cadets are given notice on where to get a community service tracking sheet.
- Tracking and advertising Corps and individual community service opportunities.
- Announcing community service opportunities.
- Tracking cadet completion of community service hours by Quarter and by Flight (Excel Spreadsheet)
- Forwarding the names of Cadets who have excelled in community service to Personnel for award of the Services Ribbon
- Ensuring community service forms are always available for cadets

-FACILITIES/SAFETY OFFICER (C/2Lt – C/1Lt)/NCOIC is responsible for:

- Overseeing the Corps recycling program
- Assigning the duty flight, as required
- Maintaining JROTC classrooms and office facilities in good working order
- Configuring/reconfiguring the main classroom to support Corps activities (e.g. PFT, etc).
- Planning and administering the Corps Safety program

- SPECIAL PROJECTS OFFICER (C/2Lt – C/Capt) is responsible for:

- Oversight of the planning and coordination of all Corps special activities - including field trips, parades, military reviews, awards ceremonies, etc..
- Ensuring Project Officers are assigned to major activities
- Monitoring the status and progress of Project Officers' efforts
- Performing other duties as assigned by the Mission Support Flt/CC and SASI
- Developing and maintaining a Corps Project Officer Handbook

- SERVICES FLIGHT COMMANDER (C/Capt– C/Major) is responsible for:

- Assisting in coordination, planning and supervision of military and co-curricular and athletic activities of the Corps.
- Overseeing the organization and training of the Corps Armed Drill Team, Color Guard and Honor Guard
- Overseeing the establishment and operation of the Aerospace Club and Orienteering Club/Team.
- Supervising the Cadet Athletics Officer and NCO and assisting in PTL training as required
- Establishing, training, and overseeing the Awareness Presentation Team and taking an active part in their educational and recruiting events at local schools
- Performing other duties as assigned by the Corps CC.
- Organizing Team/Corps participation in Parades, ceremonies, and other Community Events

-HONOR GUARD COMMANDER (C/2Lt – C/Capt) is responsible for:

- Ensuring trained Cadets always conduct the Morning and Afternoon Flag Details for Lindhurst High School
- Commanding the cadet Honor Guard team
- Training cadets in the Flag Folding ceremony
- Training cadets for the Service Cap Demonstration during parades and other events
- Planning and coordinating Honor Guard ceremonies including Patriotic Flag Ceremonies for (-11, Pearl Harbor Day, President's Day, etc.)

- Planning and executing at least one formal Flag Retirement per year.

- **CADET COLOR GUARD COMMANDER** (C/2Lt – C/Capt) is responsible for:

- Commanding the Corps Color Guard team(s).
- Training the Color Guard teams in basic, ceremonial and regulation drill maneuvers.
- Leading the cadet color guard in ceremonial functions.
- Commanding the color guard in competitions.
- Planning and coordinating all Color Guard participation in parades and ceremonies.
- Providing instruction and supervision for all retreat and flag raising ceremonies.
- Ensuring all color guard team members follow rules and are good ambassadors of Lindhurst High School in conduct and appearance during daily practice and at competitions.
- Ensuring the care, proper use and accountability of color guard team equipment.

- **CADET ARMED DRILL TEAM COMMANDERS** (C/2Lt – C/Capt) is responsible for:

- Commanding the Corps armed and/or unarmed drill team.
- Recruiting new members
- Training the Corps armed drill team in basic, regulation and exhibition drill maneuvers (With assistance from ASI and volunteer Mentor)
- Leading the Corps armed drill team in ceremonial functions.
- Commanding the Armed Drill Team in competition.
- Planning and coordinating all Drill Team participation in parades and ceremonies.
- Ensuring all drill team members follow rules and are good ambassadors of Lindhurst High School
- Ensuring the care and proper use of drill team equipment.
- Ensuring cadets who have earned them are provided their berets and cords, if appropriate and are submitted for activities ribbon
- Performing other duties as assigned by the Services Flt/CC.

-**AWARENESS PRESENTATION TEAM (APT) TEAM CAPTAIN** (C/2Lt – C/Capt) is responsible for:

- Coordinating presentations for the elementary and middle schools in the area
- Choosing topic(s) to be discussed in the presentations
- Recruiting and training team members
- Coordinating Cadet Mentorship of the middle and elementary school students
- Plan and conduct JROTC recruiting visits to Yuba Gardens Middle School and feeder schools for Marysville High
- Ensuring that students understand the presentation and information learned will follow through in their lives

-**AEROSPACE CLUB OFFICER** (C/2Lt – C/Capt) is responsible for:

- Overseeing Corps Activities in the following areas: (1) Model Rocketry, (2) Multicopter Drone Operations and (3) Flight Simulation
- Recruiting and training cadet NCOs or Technicians to assist in each of the (3) operational areas as appropriate
- After requirements are met, ensuring Cadets that meet appropriate requirements receive the Model Rocketry Badge
- Ensuring Cadets receive proper training before operating the Corps Advanced Flight Simulator
- Submitting active members when appropriate for the Activities ribbon

-**ORIENTEERING TEAM CAPTAIN** (C/2Lt – C/Capt) is responsible for:

- Organizing and leading the Corps Orienteering team. Must learn and become proficient in wilderness lore. They will learn everything from how to properly read a map and compass, to being able to survive in the dead of winter with nothing but the bare essentials
- Coordinating with the instructor for orienteering lessons
- Planning and leading an Annual Compass Course during regular Classroom Leadership Lesson time
- Planning training events with Map and Compass
- Establishing a team roster for off-campus training events and competitions
- Planning and executing the Bataan Death March Memorial hike at least once per school year. The Orienteering Club is the sponsoring organization

- **CORPS ATHLETICS OFFICER/NCO** (C/2Lt – C/1Lt) is responsible for:

- Leading a voluntary cadet physical fitness program including supervising stretching exercises prior to any physical activity.
- Tracking Presidential Fitness Program, ensuring all cadets are afforded an opportunity to earn their Physical Fitness Ribbon by holding Physical Fitness Testing (with appropriate make up days) at least once per month
- Training Physical Training Leaders (PTLs) for each operational Flight
- Provides Personnel the names of Cadets who have earned the “Health and Wellness” Ribbon
- Entering Cadet PT event performance data into AFJROTC WINGS
- Ensuring current parental PT permission forms are maintained for all active/enrolled cadets in the Corps
- Planning, organizing and conducting athletic activities to promote high morale, esprit-de-corps and recreation within the Corps
- Promoting high levels of physical fitness within the Group

CHAPTER EIGHT **AWARDS AND DECORATIONS**

AFJROTC AWARDS AND NATIONAL AWARDS: The CA-20171 AFJROTC Cadet Squadron will recognize individuals for performance, achievement, and participation. A variety of distinctive awards are authorized by AFROTCI 36-2010 for AFJROTC cadets to recognize outstanding academic and leadership performance or for a specific display of valor. When a cadet is recognized by a subsequent award of a ribbon he/she has previously received, an oak leaf cluster is awarded to be attached to the ribbon. **MEDALS WILL NOT BE WORN ON REGULAR UNIFORM DAYS IAW AFJROTCI 36-2010, Chapter 7 Para 7.6.3.1.** When Worn, ribbons will be worn in the order of precedence on the AFJROTC ribbon chart.

Medals, ribbons, and certificates are awarded in the following categories:

NATIONAL AWARDS

-All National Awards will be selected by the Senior Aerospace Science Instructor (SASI) with the assistance of the Aerospace Science Instructor (ASI) using the criteria listed in AFJROTCI 36-2010 and Air Force Junior ROTC Ops Supplement Chapter 7. They will only be awarded once per year and with exceptions, each award is presented to one cadet only. IAW AFJROTCI Ch 7, Para 7.6.3.1, only ONE national award can be presented per year to a cadet, and no cadets can receive the same national award more than once.

AFJROTC RIBBONS

-Outstanding Flight Ribbon: Awarded each semester to members of the outstanding flight of the CA-20171. Based on the average score of all flight members in the following areas: JROTC Academics, Corps Uniform Inspection Scores, Drill/Knowledge Evaluation scores, Community Service hours and PFT participation/performance.

-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. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

-Outstanding Cadet Ribbon: Awarded semi-annually 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 demonstrate academic, athletic, and military excellence. Individuals may not receive more than one ribbon during a 1-year period.

-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. Individuals may not receive more than one ribbon during a 1-year period. Limited to no more than 10% of the Corps population in a given academic year.

-Achievement Ribbon: Awarded for a significant achievement as deemed appropriate by the SASI and/or ASI. Individuals may not receive more than one ribbon during a 1-year period. Limited to no more than 10% of the Corps population in a given academic year.

-Superior Performance Ribbon: Awarded annually 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. Individuals may not receive more than one ribbon during a 1-year period. Limited to no more than 10% of the Corps population in a given academic year.

-Academic Ribbon: Awarded for academic excellence as signified by attaining an overall grade point average of at least 3.0 for one academic term, in addition to an "A" average in AFJROTC and no grade of "D" or below.

-Cadet Leadership Course (CLC) Ribbon: Awarded for completion of an approved leadership school program of at least 5 days in duration. A silver star is added for outstanding performance or leadership ability at a CLC (instead of a bronze star). The Silver Star is limited to 10% of the class.

-Special Teams Competition Ribbon: Awarded to drill team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition, to include Drill Teams, Color Guard Teams, Academic Bowl Teams, etc. OLCs are awarded for subsequent awards.

-Joint/ All-Service National Competition Award: Is a medal/ribbon awarded to team members who competed at a Joint/ All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

-Air Force Nationals Competition Award: Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXploeres etc.

-Orienteering Ribbon: Awarded to team members for completing CA-20171 Orienteering Program as part of unit curriculum.

-Leadership Development Requirement (LDR) Leadership Ribbon: This ribbon is awarded at the SASI's discretion for leadership in AFJROTC LDR activities (such as Honor Guard, APT, Orienteering, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.

-Drill Team Ribbon: Awarded to members of the Armed Drill Team who have competed in at least three (3) drill performance events, i.e. competitions, special school events, community demonstrations, or patriotic flag events over the course of an entire year/drill season. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

-Color Guard Ribbon: Awarded to members of the Color Guard who have participated in 5 or more public events. OLCs added for each Academic Year when minimum (5) events are completed

- Color Guard/Honor Guard Shoulder Cords: The Color Guard Cord is awarded for 7 performances as a Color Guard member and will be Dark or Royal Blue with Gold. The Honor Guard Cord is awarded for 5 performances as an Honor Guard member and will be Silver with Dark Blue. Shoulder cords can ONLY be worn with the blue service shirt or service dress. Cords will not be worn on Light Weight Jackets or the ABU. See AFJROTCI 36-2010, Ch 7, Para 7.4-7.4.1.

-Good Conduct Ribbon: Awarded to cadets for each semester completed with zero, negative personnel actions (suspensions, multiple unexcused absences, referral to a Corps Conduct Board, etc) and confirmation by instructors and the Corps Commander and/or Command Chief that their behavior meets AFJROTC standards and expectations.

-Service Ribbon: Awarded for distinctive performance in school, community, or AFJROTC service projects. This award is limited to cadets with more than 20 hours of community service in a given Semester including participation in at least (1) Corps planned and executed Service Project. Awarded a maximum of one time each year.

** Participation in Drill Teams, or Color Guard Teams does not qualify for the Service Ribbon unless community service hours are also awarded by the ASI/SASI.*

-Health and Wellness Ribbon: awarded for exceptional performance in the health and wellness physical fitness program. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95, they will wear a Silver Star. If they receive a 96-100 percent, they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS. Wear of additional devices and ribbons will be authorized IAW AFJROTC 36-2010 Chapter 7 Ops Sup paragraph 7.7.43

-Recruiting Ribbon: awarded for outstanding effort in support of unit recruiting activities. Cadets who successfully recruit a minimum of two (2) individual Cadets in a given year will receive the award.- An OLC is awarded for completing the same minimum requirements in subsequent years.

-Activities Ribbon: awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited Aerospace Club, Honor Guard, APT, AFJROTC academic teams (e.g. Academic Bowl), and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. This is awarded in the academic term it is earned. It may only be earned once each academic year.

-Attendance Ribbon: Awarded to cadets with no more than three (3) excused absences and no unexcused absences in a semester. Participation in school events, sports, and other competitions (e.g. FFA) does not constitute an excused absence. Students on a school

event are considered in attendance.

-Dress & Appearance Ribbon: Awarded for continued respectful wear of Air Force JROTC Uniform. Awardees must maintain a 90% of higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.

-Longevity Ribbon: awarded for completion of each AS year. An oak leaf cluster is added at the successful conclusion of AS-II and AS-III years

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, CA-20171 conducts an optional 14-mile Bataan Death March Memorial Hike. This event is accomplished on a local 14-mile course. Cadets must qualify both physically and academically before being selected to attend. 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.

Patriotic Flag Ribbon. Awarded by the SASI/ASI for active 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. Planned events for CA-20171 include ceremonies on 9-11, Pearl Harbor Day (Dec 7th) and Presidents Day. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

INSIGNIAS AND BADGES

-Ground School Badge: Awarded for successful completion of the honors ground school curriculum option or completion of an aviation ground school program prescribed by the FAA and successful completion of the FAA ground school test. See AFJROTCI 36-2010, Ch 7, Para 7.2.1 and attachments to this guide.

-Flight Solo Badge: Awarded to any cadet possessing a solo flight certificate signed by an FAA certified flight instructor for either powered or un-powered aircraft. See AFJROTCI 36-2010, Ch 7, Para 7.2.2 and attachments to this guide.

-Flight Certificate Badge: Awarded to any cadet who possesses an FAA flight examiner pilot's certificate for either powered or un-powered aircraft See AFJROTCI 36-2010, Ch 7, Para 7.2.3 and attachments to this guide.

-Awareness Presentation Team Badge: Awarded for participation in an Awareness Presentation Team (IAW AFJROTCI 36-2010, Ch 7, Para 7.2.4). See attachments to this guide.

-Kitty Hawk Air Society Badge: Awarded to those cadets who are members of the Kitty Hawk Air Society.

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

-CAP Awards: Worn below the Patriotic Flag Ribbon IAW AFJROTCI 36-2010, Ch 7, Para 7.6.3.3-7.6.3.4. See attached ribbon chart.

-Sister Service Ribbons: May not be worn by AFJROTC Cadets. See AFJROTCI 36-2010, Ch 7, Para 7.6.4 for further guidance.

-Awards will be worn in the order of precedence as prescribed by AFROTCI 36-2010.

CHAPTER NINE
UNIT WELLNESS PROGRAM

WELLNESS. Wellness is an important part of the AFJROTC curriculum. All cadets in class are expected to participate each Friday. A normal Friday will consist of getting changed, participating in warm-up exercises, completing the designated activity or PFT, and changing back into school uniforms. Fridays are dedicated to wellness to help improve cadets' body composition, cardiovascular capacities, muscular strength as well as flexibility. The unit will conduct the wellness program and fitness assessments IAW AFJROTCI 36-2010 Paragraph 5.6.

DRESS. CA-20171 will issue each cadet AFJROTC Physical Training Gear (PTG) and require all cadets to dress out for PT each Friday. AFJROTC PT Gear is acceptable dress on Friday; but these uniform items are worn only during JROTC class. The T-Shirt must be tucked into shorts at all times. Cadets are required to have appropriate athletic shoes to participate.

TARDIES. Cadets are expected to be in the classroom before the tardy bell rings. After attendance is completed cadets are given five (5) minutes to change clothes and fall in to the warm-up formation.

NON-PARTICIPATION/NON-DRESS OUT. Cadets failing to dress out or participate in the wellness program will receive a deduction from their uniform grade and/or PT/PFT grade for that day. Cadets will be required to make up the PFT at the next available opportunity.

EXCUSED MEDICAL. When any student has a medical condition that may prevent the student from participating in any exercise, the instructors will consult the school's health staff and parents for full resolution before requiring exercise participation by the student. Parents may excuse/modify a cadet's participation for up to three (3) times by sending a written note to the school with the cadet. The note should include the cadets' name, date, specific reason for excuse/modified activity, and the parents' signature. After one (1) excuse notes, a doctor's note is required. If a cadet is injured or becomes ill during class time, it is essential the student notify the SASI/ASIs immediately. A doctor's note must include the dates in which the cadet is excused for participation in class and a date of return to activity and any modifications that apply. All medical notes must be given to the SASI/ASIs for clearance. The doctor must clearly state what the exact injury is and what the cadet can and cannot do. All medical excuses are on a case by case basis. When a cadet is on a medical excuse it is their responsibility to meet with the SASI/ASIs to develop a makeup plan for all missed activities.

SAFETY. All instructors are required to have current Adult (ages 14-18) Cardiac Pulmonary Resuscitation (CPR) certification. These certifications must be granted from a hands-on program that is recognized by the American Red Cross or American Heart Association.

CHAPTER TEN
CERTIFICATES OF COMPLETION AND TRAINING

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.

-CERTIFICATE OF COMPLETION. Awarded to cadets who satisfactorily complete at least three years of JROTC. 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 JROTC.

-With the CERTIFICATE OF COMPLETION, the cadet may be excused from one 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.

-If the cadet elects to enlist in the USAF, the CERTIFICATE OF COMPLETION will provide promotion to pay grade E-3 (Airman First Class). AFJROTC graduates may also be eligible for advanced enlistment in the other military services. Promotion at the time of enlistment provides for a monetary benefit.

-CERTIFICATE OF TRAINING. Presented to cadets in good standing who successfully complete two years of AFJROTC. With this certificate, a cadet may be excused from one academic term (semester or quarter) of the GMC (General Military Course) of the senior AFROTC program. This privilege must be arranged with the PAS (Professor of Aerospace Studies) at the time of college or university enrollment. The cadet may also earn a single rank promotion to E-2 in one of the four armed services.

-"Satisfactorily completed" in paragraph 1 means both a passing letter grade for the year and a grade better than "Unsatisfactory" in citizenship; otherwise, a student has not satisfactorily completed the course.

-SCHOLARSHIPS. AFJROTC nominates the best-qualified cadets for scholarships provided cadets meet the minimum Air Force requirements. Scholarship (depending on type - may have limits) pay for tuition, books, lab fees and uniforms. Recipients may use the scholarship at a college/university where the recipient is enrolled provided it has a senior ROTC unit and the recipient enrolls in the program. After graduation from college, the cadet is commissioned a 2nd Lieutenant and must serve an active duty obligation.

CHAPTER ELEVEN
INDIVIDUAL AND FLIGHT COMPETITION

-Competition to determine the outstanding individuals and flights will be held each semester during the school year.

-The following criteria will be used to evaluate all-around individual and flight performance:

- Wear of the uniform.
- Academic grades in JROTC/Other Classes
- Behavior/attitude in class/during Corps functions.
- Physical Fitness Test (PFT) Participation and Performance
- Drill / Knowledge Evaluations
- Community Service Hours.

The Instructors and Executive Staff will keep a tracking database. It will contain the achievements and current standing of each individual and of each flight. The compiled data will be posted by the end of the first week of the following month. (The first posting will be by the end of the first week in October).

-CADET OF THE QUARTER (Corps): One to three "Cadets of the Quarter" will be selected from the CA-20171 Cadet Corps for each Quarter of the school year.

-OUTSTANDING FLIGHT OF THE SEMESTER. The single flight excelling in the competition will be designated **OUTSTANDING FLIGHT OF THE SEMESTER** by the SASI/ASI and each member of that flight will be awarded the AFJROTC Outstanding Flight Ribbon.

-The four individuals representing the AS-I, AS-II, AS-III and AS-IV classes will be designated an **OUTSTANDING CADET** each Semester by the SASI based on inputs from the ASI and the Cadet Executive Staff. Nominations will be requested by the SASI.

-Records will be maintained by the SASI/ASI and Operations personnel, and these records will be used by the SASI and ASI to aid in determining the winners.

CHAPTER TWELVE
STAFF MEETING PROCEDURES

-The Cadet Corps Commander will normally hold weekly staff meetings throughout the school year. These staff meetings will be held each Tuesday throughout the school year during lunch break.

-All staff meetings provide the opportunity for face-to-face communication among the commander and his/her staff. They are also vehicles for group problem solving and allow the cadet staff to participate in the planning of Corps activities.

-The following meeting procedures will apply:

-The Corps Commander will conduct the meeting;

-The Executive Officer will prepare the meeting agenda and will maintain close liaison with the Corps Commander in so doing. The agenda will be approved by the Corps Commander.

-The Executive Officer will serve as recorder and prepare a report of each meeting detailing decisions reached, actions taken, assignments made, etc. The report will be submitted to the Corps Commander for approval not later than two days following the meeting. A copy of the minutes will be posted in the Cadet Minutes binder, which will be kept in the Corps Staff Office. It is the responsibility of all absent cadet officers to review the binder/computer folder.

-The Corps Commander will follow-up to ensure that actions directed during staff meetings are accomplished by the responsible staff member(s).

CHAPTER THIRTEEN
RESERVE CADETS

A **Reserve Cadet** is a Lindhurst student who has successfully completed at least one (1) Semester of the LHS Junior ROTC program and for academic or scheduling reasons cannot take the JROTC class in a given Semester. Reserve Cadets must have received at least a “C” grade or higher and earned the Good Conduct ribbon during their last Semester of JROTC. Reserve Cadets by definition plan to return to the program the following Semester or Academic Year.

Reserve Cadets may:

1. Retain their Uniform (if approved to do so by the SASI/ASI).
2. Participate in Corps Community Service projects and field trips that take place outside of school hours. They may not participate in trips that occur during school hours.
3. Participate in JROTC Club or Team activities that take place before/after school or during lunch

Reserve Cadets must meet the personal appearance standards in this guide if they are wearing the JROTC uniform for any reason.

Reserve Cadets may not hold Corps jobs; however, they will still wear the highest Cadet rank earned when enrolled in JROTC.

Last Semester Seniors may not be Reserve Cadets.



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

If earned choose only one – ***CADETS MAY ONLY WEAR ONE on their uniform.*** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge.
Do not wear Marksmanship badges with medals



Marksmanship
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge.
Only one may be worn.

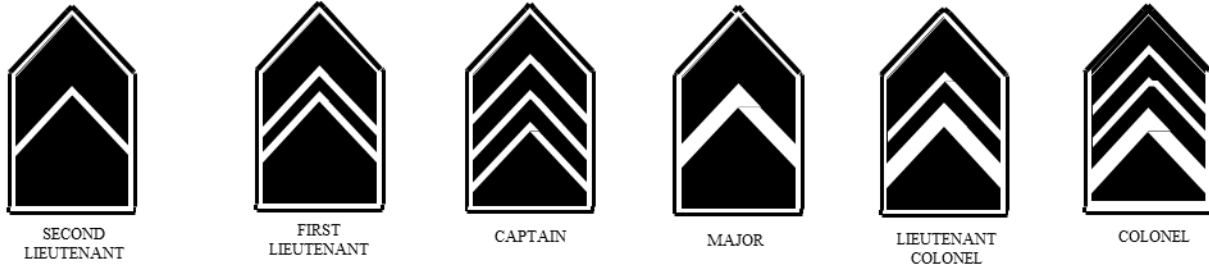
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

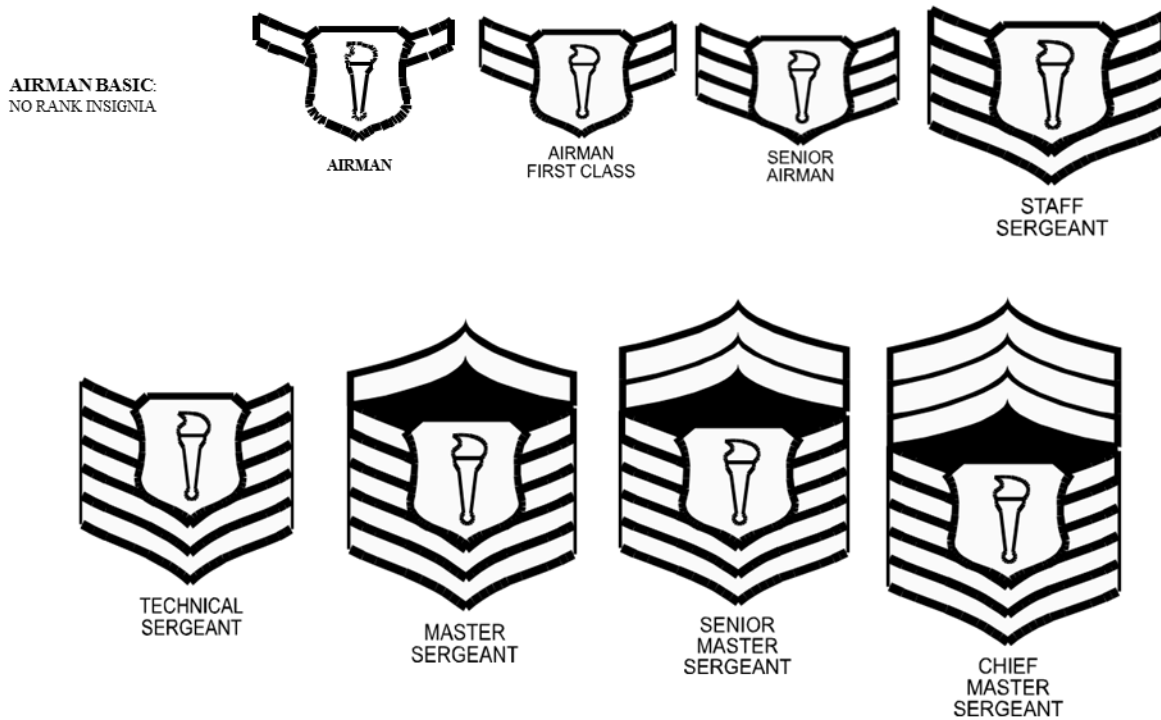
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK

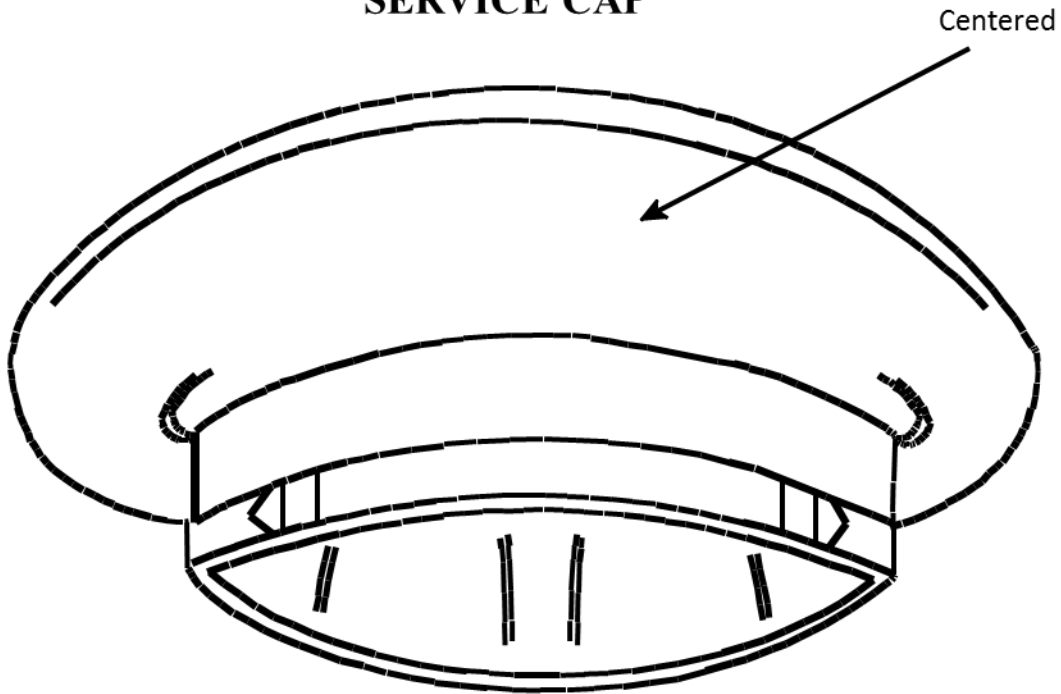


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

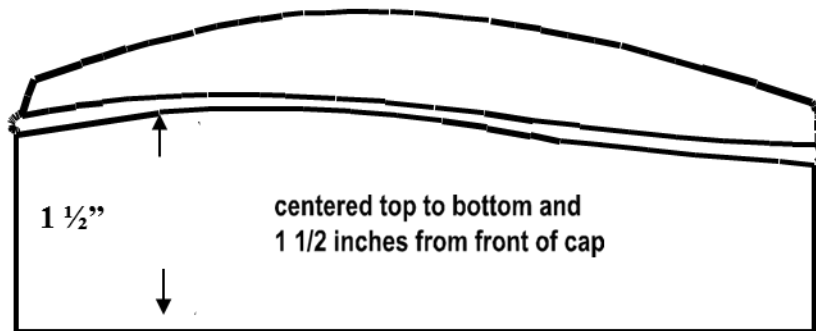
CADET MALE HEADGEAR

SERVICE CAP



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

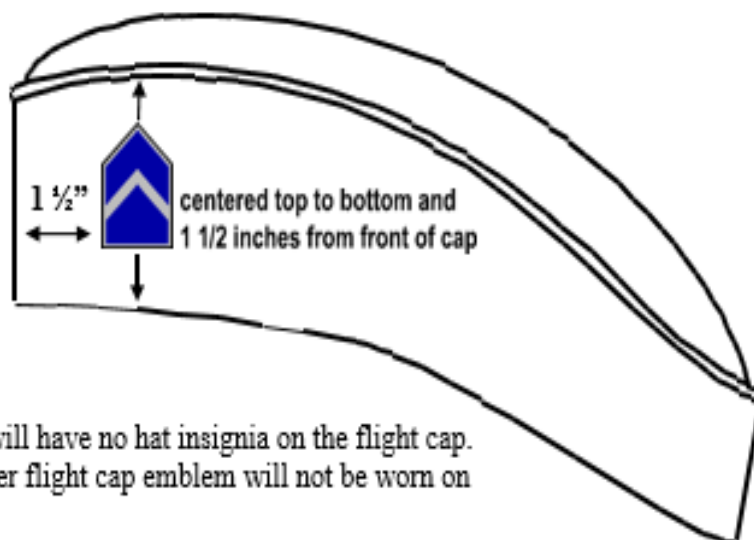
SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



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

CADET BERET HEADGEAR

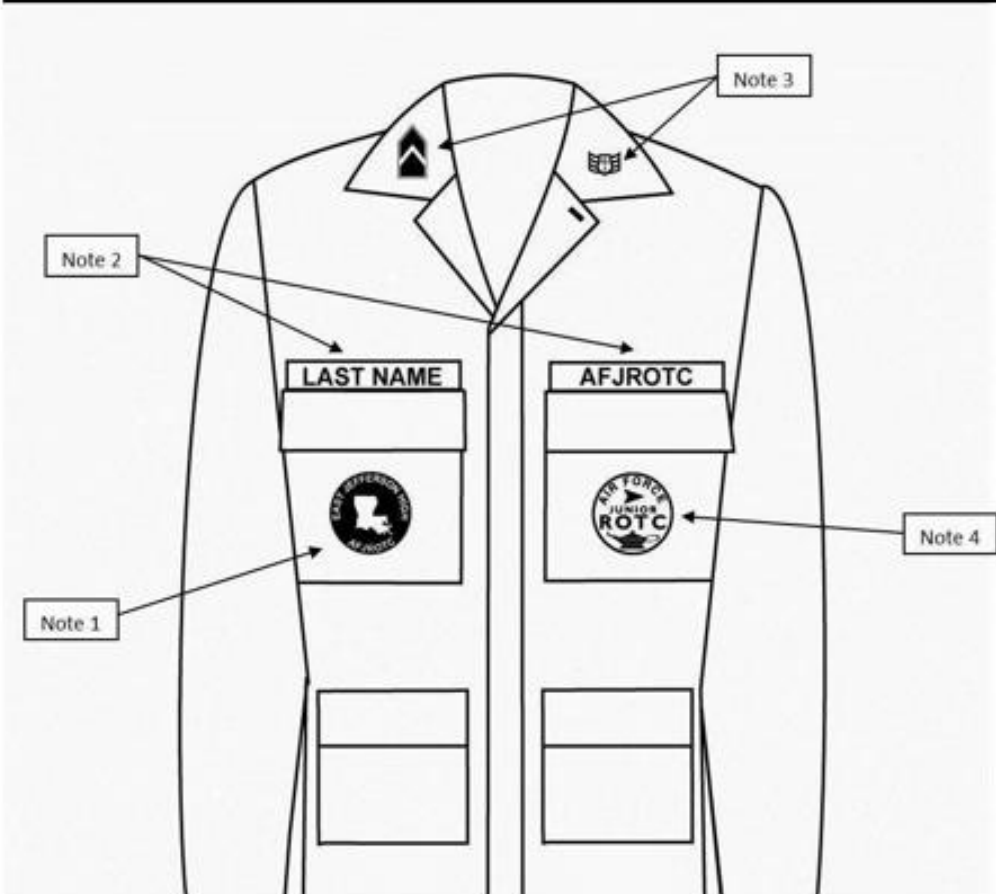
BERET



Berets.

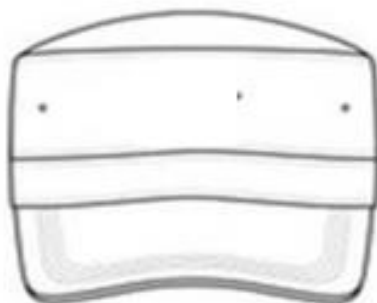
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

CADET ABU Male and Female

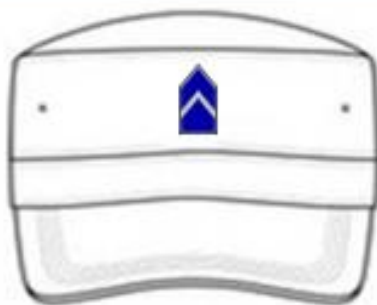


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with 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, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. **ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



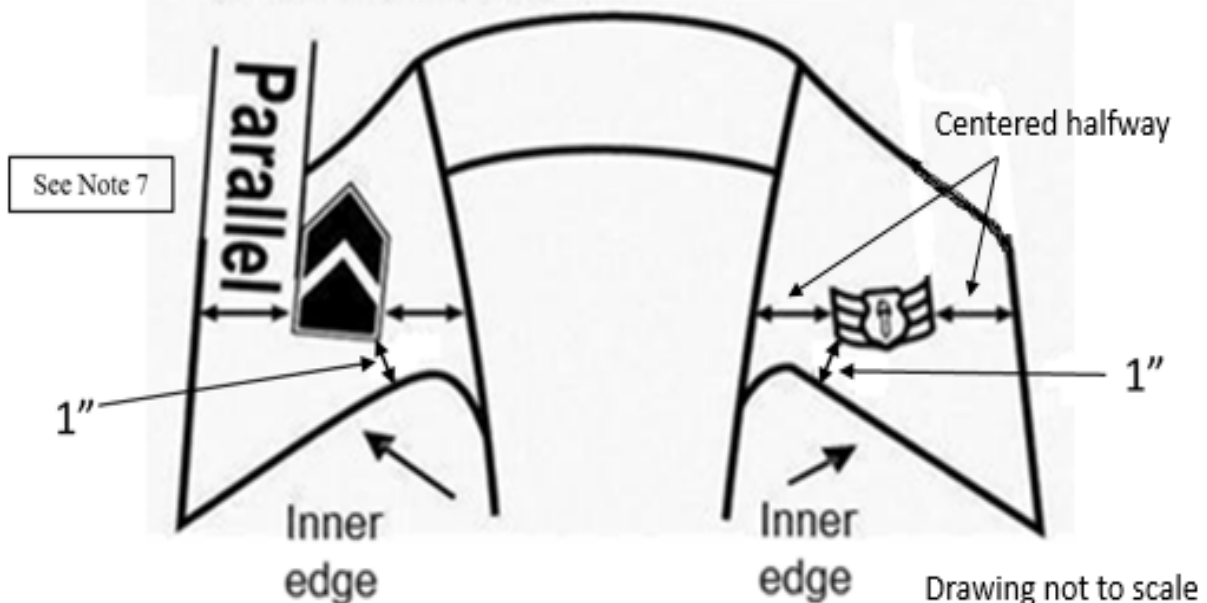
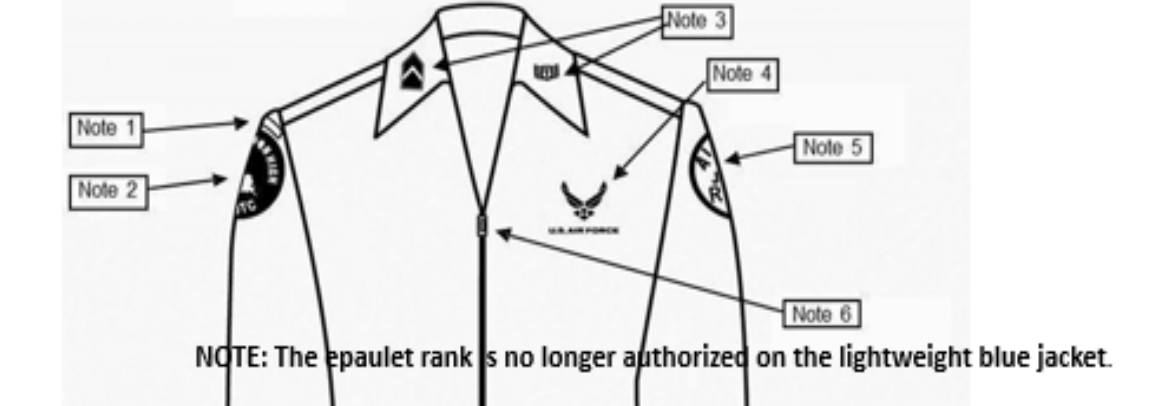
Officers will wear rank insignia on the ABU cap.

No other style of head gear is authorized for wear with ABUs.

Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

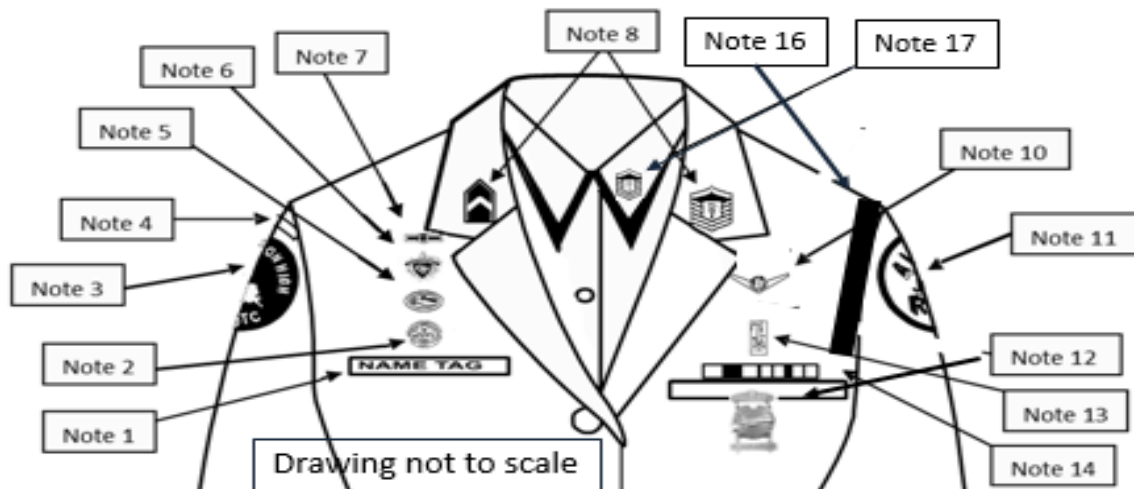
Attachment 7-8

CADET LIGHT WEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
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. Per AFJROTCI 36-2010, para 6.1.1.10.1. 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.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam
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.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

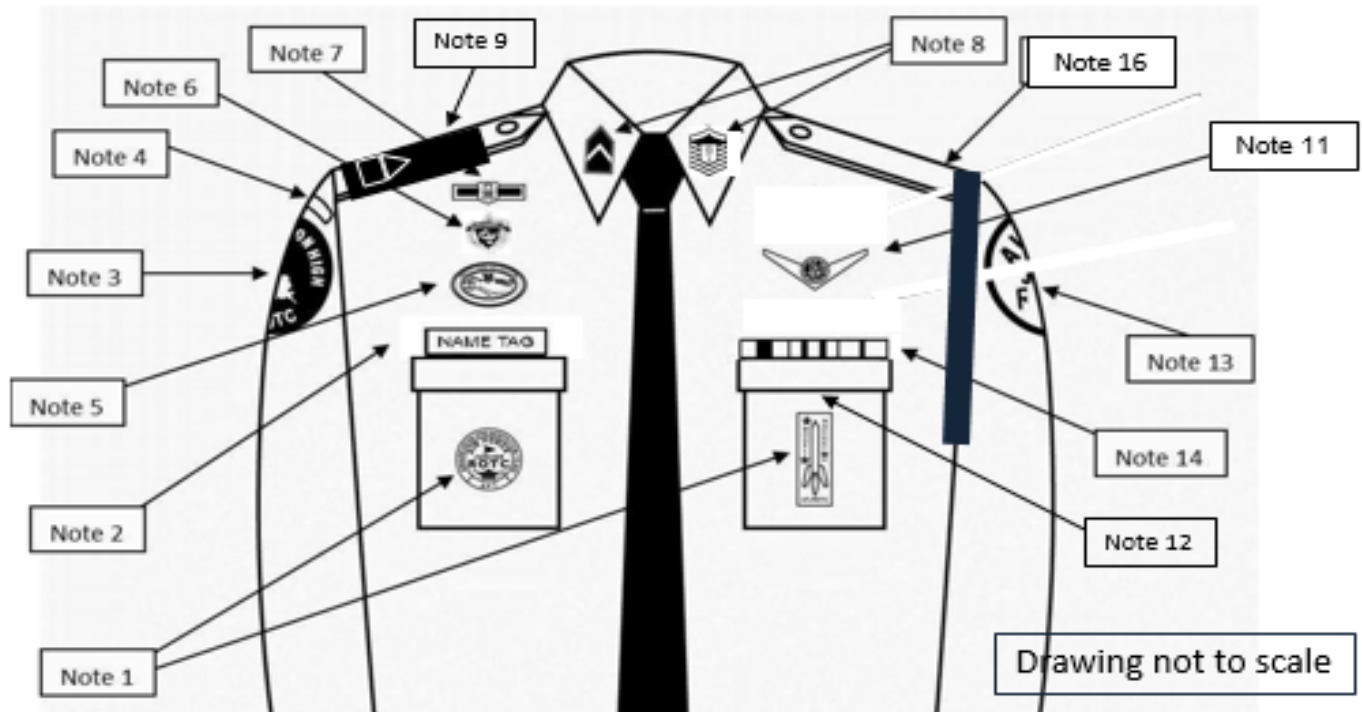
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. **Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.**
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
12. **Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge , then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

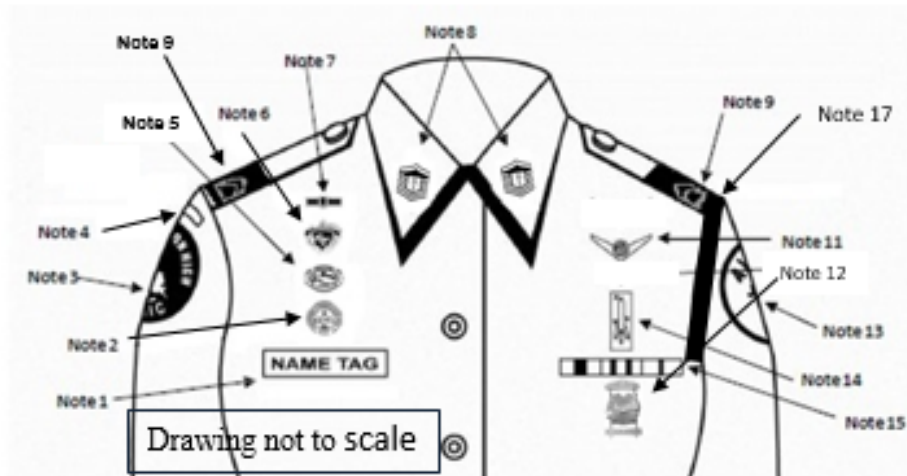
Attachment 7-11

CADET MALE BLUE SHIRT



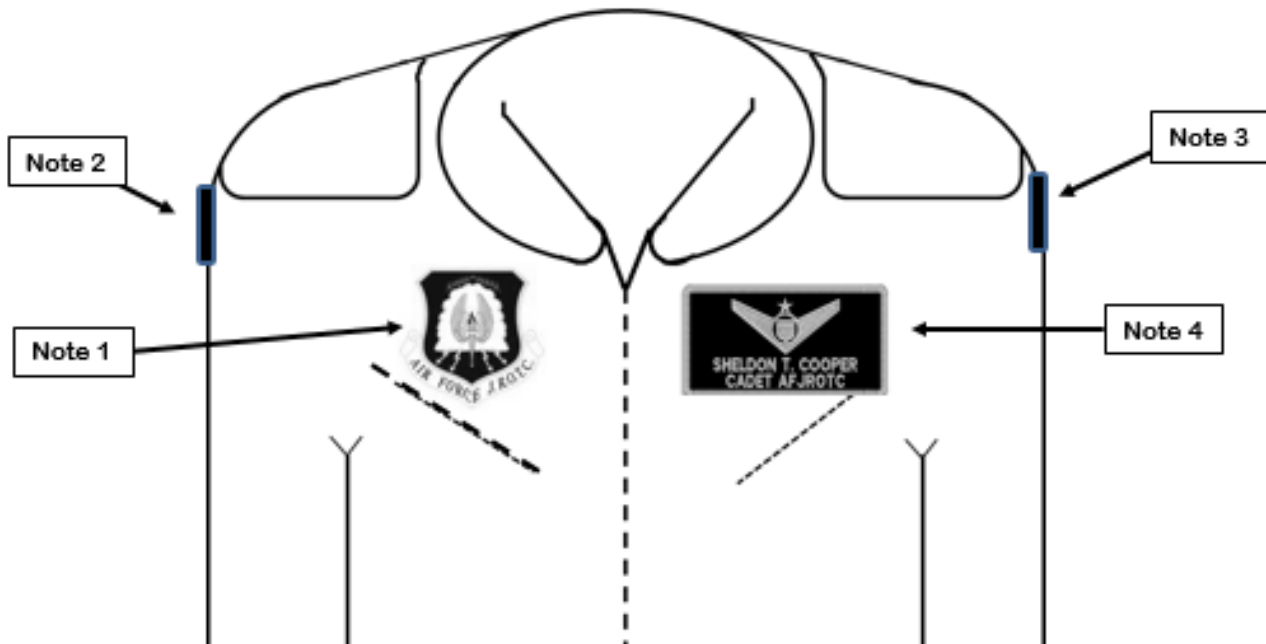
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered 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, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed $\frac{1}{8}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{8}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

CADET FEMALE BLUE SHIRT



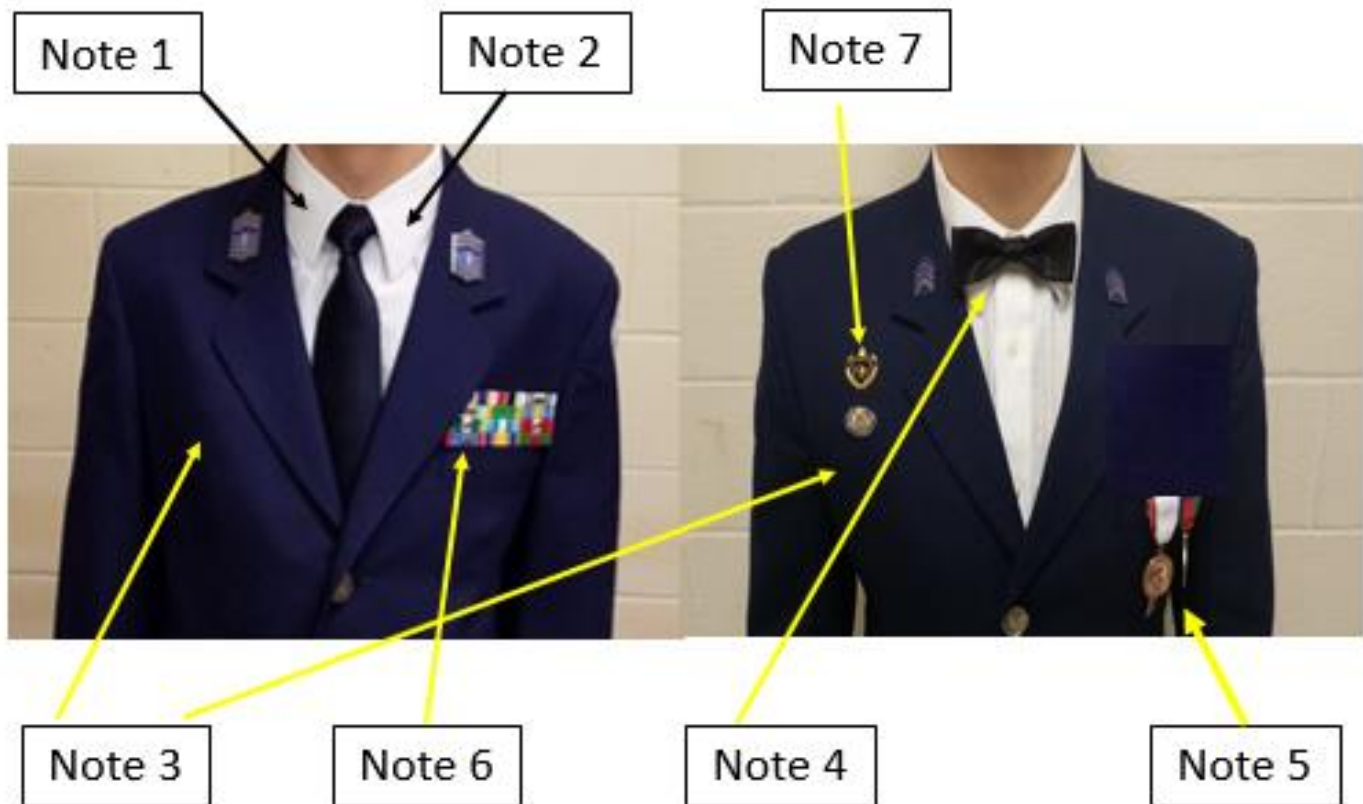
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) 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) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
3. * American Flag Patch (mandatory) on left shoulder. **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
5. **Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat $\frac{1}{2}$ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

Sample Exhibition Uniform



1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

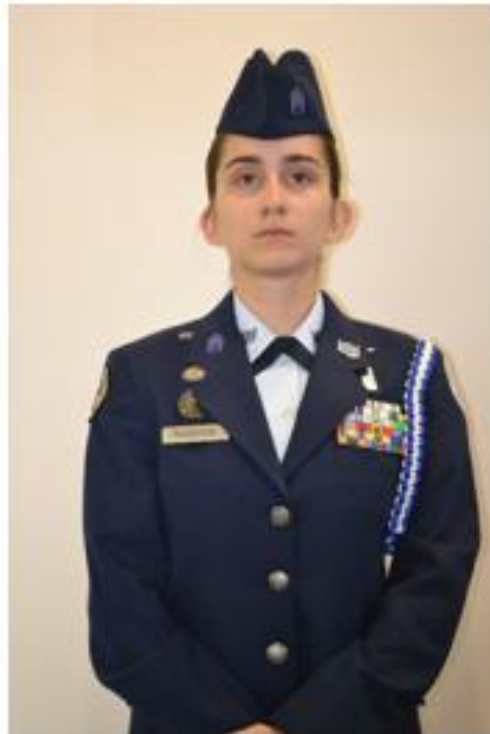
Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a solid color and free of any embroidery.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

Sample Uniform Pictures

Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



UNIFORM DIAGRAMS



<p>Four-in-Hand Knot</p>	<p>Windsor Knot</p>
<p>Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center, pass it through the loop in front; tighten the knot neatly, forming a “dimple” with your index finger.</p>	<p>With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.</p>

Attachment 12: Glossary

A	Alpha	F	Foxtrot
ASB	Associate Student Body	Flt	Flight
ASI	Aerospace Science Instructor (Commissioned or Enlisted)	FM	Financial Management
Admin	Administration or Administrative	FS	Flight Sergeant
AFJROTC	Air Force Junior ROTC	GB	Guidon Bearer
AFOATS	Air Force Officer Accession & Training School	Gp	Group
AFJROTCI	Air Force Junior ROTC Instruction	Gp/CC	Group Commander
AFROTC	Air Force Reserve Officer Training Corps	IM	Information Management
APT	Awareness Presentation Team	LHS	Lindhurst High School
B	Bravo	MJUSD	Marysville Joint Unified School District
C	Charlie	MPC	Military Property Custodian
C/	Cadet	NCO	Non-Commissioned Officer
C/AB	Cadet Airman Basic	NCOIC	Non-Commissioned Officer-in-Charge
C/Amn	Cadet Airman	OIC	Officer-in-Charge
C/A1C	Cadet Airman First Class	OJT	On-the-Job Training
C/SrA	Cadet Senior Airman	Ops	Operations
C/SSgt	Cadet Staff Sergeant	PA	Public Affairs Office
C/TSgt	Cadet Technical Sergeant	PCS	Permanent Change of Station (Duty Location)
C/MSgt	Cadet Master Sergeant	POC	Point-of-Contact
C/SMSgt	Cadet Senior Master Sergeant	PT	Physical Training (Athletics)
C/CMSgt	Cadet Chief Master Sergeant	RHIP	Rank Has Its Privilege
C/2Lt	Cadet Second Lieutenant	ROE	Rules of Engagement
C/1Lt	Cadet First Lieutenant	ROTC	Reserve Officer Training Corps
C/Capt	Cadet Captain	SA	Special Advisor
C/Maj	Cadet Major	SASI	Senior Aerospace Science Instructor (Officer - in-charge -- Junior ROTC)
C/Lt Col	Cadet Lieutenant Colonel	SE	Safety
C/Col	Cadet Colonel	1 st Shirt	First Sergeant
CA-20171	California 20171AFJROTC	Sgt	Sergeant
CC	Commander	SP	Special Projects
CD	Deputy Commander	Sq	Squadron
CCM	Command Chief Master Sergeant	Sq/CC	Squadron Commander
CG	Color Guard	SSAN	Social Security Account Number
CNCOIC	Cadet Non-Commissioned Officer-in-Charge	STS	Specialty Training Standard
COC	Chain-of-Command	SUP	Supply
COIC	Cadet Officer-in-Charge	SV	Services
D	Delta	UMD	Unit Manning Document
DA	Data Automation	USAF	United States Air Force
DO	Deputy Commander for Operations		
DP	Personnel		
DT	Drill Team		
E	Echo		
E&T	Education & Training		

ATTACHMENT 13: UNIT MANNING DOCUMENT
CALIFORNIA 20171 AFJROTC CADET GROUP

FUNCTION	POSITION TITLE	<u>MAXIMUM GRADE</u> <u>AUTHORIZED</u>	<u>NUMBER</u> <u>AUTHORIZED</u>
Command	Squadron Commander	Cadet Lt Col.	1
	Senior Advisor	Cadet Lt Col.	2
	Deputy Commander	Cadet Lt Col	1
	Command Chief	Cadet CMSgt	1
	Executive Officer	Cadet Major	1
	Inspector General	Cadet Lt Col	1
	Flight Superintendent	Cadet SMSgt	2
	Flight Commander	Cadet Major	7
	Flight Sergeant	Cadet TSgt	5
Academics	Academics Officer	Cadet Capt	1
	Academics NCOIC	Cadet MSgt	1
	Education & Training Specialist	Cadet SSgt	1
Personnel	Personnel Officer	Cadet 1Lt	1
	Personnel NCOIC	Cadet TSgt	1
Financial Management	Finance Officer	Cadet Capt	1
	Finance NCOIC	Cadet TSgt	1
Information/ Data Management	PA/Information Officer	Cadet Capt	1
	PA/Information NCOIC	Cadet TSgt	1
Supply/Logistics	Supply Officer	Cadet Capt	1
	Supply NCOIC	Cadet MSgt	1
	Supply Technicians	Cadet SSgt	5
Public Affairs	Public Affairs Officer	Cadet 1Lt	1
	Public Affairs NCOIC	Cadet TSgt	1
Armed Drill Team	Drill Team Commander	Cadet Capt	1
	Drill Team NCOIC	Cadet TSgt	1
Color Guard	Color Guard Commander	Cadet Capt	1
	Color Guard NCOIC	Cadet MSgt	1
Honor Guard	Honor Guard Commander	Cadet Capt	1
	Honor Guard NCOIC	Cadet TSgt	1

UNIT MANNING DOCUMENT (cont.)
CALIFORNIA 20171 AFJROTC CADET GROUP

<u>FUNCTION</u>	<u>POSITION TITLE</u>	<u>MAXIMUM GRADE AUTHORIZED</u>	<u>NUMBER AUTHORIZED</u>
Special Projects	Special Projects Officer	Cadet Capt	1
Athletics	Athletics Officer	Cadet 1Lt	1
	Athletics NCOIC	Cadet TSgt	1
	Athletics Techs/PTLs	Cadet SSgt	5
Kitty Hawk	Kitty Hawk Commander	Cadet Major	1
	Kitty Hawk NCOIC	Cadet MSgt	1
APT	APT Commander	Cadet Major	1
	APT NCOIC	Cadet MSgt	1
Aerospace Club	Aerospace Club Officer	Cadet Capt	1
	Rocketry NCOIC	Cadet TSgt	1
	Drone Operations NCOIC	Cadet TSgt	1
	Flight Simulator NCOIC	Cadet TSgt	1
Orienteering	Orienteering Officer	Cadet Capt	1
	Orienteering NCOIC	Cadet TSgt	1
Community Service	Community Service Officer	Cadet-Capt	1
	Community Service NCOIC	Cadet TSgt	1
Facilities/Safety	Facilities/Safety Officer	Cadet 1Lt	1
	Facilities NCOIC	Cadet TSgt	1

Maximum # Allowed:

Cadet Lt Col 3
 Cadet Major 6
 Cadet Captain -
 Cadet 1Lt -
 Cadet 2Lt -

TOTAL CADET OFFICERS: _____

Cadet CMSgt 1
 Cadet SMSgt 2
 Cadet MSgt 6
 Cadet TSgt -
 Cadet SSgt -
 Cadet SRA -
 Cadet A1C -
 Cadet AB/Amn -

TOTAL CADET ENLISTED: _____

Date: _____ **TOTAL CADETS:** _____