

**PISCATAWAY HIGH SCHOOL
AIR FORCE
JUNIOR RESERVE OFFICER TRAINING CORPS
(AFJROTC)**



NJ-761 Cadet Handbook
"Thunderchiefs"

Property of Cadet

Revised October 2020

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KC-135 Stratotanker refueling F-105 Thunderchief while wingmen provide cover.

Period: _____ Flt/CC: _____
Flight: _____ Sq/CC: _____
Rank: _____ Flt Sgt: _____
My Wingman: _____ 1st Sgt: _____
Mentor: _____
Mentee: _____

Wingmen, Leaders, Warriors

CHAPTER 1 – ELIGIBILITY, ENROLLMENT AND DISENROLLMENT

1. Eligible Students. All Piscataway High School students, enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled *voluntarily* and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniform on designated days.
2. Only high school students in the grade of 9-12, may enroll in AFJROTC. **Cadets enrolled in JROTC do not incur any military commitment. JROTC is a citizenship program and not a recruiting program.**
3. Disenrollment. AFJROTC students may be dis-enrolled at any time during the academic year with proper cause. A student may be dis-enrolled for:
 - a. Failure to maintain acceptable standards (including uniform wear and grooming).
 - b. Inaptitude or indifference to training.
 - c. Disciplinary reasons.
 - d. Any other reason deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the corps, such as: fighting, bullying, violating student handbook, cadet guide, etc. .
 - e. A student who has previously failed the AFJROTC course for the year may only re-enroll after sitting out of the program for a year, and with the approval of the SASI. Approval is based on the results of a personal interview with the student and/or parent.
4. Other Considerations.
 - a. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.
 - b. Cadets wishing to participate in after school co-curricular AFJROTC activities may do so at the discretion of the SASI/ASI. Academic performance may cause SASI to restrict participation.
 - c. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.
 - d. While AFJROTC instills self-discipline, it is not a remedy for chronic student disciplinary problems. Cadets unwilling to conform to standards must be removed.
5. Reserve Cadets. A student who has been a cadet for at least one academic year, who completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for that particular year, may be designated as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion.

Reserve Cadets may retain their uniform for the entire academic year and must maintain grooming/dress standards while in uniform.

CHAPTER 2 – HISTORY OF AFJROTC UNIT NJ-761

Unit activation of Piscataway High School, Air Force JROTC, NJ-761, began in school year 1976-1977. NJ stands for New Jersey, 76 stands for the year that the unit was established, and the number 1 stands for the first unit to be established in New Jersey that year. NJ-761 is the oldest AFJROTC unit in New Jersey.



CHAPTER 3 – AFJROTC, MISSION, PURPOSE, VISION, CORE VALUES

Cadets are required to know the mission statement, core values, and honor code verbatim and may be tested on them at any time.

Our Mission

“Develop citizens of character dedicated to serving their nation and community.”

Our Core Values

Integrity first, Service before self, and Excellence in all we do.

Our Purpose

Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: “Building Better Citizens for America.”

Our Vision Statement

Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

Air Force Mission

The mission of the United States Air Force is to fly, fight and win—in air, space and cyberspace.

Open Door Policy

Cadets may seek ASI/SASI guidance at any time but should attempt to use the chain of command when practical.

CHAPTER 4 – CADET CONDUCT

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

- a. Be honest.
- b. Keep promises.
- c. Obey and be loyal to proper authorities.
- d. Be courageous.
- e. Grow in knowledge.
- f. Be willing to work.
- g. Be moderate (don't do anything to excess).
- h. Maintain and enhance your health.
- i. Don't harm people.

6. United States Air Force Core Values.

- a. Integrity First. Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today's military. Integrity is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, are capable of acting on conviction, or their strong beliefs. They can control their impulses and appetites.
- b. Service before Self. This statement tells us that professional duties take precedence over personal desires.
- c. Excellence in all we do. This core value states that for any undertaking we choose, we should give it our best effort; whether you are doing your homework, playing on the school baseball team, or wearing the uniform, anything less should be unacceptable. This expression also directs us to develop a passion for continuous improvement that will propel us into a long-term, upward spiral of accomplishment and performance.

7. Cadet Roles and Responsibilities.

- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Piscataway High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
- b. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
- c. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
- d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to higher ranking cadets.
- e. Cadet leaders are required to provide a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
- f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position.

8. **Titles of Address**—Civilians are addressed by the title Mr., Mrs., Ms., or Miss, **Dr.** etc. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word **cadet** as to not confuse with active duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma'am.

9. **Saluting**—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform. **Saluting in accordance with USAF guidance/norms is a requirement of AFJROTC.**
 - a. When to Salute—Active Duty, Retired and Cadet Officers will be saluted outside in uniform on and off campus.
 - b. The hand salute will be rendered while outside in uniform during the raising or lowering/**parade** of the US Flag, the playing of the “National Anthem” or “To the Colors.”
 - c. Pledge of Allegiance at School—when at school, in civilian clothing, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge. In uniform, cadets will stand at attention.
 - d. JROTC cadets are expected to comply with US Flag Code and USAF Regulations on Honors to the flag, National Anthem, and Pledge of Allegiance as a condition of continued enrollment in the course.

10. **Academic Standards**—Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your work and pass your classes. The SASI and ASI will monitor your academic progress. Academic eligibility is a requirement for many of our activities and field trips. Promotion is also based on academics. A continued lack of academic performance may be consideration for removal from the AFJROTC program. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.

11. **Standards**—After joining the cadet corps, new cadets should meet established standards within the first week of school. If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.

12. **Competition**—Healthy competition in academics, wellness and other activities is a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will not be tolerated and will be dealt with within the discipline

guidelines of the unit and school (found in the Code of Conduct and school handbook).

13. Public Display of Affection (PDA) — PDA is **prohibited by and** between all cadets in uniform, on campus or while off campus at a sponsored AFJROTC event. Out of uniform, cadets will comply with school policy but are expected to maintain behavior appropriate for the environment/situation as determined by the SASI/ASI during JROTC activities. No PDA in the JROTC environment.

14. Inappropriate Behavior—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. As stated previously, this type behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school. **Inappropriate behavior may be grounds for removal from AFJROTC.** These behaviors include, but are not limited to:

- a. Using alcohol, drugs, tobacco, vaping,
- b. Horseplay, fighting, physical attacks
- c. **Derogatory remarks (racial/ethnic slurs, slander/libel), disrespect, verbal threats.**
- d. Insubordination (disobedient to authority),insolence
- e. Inappropriate use of Social Media/photography/recording
- f. Violations of District/School policies

15. Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

- a. Examples of prohibited physical activities include, but are not limited to: push- ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
- b. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
- c. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
- d. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program

16. JROTC CADETS ARE EXPECTED TO COMPLY WITH US FLAG CODE AND USAF REGULATIONS ON HONORS TO THE FLAG, NATIONAL ANTHEM, AND PLEDGE OF ALLEGIANCE AS A CONDITION OF CONTINUED ENROLLMENT IN THE COURSE.

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:
 - a. **Classroom Entrance**—Cadets will enter the classroom, greet the instructor, and sit in their assigned seat with book bags placed behind or to the right of the desk. Expectation is for cadets to be seated at desks at the bell. Class materials will be on the desk.
 - b. **Call Up**—After the bell rings, the flight commander/ sergeant will call the room to attention, read the announcements and give any direction to get the class started. If both are not present, the highest ranking cadet will take initiative to do it themselves or delegate. Pledge of Allegiance is recited in all periods on Uniform Day.
 - c. Tardies—Cadets arriving late will comply with student handbook procedures. Tardiness is a gradable item on Participation Rubric.
2. The flight commander/sergeant, when appropriate, should notify the instructor when there is 3 minutes remaining in the period. At this time, the flight commander/sergeant will lead the class in preparing for dismissal, straightening the room, returning books to the shelves, etc.
3. Conducting class in AFJROTC—All classes will be conducted in a military manner. The following classroom rules of conduct apply, cadets ***will not***:
 - a. Leave the classroom after entering without the instructor's permission.
 - b. Leave their seat without permission.
 - c. Talk when the instructor is speaking or someone else has the floor.
 - d. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
 - e. Throw anything in the classroom.
 - f. Write on or deface tables, chairs, walls, books, etc.
 - g. Eat, drink, or chew gum in the classroom, unless given permission. (Only water is permitted)
 - h. Disturb pictures or bulletin board items.
 - i. Read or work on material that does not apply to AFJROTC without permission from the instructor.
 - j. Sit in any seat other than your assigned seat, unless instructed otherwise.
 - k. Make loud noises or participate in horseplay in the classroom.
 - l. Throw trash on the floor.
 - m. Sleep in class. If a cadet feels drowsy, they are expected to leave their seat and stand quietly in the back of the room. Once they feel refreshed they may return to their seat.
 - n. Use/have powered on electronic devices without instructor permission.
 - o. Complete homework during instruction.
4. **Academic Work**—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all

times, cadets are expected to fully participate in classroom activities. Cadet participation in discussions is expected within context of academic freedom. However, the SASI/ASI may terminate a discussion at his/her discretion if in their judgement it becomes contrary/irrelevant to the aims of the JROTC curriculum. For all written assignments, cadets will be required to label their work in the following cadet academic header format:

First Line: Cadet Rank, Last Name, First Initial

Second Line: Period

Third Line: Military Date Format

Example

○	C/TSgt Doe, J.
	Class Period
	23 Aug 12

5. **Homework** — Homework will be assigned as published in syllabus or **as assigned.** Homework is due at the beginning of class and will be considered late after class opening.
6. Instructor Office Entrance Procedures. Cadets are welcome to enter the instructor office when needed and permission is granted. If door is closed knock once and wait to be acknowledged. Cadets may not cross the line between instructor desks without permission nor touch anything on the instructors' desks
7. Supply Room—Logistics (LG) staff are the only authorized personnel to issue/remove items from the back room. Every cadet is responsible for keeping the backroom tidy. If no cadet from LG is available, do what was instructed and immediately notify the OIC of LG and inform them of the situation at hand. No food or drinks are allowed in the backroom without permission.

CHAPTER 6 - GOVERNMENT PROPERTY

1. **Texts and Reference Books**—AFJROTC texts are available to each cadet in addition to posting on school selected web portal. However, cadets may check the books out using a hand receipt. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.
2. **Uniform Initial Issue**—within the first weeks of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform. Initial issue will include the following items:

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

- b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the instructors for alterations covered at government expense.
3. **Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. The cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.
4. **Supply Discipline:**
 - a. Purpose—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by ensuring his/her uniform is always correct and in good condition.
 - b. Maintenance:
 - (1) Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.

- (2) If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.
 - (3) Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.
 - (4) All garments are to be marked with a unique number and recorded on hand receipts.
5. **Uniform Turn-in**—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniform items. Uniforms are issued in a clean condition; therefore, they must be turned in clean (cleaners bag and receipt required). Uniforms not turned in completely/dry cleaned will result in a school fine levy. Ties, covers, service jacket, blue shirt, and pants must be dry-cleaned; socks, V-necks, PT Shirt, and PT Shorts may be washed.

CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC cadets generally wear the same uniforms worn by active duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction 36-2001, and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards.
2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly.
3. Occasions for wearing. Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is strictly prohibited without prior approval of the SASI or ASI. On uniform inspection days cadets are expected to adhere to the following.
 - a. Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home until you return home.
 - b. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into on the last period of the day or after school. Cadets enrolled in the Period 8/After School Period will wear the uniform until the class is dismissed.
 - c. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
 - d. Civilian attire such as coats, sweaters, or windbreakers will NOT be worn with the uniform at any time.
 - e. Failure to wear the uniform properly and/or when required may result in loss of credit and or disciplinary actions. Three non-uniform wears in one marking period will result in a failing grade in the course for the marking period regardless of the grades received in other program components. Should you have any questions concerning uniform inspection or wear requirements contact the ASI. Proper uniform wear is a teaching tool to ensure cadets can present themselves in attire similar to the professional world.
4. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. The AFJROTC uniform must be worn once per week as directed by the Air Force. It is **your** responsibility to comply with this contract.

5. Wearing once per week is defined as wearing the uniform to school **ALL DAY**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, ceramics, or cooking classes, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform up until the time you may be required to change out of your uniform. You are then required to change back into your uniform after that class is over (with the exception of last period of the day.) If you fail to change back into your uniform as required per the above policy, you may be given a uniform grade of zero for the day. If your first period class is gym or activity that could soil the uniform, you may carry uniform to school and change after first block activity is over. Cadets in the afterschool class must wear their uniform to class. If gym is your last block and you are in an in-school flight, you will not be required to change back into uniform, and may keep your gym clothes on.

6. **Uniform Wear Make Ups**—Cadets will receive a weekly uniform grade, which will be a maximum of 100 points. Uniform Inspections are normally Thursdays. The actual grade a cadet receives will be determined by a personal inspection in which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of MISSING will be entered into the grade book. If the cadet is excused for the day no penalty is assessed. If the non-wear is not excused it will incur a 25 point penalty. If a cadet is making up a uniform wear, they must wear the full uniform on Friday, regardless if they have the JROTC class. It is the cadet's responsibility to go to the JROTC classroom to be inspected by the SASI/ASI. If a cadet knows in advance that they will be absent on the uniform wear day, they are responsible to wear the uniform after the absence and will receive a full grade based on a personal inspection.

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

8. **Care of the Uniform.** All uniform items issued must be cared for and maintained by the cadet to whom it was issued. Uniform should be dry-cleaned a maximum of twice a month as dry-cleaning it every week will wear the uniform down and is an unnecessary cost of money. Shirts should be cleaned every week, but laundering at home is acceptable with ironing to remove wrinkles.

9. Your uniform should be clean every week prior to wearing it. General care includes washing the uniform, taking care to not soil or stain it in any manner, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately...*DO NOT* stuff it in your backpack, cram it in your locker, or placed on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the ASI's attention. If a button comes off, ask your family to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.
 - a. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
 - b. The pants/slacks/skirt, lightweight jacket, flight caps, ties and neck tabs **must** be dry cleaned. These items may also be ironed on a low-heat setting. Please place a handkerchief between the iron and the fabric to avoid destroying the fabric.
 - c. *DO NOT* leave the necktie in a tight knot. Untie and retie the necktie with each wear.
 - d. *DO* place your name inside your flight cap...that way, when you lose it, we'll know whose it is.
 - e. The service dress coat is "dry-clean **only**" and will **never** be placed in a washing machine or dryer...you will ruin it. Since the service dress coat is only worn

occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester.

- f. Keep a lint brush at home and use it before you leave the house on uniform day.
- g. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection. Cadets may not use Quick Shine to shine their shoes.

10. Any decorations you wear on your uniform or any jewelry must be pre-approved by the SASI/ASI.

11. **PT Gear**—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued Air Force PT Gear **to include appropriate athletic style shoes**. Cadets may wear a short or long sleeved solid white, black, or light gray form fitting undershirt under the short sleeved shirt. Cadets will be given time at the beginning of class and end of class to change into/out of PT Gear. During weeks where PT is conducted, wear of the PT Gear will be factored into the daily grade as follows:

- **Preparation**
- **Participation**
- **Effort**
- **Teamwork**

Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI/ASI). Speak with your instructor for more information on these type of activities and uniform wear.

- a. Uniform wear standards for cadets are based on two directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior ROTC Operations*.
- b. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadets should see the SASI/ASI. Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember

that how each cadet looks influences others.

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

Do's

- Wear the standard Air Force service uniform, as prescribed in AFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI/ASI.
- Wear the uniform at other times specified by the SASI/ASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

- Do not wear the uniform with other clothing.
 - Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
 - Do not allow articles such as wallets, pencils, pens, watch chains, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)
 - Do not wear earphones or headphones while in uniform, unless required for duty.
- d. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform. Exceptions will be made by the SASI/ASI. Medals are not authorized on regular uniform days or with ribbons.
- e. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.
- f. Hats will be worn with the uniform outside at all times. Outside is defined as outside of the building whether under covered walkways, overhangs, or awnings or not.
- g. **Unisex Policy**—Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket and/or flight cap.
- h. **Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 10 for criteria for earning the awards, ribbons and badges.
- i. **Shoulder Patches**—Wear of the AFJROTC official shoulder patch is mandatory. The Piscataway High School Unit patch is currently optional on all the short sleeve blue shirts, service coats, lightweight blue jackets and ABUs.
- j. **Shoulder Cords.** If properly earned, cadets are authorized to wear distinctive shoulder cords with any blue service uniform combination (they will not be worn on the lightweight jacket or ABUs). Cadets are authorized to wear one shoulder cord (double knot, single cord “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords). Colors are locally-determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction. At no time will shoulder cords be worn with civilian clothing. The authorized cords are described as follows.

- (1) Group Staff: Black
- (2) Squadron Line Staff: Grey
- (3) Flight Line Staff: N/A

- (4) Drill Team: Yellow.
- (5) KHAS: Blue/Yellow.
- (6) Color guard: Silver.
- (7) UTE: White.
- (8) ATE: Red.
- (9) Academics: Grey.
- (10) No other shoulder cords are authorized to be worn by NJ-761 cadets

- k. **Ascots.** Plain white ascots may be worn by Color Guard cadets.
- l. Plain white gloves may be worn for ceremonial purposes by Color Guard; POW/MIA ceremonies, or as determined by SASI/ASI.
- m. **Unit T-Shirt.** Unit T-Shirt is to be black and must have the Piscataway logo on the left breast and/or back of shirt.
- n. **Student ID.** Student IDs must be worn with the uniform and be made visible
- o. **Temporary ID.** Any given Temporary ID Sticker must be placed directly underneath the nametag properly and aligned.

2. Cadet Grade and Rank:

- a. The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. Cadets are divided into three categories; airman, non-commissioned officer, and officer. This three-way division is also true among active duty personnel.
 - b. Airman grades include airman basic, airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.
 - c. The noncommissioned officer (NCO) grades start with the staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
 - d. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.
- ## 3. Uniform Standard Exceptions—Because Piscataway High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.
- a. Hat Area—. You are always expected to wear your hat while in uniform, on or off base, while outside.
 - b. Service Coats/Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom for any reason, the cadet must wear and button the coat. Additionally, although designed as an outer garment, for the same reason, the lightweight jackets may be kept on while in classrooms, but will be removed for uniform inspections.

- c. Service Coats in Cafeteria—The Piscataway High School Cafeteria is a busy place. To avoid stains, spills, etc., cadets may remove their service coat while sitting and eating their meal (inside or outside) but must immediately put on and button the coat when leaving their seat (only when dismissed to next block).

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8.1 Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

8.1.1 Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

8.1.2 Rings. Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

8.1.3 Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

8.1.4 Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.**

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

Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel.

Specific Female Cadet Grooming Guidelines.



Hair-Female. Figure 8.2. There is no minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 8.2. When in doubt, assess correct length of hair with Cadet standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be a natural looking hair color (e.g. black, Brunette, blond, natural red, and grey) regardless of the cadet's own natural born hair color.

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

Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins). See Figure 8.4 (photo of scrunchie)

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Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 8.2). Headgear must fit properly.

All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph above. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

Unauthorized: Mohawk, mullet or etched design. See Figure 8.5 (photos of unauthorized female hairstyles)

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

Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

Earrings. Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If a 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.

Figure 8.2. Authorized Women's Hair Styles



8.3. Authorized Braids



Figure 8.4. Example Authorized Scrunchie



Figure 8.5. Unauthorized Female Hairstyles



Specific Male Cadet Grooming Guidelines. (See Figure 3-1)

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Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

Men's Hair will be tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with a tapered appearance. Hair will *not* exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Men's hair may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. **Prohibited examples (*not all inclusive*) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are *not* authorized hair extensions.**

Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3-1, orifice of the ear opening is at reference point A.

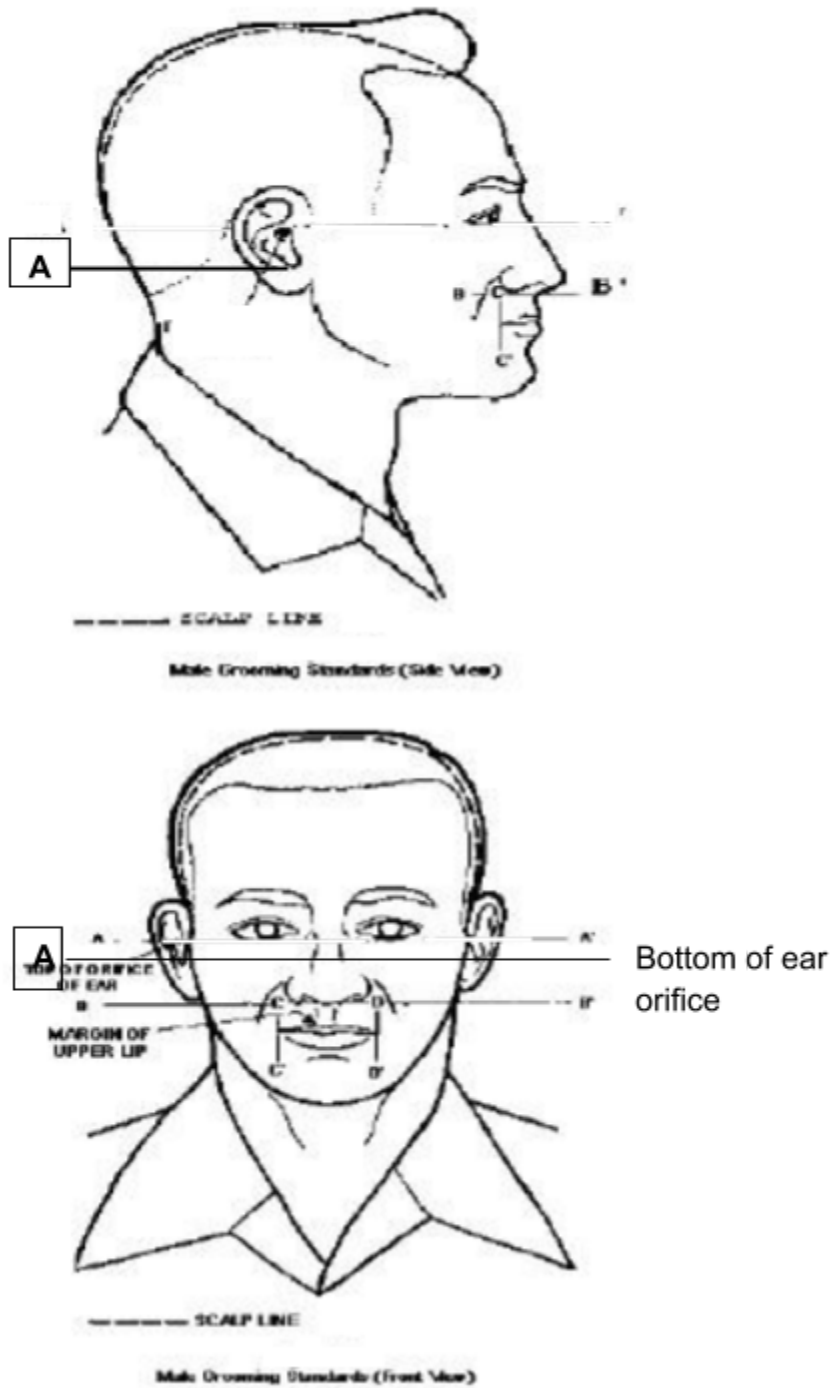
Mustaches. Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3-1, reference points B, C, and D.

Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit a waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

Fingernails. Male cadets are not authorized to wear nail polish.

Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

Figure 3.1. Male Hair Grooming Standards.



Specific Cadet Uniform Wear Guidelines.

Cadet Uniform Wear Guidance for School Hosted JROTC Events:

7.11.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and who may not have uniforms currently issued to them.

7.11.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC cadets will wear their AFJROTC Service Dress uniform.

7.11.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC cadets.

7.12.2. Cadet Uniform Wear Guidance for Fundraising:

7.12.2.1. There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program.

7.12.2.2. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

7.12.2.3. AFJROTC personnel/cadets should not solicit donations from local businesses at any time.

7.12.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep

sponsors and AFJROTC units within the scope of the Joint Ethics Regulation.

Attachment 7-1

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



METAL OR CLOTH

<p>GROUND SCHOOL BADGE</p>	<p>FLIGHT SOLO BADGE</p>	<p>FLIGHT CERTIFICATE BADGE</p>



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.

Attachment 7-1 (continued)

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

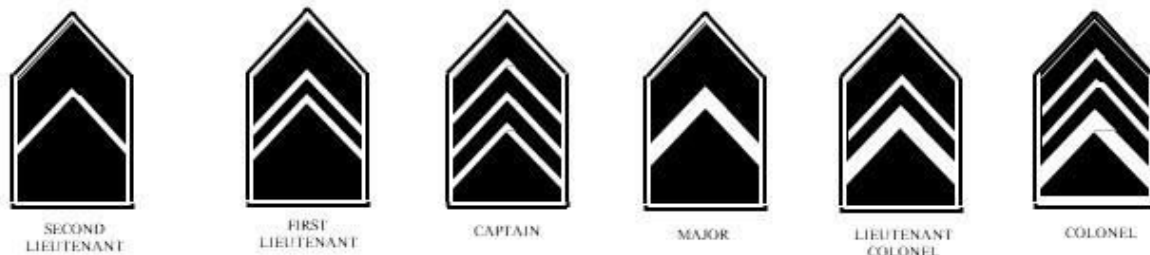
Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

Attachment 7-2

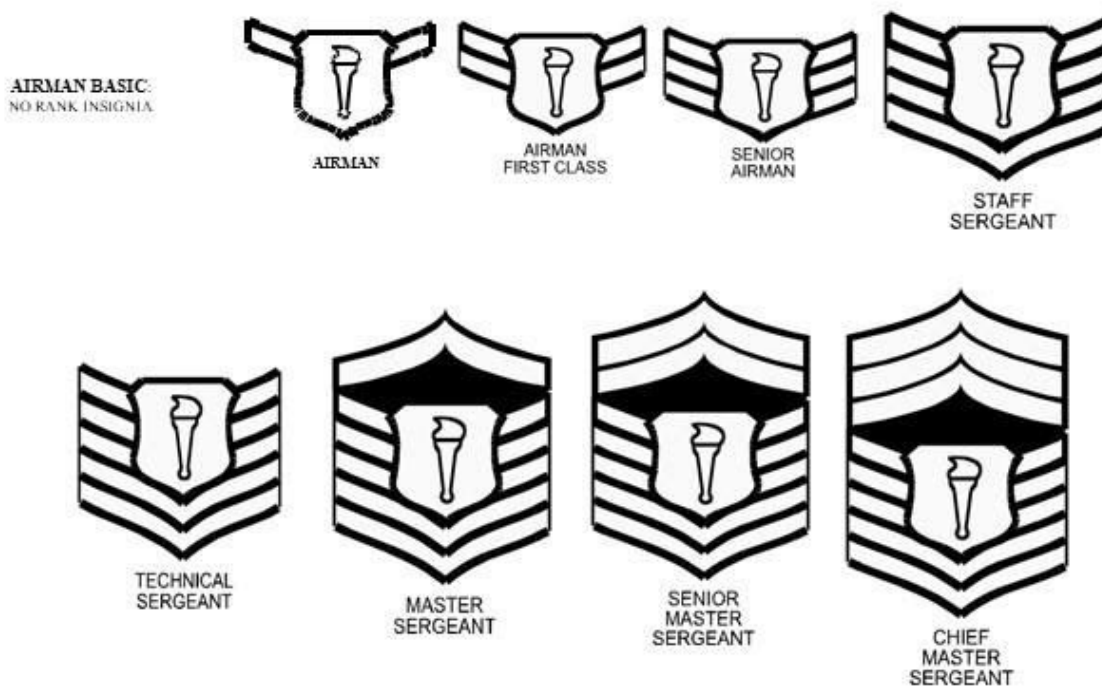
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK

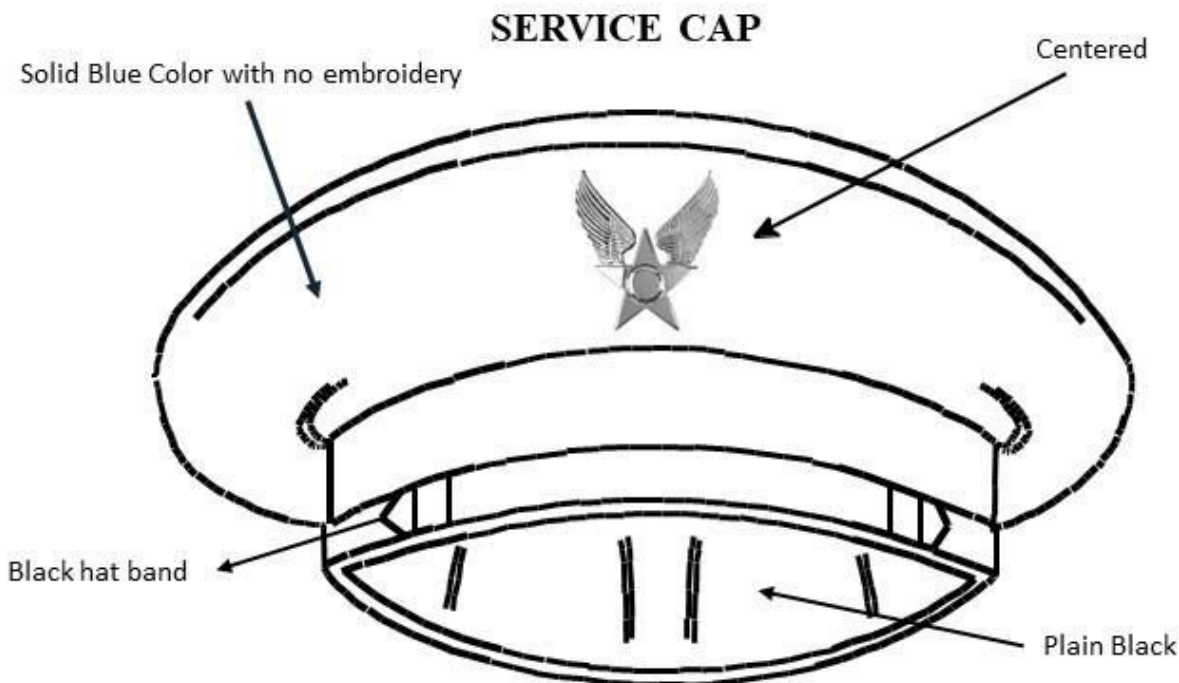


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

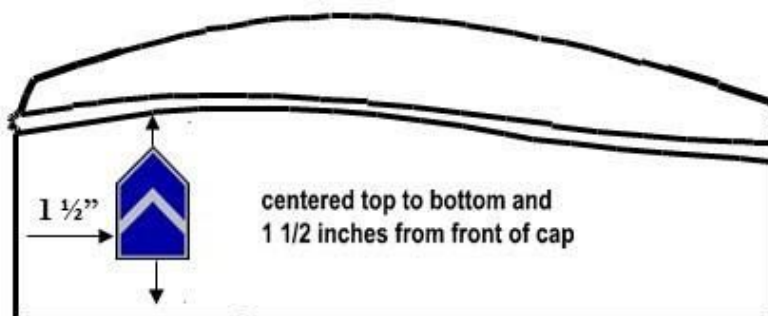
Attachment 7-3

CADET MALE HEADGEAR



Service Cap – 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.

Attachment 7-4

CADET FEMALE HEADGEAR

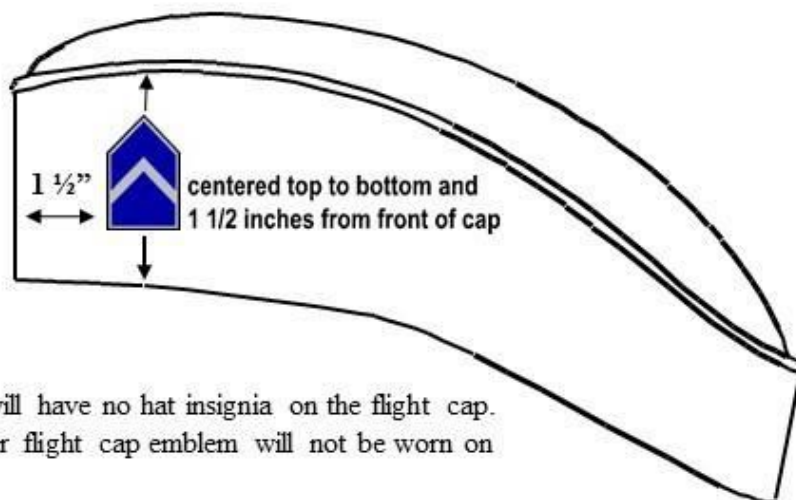
SERVICE CAP

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.

Attachment 7-5

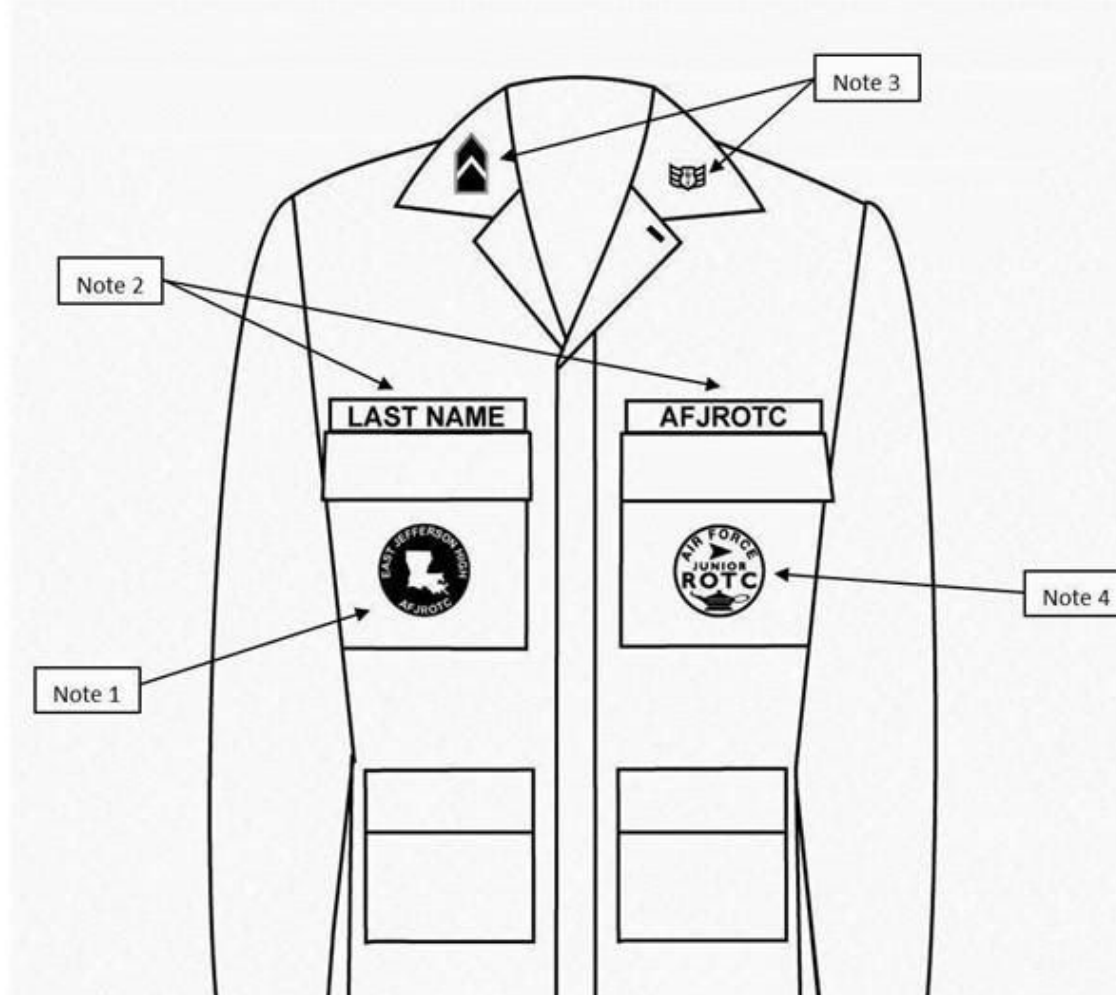
CADET BERET HEADGEAR**BERET**

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 and the stiffener. Align insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

Attachment 7-6

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.**

Uniform Inspection Grading Rubric

25 pt deduction for unexcused late wear

** Warnings possibly anointed for stains/soiled uniform.

Discrepancy	Penalty Points
Uniform - not worn on primary uniform day or makeup day.	100
Hat - not worn	10
Hat – dirty	10
Hat insignia - not worn	10
Hat insignia - improper placement	5
Hair - extremely out of standards	50
Hair - close, but still out of standards	15
Facial Hair	20
Sideburns - too long, wide, not horizontal	10
Jewelry or Hair Devices - improper/wrong color	10
Makeup - improper	10
Nails - dirty/improper color, length, etc.	10
Rank - not worn	10
Rank - not properly placed	5
NameTag - not worn	10
Nametag - not properly placed	5
Ribbons - not worn	10
Ribbons - not properly placed	5
Badges - not properly placed	5
Belt - not worn	10
Belt - not properly placed	5
Tie/Tab - not worn	10
Tie/Tab - not properly placed	5

T-Shirt - not worn/improper	10
Service Coat - Stains/Wrinkled	10
Buttons - missing/not buttoned	5
Gig Line - not aligned	5
Shoes - not shined	10
Shirt - stains, not pressed, etc.	10
Pants - ill fitting, too long/short, stains, etc	10
Socks - wong color, type, or missing	10
Discipline - poor discipline, PDA, etc.	25
Shoelaces tied	5
Shoelaces tucked in(extra points given)	+5
ID Present	10
Strings	5
341's	None=10, 1=5
Incorrect/Blank 341's	5
Wrong uniform configuration	10

1. Eligibility:

a.

AS1: C/AB

AS2: C/Amn

AS3: C/IAC

AS4: C/SrAmn – C/SSgt

- b. Cadets who have demonstrated a ***potential for increased responsibility*** may be selected periodically for promotion.
- c. Promotion eligibility is based on academic grades, uniform wear, community service hours, extra- curricular activities, and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
- d. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be the NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified upperclassmen are not available to fill the higher positions in the cadet corps or by the discretion of the SASI.

2. Frequency of Promotions:

- a. There will be one promotion cycle each school year, after semester one is complete.
- b. Special/STEP promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.
- c. Cadets not meeting requirements by MP3 may petition to be promoted.

3. Promotion Criteria:

- a. For the promotion cycle the following criteria apply:
 - (1) AFJROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets may be considered for promotion once they regain eligibility at the end of the third marking period. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) AS1's must demonstrate proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms

- Right, Left and About Face

- (4) AS2+ must memorize the 30 steps drill sequence.
 - (5) No active administrative disciplinary actions
 - (6) Demonstrated positive attitude and full effort towards the AFJROTC Program
- b. Promotions, demotions and assignments will be documented by publishing written special orders. Action is marked in cadet's file.
4. Reduction in Cadet Rank—Students who behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS/OSS may lose their cadet rank and/or position. The severity of rank reduction will depend on the circumstances in each case as determined by the SASI.

CHAPTER 10-CADET AWARDS AND DECORATIONS

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Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. **Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons. (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.).** Only medals specifically designated within this Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.

Organizations that wish to present cadets awards (i.e., Daughters of the American Revolution, National Sojourners, Sons of the American Revolution, Scottish Rite, Southern Jurisdiction, Sons of Union Veterans of the Civil War Award, Sons of Confederate Veterans H.L. Hunley Award, National Society United States Daughter of 1812) may still do so. However, only the HQ AFJROTC approved medals and ribbons may be worn on a cadet's AFJROTC uniform.

Units may not create or purchase local awards (ribbons or medals) for wear on the uniform.

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 may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).

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

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

Order of Precedence of AFJROTC medals and ribbons.

AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards).

Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case, by case basis. **Unit must uphold the "spirit of intent" of an award.**

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Achievement Ribbon
34. Superior Performance Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Good Conduct Ribbon
47. Service Ribbon
48. Health and Wellness

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

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CAP Awards

Cadets receiving these Civil Air Patrol (CAP) awards listed below (items 59-63) prior to 30 July 2018, and who wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021 (grandfathered).¹⁶⁰

Other Service Awards

These ribbons may be worn by cadets (if earned prior to 30 July 2018) during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. These ribbons will no longer be eligible for wear after 1 August 2021.

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

AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister service Junior ROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

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



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)

Version: 3 August 2019

Descriptions and Criteria of AFJROTC Medals and Ribbons. Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc. 160

Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation. For each additional award earned an additional small silver star will be awarded.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a

greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published¹⁶⁰ guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MilPer funds. For each additional award earned an additional large silver star will be awarded.

Community Service with Excellence Award. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MilPer funds. 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.

National-level Awards

These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect

for customs).

Daedalian Award. Cadets may only receive this award once. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. 160

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

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

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

Daughters of the American Revolution (DAR) Award. Cadets may only receive this award once, ribbon for this award may be worn on the cadets's ribbon rack and worn on regular uniform days, medals will not be worn on regular uniform days or during any type of competition.

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

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

The SASI and principal select the recipient and must request the award and a presenter no later than 1st March. The award devices and presenter can be requested from the nearest DAR chapter. See attachment 7-17 for list of award points of contact.

American Legion Scholastic Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must: 160

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

American Legion General Military Excellence Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

Reserve Officers Association (ROA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.
- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

Military Officers Association of America (MOAA) Award. Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.

The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

National Society United States Daughters 1812 Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days or during any type of competition. Medals will not be worn on regular uniform days or during any type of competition.

Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

National Sojourner's Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.

- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been previous recipients of this award.

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The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a

day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of "B" or better in all subjects for the previous semester.
- Not a previous recipient of this award.

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

The Sons of the American Revolution (SAR) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days during or any type of competition.

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

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

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

Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

American Veterans (AMVETS) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

This award annually recognizes an outstanding second-year cadet in a 3-year program or

third-year cadet in a 4 year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrates academic excellence by being in the top 25% of class.
- Demonstrates the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been previous recipients of this award.

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

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

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

Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC- 20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

The Retired Enlisted Association (TREA) Award. Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

SASI may go online at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

- Outstanding personal appearance (uniform and grooming)
- Display personal attributes such as initiative, judgment and self-confidence
- Courteous demeanor (promptness, obedience and respect for customs)
- Growth potential (capacity for responsibility, high productivity and adaptability to change)
- Possess the highest personal and ethical standards and strong positive convictions
- Shows the potential and desire to pursue a military career
- Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school)

Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

Medals will not be worn on regular uniform days or during any type of competition.

Distinguished Unit Award with Merit (DUAM). Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded. 160

Distinguished Unit Award (DUA). Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded. **Outstanding Organization Award (OOA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

Outstanding Flight Ribbon. Is a ribbon awarded each semester to members of the outstanding flight under criteria determined by the SASI.. 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. **Cadets are eligible to wear the honor flight cord until the next honor flight is awarded.** Flights will compete on the highest average of the following components:

- Latest quiz grade
- Latest uniform inspection grade
- 30 Step drill sequence quiz grade
- PT component test (SASI directed)
- 30 Step drill sequence performance

Top Performer Award. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a units cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community

involvement and other accomplishments.

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Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. **Cadets must meet eligibility for Good Conduct, Academic, Attendance, and Service Ribbons as a minimum.** 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.

Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. **Cadet must have been delegated a responsibility by the SASI/ASI and accomplished the task to the defined standards as a minimum. Award is at SASI discretion.** 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.

Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. SASI will award for AFJROTC specific achievements at his/her discretion. Cadet may submit a nomination to the SASI for achievements such as Eagle Scout, Gold Award, Athletic record setting performance/championship, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps 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. Cadets may request consideration for this award through submission of an essay outlining their worthy accomplishments and the subsequent impacts. **Cadets must be eligible for the Attendance, Academic, Good Conduct, and Health and Wellness ribbons.** 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.

Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of **at least "B" for each class each marking period, in addition to an "A" average in each marking period in AFJROTC.** 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.

Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. **Silver star is awarded for cadets in leadership positions recognized by CLC instructors and approved by SASI, and for outstanding basic cadet as**

determined by SASI in communication with Piscataway staff cadet input.

Top Performer Award: Outstanding cadet with silver star, cadets chosen as state, Pacific and European “AFJROTC and AFA cadets Leadership AWARD” winners will be awarding the “outstanding cadet Ribbon” with silver star. Exception: If a cadet has previously earned the outstanding cadet ribbon or earns it in the future, that cadet will wear only one ribbon with silver star, since the award is of higher precedence. 160

Special Teams Competition Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. 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.

Joint/All-Service National Competition Award. Is a medal/ribbon awarded to team members who competed at a Joint/All Service national, regional, state, or local-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. 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. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

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, StellarXplorers etc. 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. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

Orienteering Ribbon. May be awarded based on criteria of Cadet Leadership Course and SASI developed criteria for the year.

Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Drill, CyberPatriot, Raider, JLAB, Mentoring, Kitty Hawk etc commanders and deputies are awarded as long as they meet eligibility for Academic, Service, and Good Conduct Awards while leading their team. 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.

Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions. 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.

Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). 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.

Saber Team Ribbon. Not awarded as part of Piscataway program.

Marksmanship Team Ribbon. Not awarded as part of Piscataway program.

Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. 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.

Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Cadets who perform the yearly service hour (12 hrs) requirement earn this award. 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.

Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon if they maintain an 80% fitness grade each marking period. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.

Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. **Cadet must submit a request for the ribbon including the names of their recruits who have successfully completed a semester in AFJROTC.** 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. Must be listed in WINGS.

Activities Ribbon. Is a 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 to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. 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.

Attendance Ribbon. Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year. 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.

Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.. 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.

Longevity Ribbon. Is a ribbon awarded for successful (passing grade) completion of each AFJROTC school year. 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.

Bataan Death March Memorial Hike Ribbon. Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MilPer funds. 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. 160

Patriotic Flag Ribbon. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. **Non JROTC events must be pre-approved by SASI and documented in writing with point of contact's signature to be considered a valid event.** 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.

1. **Weekly Bulletin**—The weekly bulletin will be used for posting official notices, i.e., official club notices, meetings, detail listings, formation notices, and other pertinent corps correspondence. *It is the responsibility of each NJ-761 cadet to read the bulletin boards daily.* The bulletin will be kept current at all times and is the responsibility of Knowledge Operations.
2. **Sign-up Lists**—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and flight commanders and first sergeants to monitor. Cadets should not sign up for events unless they are absolutely certain they can participate. If a cadet signs-up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify their flight commander and/or the project officer. If sign-up sheet is full, you may still sign up and be “on-call” should a volunteer cancels last minute.
3. **Classroom Announcements**—It is the responsibility of each flight commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the flight commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.
4. **Electronic Communication**—Cadets should sign up for the applicable REMIND apps, and other social media being used by cadet staff to communicate. Cadets may be notified through email or Schoology by SASI/ASI following established PHS practice.

CHAPTER 12 - COMMUNITY SERVICE

1. Community Service Hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. Community service events must be organized and led by AFJROTC in order to count towards cadet yearly requirement. **Community service is an integral part of the Piscataway AFJROTC program and counts for a substantial portion of the grading for the course.**
2.
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in these ideas should be routed through the flight commanders up the chain of command, or during cadet staff meetings.
 - b. Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered.
 - c. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event), they must notify the project officer and mark their name off the sign up list. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
 - d. Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, SASI/ASI may remove cadets from the list as necessary to balance opportunities among the corps or if they deem a cadet may not be a good fit for the event. (experience, uniform grades, academic performance, etc.) Cadets with lower community service hours will be made a priority.
 - e. Failure to Show. Cadets must understand the personal responsibility to goes along with volunteering for community service projects. Do not sign up for a project unless you are absolutely certain you are able to attend. Cadets are allowed to copy down project details or take pictures with their phones so they can verify their availability before signing up. If a cadet fails to show up for a community service event, they may be subject to disciplinary action within the unit discipline management plan.
 - f. **Credit for Community Service Time. Cadet in charge must complete the event sheet (prior to completion of the event) and deliver to SASI/ASI for signature.**

1. The Piscataway HS AFJROTC participates in a variety of co-curricular activities. Parades, drill meets, the annual Military Ball, awards ceremony are just some of the yearly activities. Following are some of the clubs and varied activities.
 - a. Unarmed Drill Team -Performs regulation and exhibition unarmed drill
 - b. Armed Drill Team - Performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
 - c. Color Guard -Performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
 - d. Cyber Patriot-Nationally sponsored cyber security competition
 - e. JROTC Leadership Academic Bowl (JLAB). College Options Foundation sponsored competition based on testing knowledge of cadet first year text, SAT topics.
 - f. RAIDER Team. Physical/Tactically oriented competitive team that competes in physical strength and endurance events.
 - g. Aircraft Modeling. Team builds models for display in and around the JROTC work area.
2. Field Trips (Curriculum-in-Action (CIA) Trips)—An attempt will be made to provide at least one CIA trip each year. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. **Permission slips are required for each field trip in addition to any organization specific permission slip (CLC, CAP, etc).**

III. AEROSPACE SCIENCE, LEADERSHIP EDUCATION, AND DRILL/WELLNESS

The AFJROTC program is divided into three parts. The **Aerospace Science** portion consists of classroom instruction and represents 40% of the JROTC program. The **Leadership** portion of the program consists of Leadership Education and Corps training activities, which represents 40% of the total curriculum. The remaining 20% is **Drill and Ceremony/Wellness**.

A. AEROSPACE SCIENCE: The Air Force provides textbooks that are used in this course, and may also be available online. Subjects include the history of flight, the study of aeronautics, rocketry, space exploration, the physiology of flight, navigation, meteorology, survival, astronomy, and global studies.

B. LEADERSHIP EDUCATION: The development of Air Force traditions, customs and courtesies are studied. Values such as U.S. Flag etiquette, respect for authority, and military discipline are practiced through military drill and ceremonies. The principles of honor, integrity and allegiance to our country are examined and considered essential elements in character development. Communication skills are emphasized along with practice in problem solving, human relations, application of logic, and other managerial skills. Textbooks may be available online.

C. DRILL AND CEREMONIES AND WELLNESS:

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

The Drill and Ceremonies portion provides an in-depth introduction to drill and ceremonies.

30 Count Drill Sequence

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

See Attachment 4 for Grading Rubric

WELLNESS PROGRAM: Wellness is an official and integral part of the Air Force Junior ROTC program. It consists of two exercise programs focused upon individual base line improvements with the goal of achieving a national standard as calculated by age and gender. The Wellness curriculum is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education 100. Instructors are free to include other activities cadets enjoy such as team sports in order to keep the Wellness Program fun and motivating. Instructors are also encouraged to utilize sites such as PE Central to help develop lesson plans and fitness activities. Cadet fitness improvement will be rewarded, either by earning the Wellness Ribbon, stars, Presidential Fitness Challenge certificate, or combinations thereof. PT will occur every G-Day in the 7D2 Cycle. Should PT fall on a uniform day, cadets will practice drill unless instructed otherwise.

1. The program consists of three main areas of study/practice:
 - a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
 - b. Team Sports – will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie.
 - c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress. Fitness assessments and workouts will take place on Fridays opposite team sports.

2. Fitness Assessment Exercises/ Measurements, 6 components (5 tested each year):
 1. **1-mile Run**—The 1-mile run will take place on the track. Cadets who have trouble running will be encouraged to try some running combined with walking and to try and improve their result each time. While walking, cadets will be highly encouraged to walk at a brisk pace.
 2. **Push Ups**—Place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself (your upper arm should be parallel with the ground) until your elbows are at a 90° angle and press back to starting position. You must rest in the up position.
 3. **Sit ups**—Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum. Elbows can touch anywhere from the upper thigh to knee for rep to count.
 4. **Sit & Reach**—A specially constructed box with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet. Student removes shoes and sits

on floor with knees fully extended, feet shoulder-width apart and soles of the feet¹⁶⁰ held flat against the end of the box. With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded. Sit and reach tip Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

5. **Shuttle run** – Mark two parallel lines 30 feet apart and place two blocks of wood or similar object behind one of the lines. Students start behind opposite line. On the signal "Ready? Go!" the student runs to the blocks, picks one up, runs back to the starting line, places block behind the line, runs back and picks up the second block and runs back across starting line.
6. Please see the bulletin boards for charts on percentile scores based on age, repetitions, distance, and or time.

GRADING POLICY

PER MARKING PERIOD

Wellness	10%
Class Participation/Preparedness	20%
Uniform Inspections	20%
In Class and Homework Assignments	20%
Quizzes/Leadership Rubric	30%

Wellness. See Attachment 4.

Class Participation: The following are examples of situations which may affect the participation grade. The SASI or ASI makes the appropriate deductions.

1. Instances of disorderly conduct. This includes talking out of turn and moving around the classroom without permission, not being seated when the bell rings.
2. The use of foul language.
3. Tardiness.
4. Any inappropriate conduct as deemed necessary by SASI/ASI.
5. Not prepared: books, paper, writing implement, excessive requests for breaks.

Uniform Inspections. See Inspection Grading Rubric..

In-Class and Homework Assignments. Assigned as determined by SASI. Classwork (when assigned) will follow SASI defined grading criteria based on context or established rubric. Homework is graded based on the following criteria:

Early and Complete	110%
On Time and Complete:	100%
Late and Complete:	50%

Late and Incomplete: 25%

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Homework normally consists of vocabulary words and Checkpoints from textbooks but may be modified at SASI/ASI discretion. On time is defined as handed in at the first call on the due date. Late is any time after that including during the class period. Early is defined as prior to the end of the previous school day. To set a measure of consistency in grading, rubrics have been developed in the following areas: Leadership, Visual Presentations, Writing Assignments, Reports and Merit/Demerit/Class participation/Preparedness.

PER ENTIRE COURSE

Marking Period 1	22%
Marking Period 2	22%
Marking Period 3	22%
Marking Period 4	22%
Final Exam/Project on Required Hours of Community Service	12%

1. Any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, or other unauthorized posts will not be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan, and may also be subject to discipline under the Piscataway High School and AISD Code of Conduct.
2. Facebook Web Site: ‘NJ-761 Official Announcements’
3. **AFJROTC Schoology Page.** The Piscataway AFJROTC Schoology Page is used as the “virtual classroom.” Cadets can find almost anything they need at this site to include uniform wear information, master schedule and upcoming events, PT activities, the cadet handbook, course syllabus, etc. It is **mandatory** for Cadets to regularly check the Schoology website and the school email to stay abreast of the most current information and updates of upcoming events, assignments, uniform inspection days, and PT days.
4. **Remind.** Text code ‘@_____’ to 81010
5. **Bottom Line.** Cadets will be held accountable for social media misuse/abuse according to the handbook and USAF standards.

CHAPTER 17 - CORPS STAFF SELECTION/JOB DESCRIPTION

1. Cadet Position and Rotation—Cadet command and staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be on the basis of positions available and the individual need for training experience. To apply for a corps staff position, cadets must submit a Corps Staff Application
 - a. Some flight positions may be interchanged **each** semester at SASI discretion.
 - b. **Personnel changes will be made whenever a cadet's performance of duty is not up to standard through sufficient time and effort after Review Board.**
 - c. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. Yearly changes may be made after the 3rd Marking Period at the Awards/Promotion Ceremony.
 - d. The authority to remove someone from a corps position rests solely with the SASI.
2. Corps Job Descriptions:

Line Staff:

- a. **Group Commander-** The Group Commander upholds the highest position in Cadet Staff. This cadet is held to the highest standard possible and works directly under the SASI/ASI. It is the job of the Group CC to take charge of the Group or delegate that job to another cadet. The Group Commander works on long term goals, mainly focuses on the Unit Goals/Unit Evaluation. The Group Commander is also in charge of the Squadron Commanders whether it be line staff or Mission Support.
- b. **Deputy Group Commander-** The Deputy Group Commander upholds the second highest position in Cadet Staff and is held to the same standard as the Group CC. The cadet in this position will work directly under the Group CC and is in charge of Drill Team and Kitty Hawk Air Society and their respective commanders. The Group CD will assume command of the group in the absence of the Group CC. This cadet, as well as the Group CC will be focused more on long term goals rather than the short term accomplishments.
- c. **Group Superintendent-** The Group Superintendent is the highest enlisted cadet in the unit and upholds the position of Command Chief. This cadet will be the senior enlisted advisor to the Group CC and will work directly with the Line First Sergeant(s). If there is a problem within the unit that the First Sergeants can not solve, it will be the job of the Group Superintendent to situate the issue. Moreover, the Group Superintendent will be in charge of the Mentor/Mentee Program within the Cadet Corps.
- d. **Director of Standardization and Evaluation-** The Director of Standard and Eval is the cadet in charge of inspection. This cadets job description is similar to an Inspection General. This cadet will be in charge of inspection procedures as well as standardization of certain uniform parts that may be malleable between other units. In addition, at the time for Unit Evaluation, this cadet will be working directly with the Group CC to ensure that our unit meets/exceeds standards.

- e. **Squadron Commander(Line)-** The Line Squadron Commander will be directly in ¹⁶⁰charge of all Flight Commanders in their respective squadrons. It is the job for the Squadron CC to maintain structure and communication within the flights and enforce the Mentor/Mentee program.
- f. **First Sergeant(Line)-** The Line First Sergeant will be directly in charge of all the Flight Sergeants in their respective squadrons. It is the job for the Squadron First Sergeant to resolve any lingering conflicts or situate any issues that cadets may have.
- g. **Flight Commander-** The Flight Commander will be directly in charge of the individual cadets. These cadets have arguably the most important job of the unit. These cadets maintain the cadets within their respective flights and takes accountability/responsibility for each cadet. Flight CC will be working on classroom procedures and inspection grades etc. They are the first line of defense for these cadets.
- h. **Flight Sergeant-** The Flight Sergeant will be directly under the Flight CC and will take command of the flight in the absence of the Flight Commander. They will assist the Flight CC in every possible way and maintain open communication with all cadets.

Mission Support Staff:

- i. **Mission Support Squadron Commander-**The Mission Support Squadron CC is in charge of all departments. They must know exactly what each department is doing at all times. They report directly to the Group CC. They are responsible for the short term goals for the unit which gives the Group CC time to work on long term goals for the unit. They must check staff reports and report status to Group CC.
- j. **Mission Support First Sergeant-**The Mission Support Squadron First Sergeant is in charge of morale for each department. Departments heads/NCOs will come to the First Sergeant if there is any kind of issue within the department. They should send the Squadron CC a morale report once a cycle which keeps the Squadron CC up to date on the morale of their departments. In addition, the First Sergeant will assist the Squadron CC if necessary.
- k. **Operations-** This department deals with alot of outside connections. If you want to be apart of this department you need to have good time management skills. You will be finding events from all around the Piscataway educational systems, such as high school, middle schools, and elementary schools. In addition, every month there is a cadet assembly led by the Operations department. Moreover, any field trip the unit goes on is organized by this department. This is one of our most important departments, as it ensures that all cadets get their required 12 hours of service.
- l. **Personnel-** This department deals with the WINGs system heavily. All ribbons, ranks, event sheets, etc goes into this system. Moreover, in the beginning of the year, they must put all the new cadets into the WINGs system, so they are accounted for when things are issued out to them. They are responsible for attendance for staff meetings. This also requires time management, for there is a sufficient amount of time that needs to be put into this work.
- m. **Logistics-** Everything in the backroom (The second door next to the ROTC office) is inventoried by the Logistics Department. Any uniform parts you have been issued is done by this department,

as well as new ranks you may obtain. In addition, you will have to make sure the back ¹⁶⁰ room is clean and organized at all times. All uniform parts must be in size order and organized.

- n. **Athletics-** The job for the athletics department is to lead the Physical Fitness Test in the beginning of the year and insert that information into the WINGs system. In addition, every G day, the athletics department will lead PT (Physical Training) for both during school and afterschool. The PT plan should be briefed to Chief before the F day, since some during school classes have PT on the F day (Period 1 and 2). These PT plans must take at least 45 minutes minimum and should be a good strenuous workout for the cadets. Lastly, a WINGs Fitness Assessment is accomplished by the end of the year.
- o. **Finance-** The finance department deals with all the finance (money) for the unit. They run sales such as hoodies, t-shirts, and snack stand. Our unit goals are based off the money profited from these sales.
- p. **Knowledge Management-** This department deals with information and announcements, operating instructions, and the Cadet Guide. The announcements your flight commanders read you, or the announcements said in Homeroom comes from the bulletin that information management makes. They take announcements from other departments and compiles it into one paper for all cadets are aware of the upcoming events for the unit. These bulletin is also put into the weebly website. Also at staff meetings, this department should be taking notes on important conversational topics and information we said about those topics so cadets who couldn't make the staff meetings are aware of what's happening. The director head is also in charge of Public Affairs and Systems Management.
- q. **Systems Management-** Systems Management deals with computers and making sure they all work properly. In addition, inventory for all electronics in the JROTC possession. Furthermore, cadets in the systems department must refill the printer with paper and making sure all printers are working so the rest of the unit can print if needed. They also have to be in control of the weebly website, and they monitor and change accordingly.
- r. **Music-** Music is in charge of the AFJROTC choir. They perform the national anthem for select football games, any sports games, and any school event. They also perform for unit events such as some cadet assemblies, awards night, flag ceremony and dining out.
- s. **Public Affairs-** This department is in charge of the pictures taken for the unit. They are also in charge of the unit youtube channel where they post drill team videos and unit videos for general knowledge. They also take all events the cadets did in that month and create the monthly update and they have a blog about certain events. Their main job is publicizing the unit.

Co-curricular Staff-

- t. **Drill Team Commander-**The Drill Team Commander will lead the entire drill team. It is the job of the Drill Team CC to organize practices and competitions throughout the academic year. The Drill Team CC is held to a higher standard than other cadets since they are the role model to the basics/returning members when it comes to uniform and drill standards. With the help of their staff, the Drill Team CC will choose respected team commanders/Varsity Color Guard cadets. The Drill Team CC reports directly to the Group CD.

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- u. **Deputy Drill Team Commander**-The Deputy Drill Team Commander will assume command in the absence of the Drill Team CC, and will assist the Drill Team Commander in any way possible. Typically the Drill Team CD will be in charge of exhibitions.
 - v. **Color Guard Commander**-The Color Guard Commander will organize color guard events in and out of school. They will work closely with the Operations Department to situate these events. In addition, they will assist the Drill Team CC in any way possible.
 - w. **Kitty Hawk Commander**- The Kitty Hawk Commander is the cadet in charge of the Kitty Hawk Air Society. This cadet will be in charge of organizing events with Operations and Personnel and they are in charge of cleaning up the Garden/Cemetery. Academically, this cadet is held to a very high standard as their entire position revolves around academic success. This cadet will be mainly in charge for organizing the Baatan Death March.
 - x. **Deputy Kitty Hawk Commander**-The Kitty Hawk CD will assume command in the absence of the Kitty Hawk CD. This cadet will assist the Kitty Hawk in any way he/she needs.
 - y. **Raiders Team Commander**- TBD.
 - z. **JLAB Commander**- Organize and lead JLAB team.
 - aa. **Cyber Patriot Commander**- Organize and Lead Cyber Patriot teams.

Attachment 1

NJ-761 AFJROTC UNIT MANNING DOCUMENT

POSITION TITLE	MAXIMUM GRADE	AUTHORIZED
Group Commander	C/Col	1
Deputy Group Commander	C/Lt Col	1
KHAS	C/Maj-C/Lt Col	1
KHAS Deputy	C/Capt-C/Maj	1
Group Superintendent	C/CMSgt	1
DT/CC	C/Capt	1
Deputy DT/CC	C/2d Lt – C/1 st Lt	1
Honor Guard	C/MSgt	1
Ops	C/2d Lt – C/1 st Lt	1
LG	C/2d Lt	1
Systems	C/MSgt - C/SMSgt	1
Wellness	C/MSgt - C/SMSgt	1
Personnel	C/2d Lt	1
Knowledge Management	C/2d Lt	1
Finance	C/MSgt - C/SMSgt	1
Public Affairs	C/MSgt - C/SMSgt	1
Music	C/MSgt - C/SMSgt	1
Mission Support SQ CC	C/Maj	1
First Sergeant	C/MSgt – C/SMSgt	3
Alpha Squadron Commander	C/Maj	1
Bravo Squadron Commander	C/Maj	1
Flt CC	C/2d Lt – C/1 st Lt	6
Flt Sgt	C/SrA – C/MSgt	6

Attachment 2

Phonetic Alphabet

Alpha	Julie	Sierra
Bravo	t	Tango
Charli	Kilo	Unifor
e	Lim	m
Delta	a	Victor
Echo	Mik	Whiske
Foxtro	e	y
t Golf	Novembe	X-Ray
Hotel	r Oscar	Yankee
India	Papa	Zulu
	Quebec	
	Romeo	

The Star Spangled Banner

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

Pledge of Allegiance

I pledge Allegiance to the flag
 of the United States of America
 and to the Republic for which it stands,
 one nation under God, indivisible,
 with Liberty and Justice for all.

The Air Force Song

Off we go into the wild blue yonder,
 Climbing high into the sun;
 Here they come zooming to meet our thunder,
 At 'em boys, Give 'er the gun! (Give 'er the gun
 now!) Down we dive, spouting our flame from
 under,

Off with one helluva roar!
 We live in fame or go down in flame. Hey!
 Nothing'll stop the U.S. Air Force!

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

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

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

Attachment 3
HOW TO TIE A TIE



PT Percentile Age Group

<u>75%(Females):</u>	<u>15</u>	<u>16</u>	<u>17</u>
CU:	45	41	40
PU:	20	20	20
S&R:	38	41	40
Mile:	8.40	8.45	8.50
Shuttle:	10.3	10.3	10.3

<u>85%(Females):</u>	<u>15</u>	<u>16</u>	<u>17</u>
CU:	50	45	45
PU:	20	25	25
S&R:	40	43	42
Mile:	8.00	8.15	8.00
Shuttle:	10.0	10.1	10.0

<u>95%(Females):</u>	<u>15</u>	<u>16</u>	<u>17</u>
CU:	55	53	55
PU:	35	32	30
S&R:	44	47	46
Mile:	7.20	7.15	7.15
Shuttle:	9.5	9.6	9.5

<u>75%(Males):</u>	<u>15</u>	<u>16</u>	<u>17</u>
CU:	53	52	52
PU:	38	40	46
S&R:	33	35	36
Mile:	6.30	6.24	6.20
Shuttle:	9.2	8.9	8.9

<u>85%(Males):</u>	<u>15</u>	<u>16</u>	<u>17</u>
CU:	58	56	55
PU:	42	44	55

S&R:	36	37	38	160
Mile:	6.15	6.00	6.00	
Shuttle:	9.0	8.7	8.7	
<u>95%(Males):</u>	<u>15</u>	<u>16</u>	<u>17</u>	
CU:	62	62	61	
PU:	50	60	60	
S&R:	40	41	42	
Mile:	5.50	5.30	5.30	
Shuttle:	8.5	8.2	8.5	

Attachment 5
CADET EVALUATION REPORT

CADET EVALUATION REPORT

Performance	Excellent (4)	Proficient (3)	Developing (2)	Unsatisfactory (1)
Courtesies & Attitude	Never falters from AFJROTC customs and courtesies.	Consistently in line with AFJROTC customs. Few minor exceptions.	Displays effort in some AFJROTC customs, still developing others.	Does not follow AFJROTC customs whatsoever. Lacks effort.
Appearance	Professional in uniform. Service dress is in perfect accordance with Air Force Dress and Appearance.	Professionalism could be polished. Service dress is in regulation with minor discrepancies.	Appears to be improper or disheveled. Cadet is seeking help to improve uniform dress.	Cadet does not wear uniform according to regulation or often fails to appear in uniform.
Teamwork	Motivates peers at all times. Performs all tasks with team. Engaged and participates with full effort.	Motivates peers. Gives effort and participates but could display more effort.	Motivates peers sometimes. Attempts to work with fellow cadets, is still till trying.	Does not motivate fellow cadets. Partially involved in the team task but is not engaged.
Communication Skills & Initiative	Effectively communicates and responds to others. Takes initiative and follows the chain of command before executing an idea.	Communicates well and tries best to respond to others. Takes initiative but occasionally fails to follow the chain of command	Communicates but not to full potential. Rarely has input or takes initiative. Often skips the chain of command.	Does not communicate well or accurately respond to others. Does not take initiative, never follows the chain of command.
Compliance	Respectfully complies with orders from authority.	Respectfully complies to orders. Rarely needs reminders.	Complies to orders but frequently defies directions.	Disrespects authority. Constantly defies orders.

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Additional Remarks:

**Attachment 6
DRILL RUBRIC**

	4	3	2	1
Accuracy	Cadet accurately performs each movement with little to no correction.	Cadet performs each movement with a few corrections.	Cadet performs each movement with many corrections.	Cadet does not perform the movement properly or does not perform it at all
Participation	Cadet is actively prepared for drill with proper shoe wear and is participative.	Cadet is mostly prepared for drill with proper shoe wear but may cause a few problems to the ranking cadet.	Cadet is occasionally prepared for drill and does not listen to ranking cadet/causes several problems.	Cadet is not prepared for drill and does not listen to ranking cadet/causes problems.
Knowledge of Movements	Cadet fully understands the concept of each movement.	Cadet has some difficulty understanding the concepts of each movement.	Cadet struggles to understand the concepts of each movement.	Cadet does not understand the concepts at all.

Attachment 7

Mission Statement

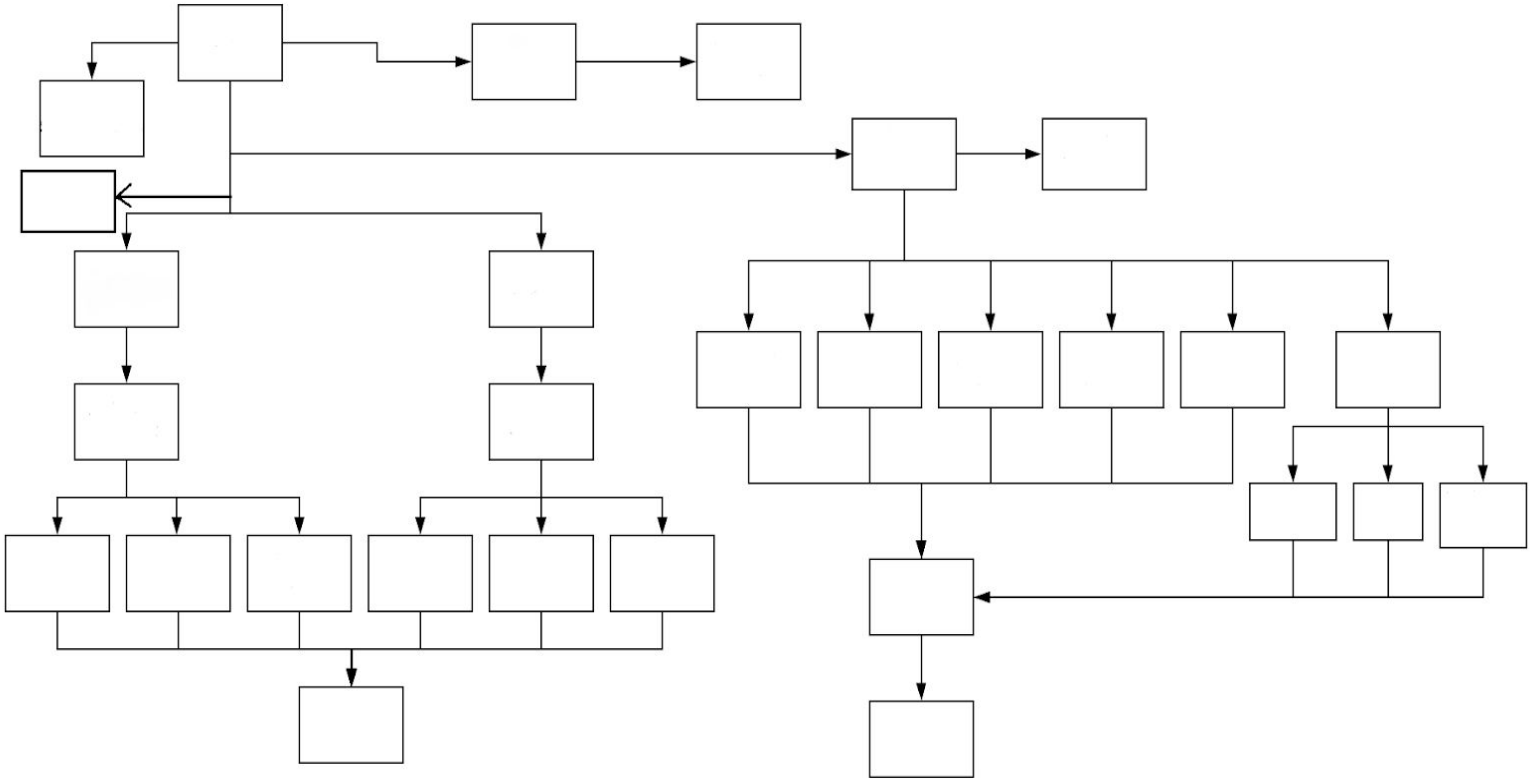
“To develop citizens of character, dedicated to serving their nation and community”

Cadet Honor Code

“I will not lie, cheat, or steal nor, will I tolerate anyone among us who does”

Air Force Core Values

**“Integrity First.
Service Before
Self.
Excellence In All We
Do.”**



Attachment 8 Chain of Command for the 2019-20 School Year.

