



**U.S. AIR FORCE**

# **RHS AFJROTC CADET GUIDE**



***HERCULES2324***



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## LETTER TO OUR CADETS

Welcome to Lucy Ragsdale High School's Air Force Junior Reserve Officer Training Corps (AFJROTC) with the unit designation NC-921. You've chosen to participate in a dynamic program offering special opportunities in education, leadership and community service.

As new or continuing Cadets, you will be part of a select group of High School teenagers worldwide who have made a commitment to enhance their personal development through participation in the many unique opportunities and activities only available within this program. This includes, but not limited to, military base visits, marching in parades, build model airplanes, build/launch rockets, compete in Drill Meets, and community service projects galore.

You will also have the honor of wearing the AFJROTC uniform one day a week; where you will be challenged to put forth your best effort. These standards support the AFJROTC objectives of developing citizenship, leadership skills and ultimately preparing you for life after High School.

This guide provides information intended to help you get the most out of your experiences this year and future years if you choose to remain a part of this outstanding organization. However, your Pride, Enthusiasm, and Passion put forth will help grow this program as well as set you apart from not only your peers but fellow Cadets. Additionally, involvement and interest are essential to help you get the most out of this experience. We're happy to have you as a member of our organization and feel confident you will enjoy your time spent in the Corps of Cadets.

Remember: This program is Cadet owned and operated. Its success relies heavily on your ability to effectively lead and follow and get involved!!!

GOOD LUCK CADETS!!!

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# FOUNDATION

## Getting to The Why

Assume personal responsibility for actions, accountability for decisions/choices, and character development

## OUR HONOR CODE:

We Will Not Lie, Cheat or Steal, Nor Will We Tolerate  
Anyone Among Us Who Does

## OUR CORE VALUES:

Core values are the foundation upon which a truly quality AFJROTC Program is built. They are a fundamental set of guidelines which can serve you throughout life. These are:

### - INTEGRITY FIRST -

Integrity means devotion to honesty, truthfulness, doing one's duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job.

### - SERVICE BEFORE SELF -

Service is the giving of self to provide for the welfare of others. Personal desires are not considered in the concept of service.

### - EXCELLENCE IN ALL WE DO -

Excellence means doing the very best you can in each job you perform regardless of how large, small, difficult, or easy it is to accomplish.

## MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

1. **MISSION:** The mission of AFJROTC is to “Develop citizens of character dedicated to serving their nation and community.” We accomplish this by educating and training high school Cadets in citizenship, promoting community service, instilling responsibility, character, and self-discipline, and providing instruction in air and space fundamentals.

AFJROTC Program is designed to meet the following objectives:

- a. Learn the values of citizenship.
- b. Provide Service to the community and Ragsdale HS.
- c. Learn personal responsibility.
- d. Acquire a sense of accomplishment.
- e. Adapt habits of orderliness and precision.

## PROGRAM MANAGEMENT

1. **Admission:** Eligibility and continuance in the AFJROTC program. Each Cadet must be

- a. Enrolled at Ragsdale High School.
- b. Selected by the Senior Aerospace Science Instructor (SASI), Aerospace Science Instructor (ASI) in coordination with the principal or a designated representative to ensure enrolled Cadets meet acceptable standards; Exceptional Children (EC) students may enroll; however, this program is no remedy for chronic student disciplinary problems.

2. **Disenrollment:** As a rule, the principal, along with the SASI, determines disenrollment as preceded by documentation and corrective counseling. A Cadet may be dis-enrolled for:

- a. Failure to maintain acceptable standards (including uniform wear and grooming)
- b. Inaptitude or indifference to training
- c. Discipline reasons: Fighting and/or Bullying
- d. Undesirable character traits
- e. Any other reason deemed appropriate by the Principal, SASI, or ASI
- f. If dis-enrolled, the Cadet will not be allowed back in the program the following year.

3. **Transfers:** Cadets transferring from Army, Navy, Marine Corps, Coast Guard, Space Force, or Air Force JROTC units are authorized full credit for training and transfer of rank.

4. **Reserve Cadets (designated Echo Flight) are defined as:**

- a. Registered Cadet who has completed 1<sup>st</sup> semester or awaiting 2<sup>nd</sup> semester
- b. Participate in designated monthly uniform wear days if in possession of a uniform
- c. Eligible and may participate in all activities and will be issued a uniform if required.

## PROFESSIONAL CONDUCT

1. **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.

- 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.
- e. Instructors will publish this prohibition in the unit's Cadet Guide or operating instruction.

## MILITARY COURTESY

General: Correct military courtesy will be observed at all times by Cadets and will reflect credit upon themselves, their parents, their school, their unit, and the United States Air Force.

1. **Terms of Address:** The practice of saying "Yes Sir/Ma'am" and No Sir/Ma'am" to the Principal, Assistant Principals, the SASI, the ASI and Cadet officers will be observed in this program. Cadets are highly encouraged to use the same courtesy when addressing all faculty members, parents, and other adults. The use of military courtesy is an indicator of maturity and will be favorably recognized by adults. This practice is a long-established military courtesy and while you may find it difficult at first, it will soon become a habit which will benefit you throughout your life.

**Saluting:** The salute, in its various forms, is a courteous exchange of greetings and is considered a military greeting worldwide. In many countries, as in the United States, the salute is a symbol of mutual respect. The salute is one of the oldest traditions binding military professionals together. You will be taught the proper way to salute. There are special rules governing the salute and saluting areas which you must become familiar with while a part of this program.

- Cadets in uniform must render a salute to the SASI, all military officers in uniform, and all Cadet officers in uniform when outdoors.
- All Cadets must salute when reporting to the SASI, the ASI or a Cadet officer of higher rank.
- Cadets in uniform will render a salute when the American flag is being raised or lowered from its staff. The salute will be held until the flag reaches the top of the staff when raised or secured when lowered.

- Cadets will stand at attention when the SASI, ASI, Principal, Assistant Principal or a Cadet officer enters the classroom. The first person to see the individual should stand and command, “Flight, Attention.”
- If a person junior to a person already in the classroom enters, then the Cadets are not called to attention:

*Example: If the SASI is in the classroom and ASI enters, the class is not called to attention, since the ASI is junior to the SASI. The rank order from top to bottom: Principal, Assistant Principal, SASI, ASI, Group Commander, Deputy Commander, Squadron Commanders, Flight Commanders, Other Cadet officers. Cadets will remain at attention until given instructions by the senior individual to carry-on or be seated. Do not call room to attention during exams, lectures, seminars or videos.*

## CLASSROOM RULES

The following rules and procedures are designed to promote a positive learning environment and keep classroom clean, neat and orderly. In the AF JROTC program, we strive to teach and train students in the many skills and responsibilities. Therefore, compliance with rules and policies is part of the core academic experience provided by the program and designated a weighted portion of the overall grade. By not following the rules, students disrupt the learning process and negatively impact their grades. The following rules and procedures are in addition to the previously provided list of rules for Ragsdale High School:

1. Treat all Cadets, teachers and students with dignity and respect – Always be courteous! Students will not harass, bully or illegally discriminate against others in any manner.
2. Students desiring to speak or get the instructor’s attention must raise their hand and be recognized by the instructor before talking.
3. At the Tardy Bell, Cadets must be standing next to their desk at the position of parade rest.
4. No eating or drinking in class, to include no chewing or having any item in the mouth (i.e. gum, pencils, pens, paper, rubber bands, aglets, etc.).
5. No getting out of your seat without the instructor’s permission.
6. Do not touch the computers, audio/visual equipment or thermostat without permission.
7. Sharpen pencils before class and always have a pen or pencil with you to take notes.
8. Use restrooms before or after class.
9. No sleeping in class or putting head on desks.
10. Cell phones and earbuds/headphones will be put away before entering classroom and will not be seen during class.

## AEROSPACE SCIENCE CURRICULUM

1. The Aerospace Science curriculum consists of five course levels (each level covering a complete semester) which are identified as AS-I, AS-II, AS-III (Honors), AS-IV (Honors) and AS-V. Cadets receive one unit of elective credit for each level successfully completed. The curriculum integrates Aerospace Science (40% coursework), Leadership Education (40% coursework), and Physical Fitness (20% coursework) into a single course.



*Note: AS-II and AS-III are considered a blended class and taught simultaneously. The courses are named AS II/III Fall and AS II/III Spring.*

2. **Aerospace Science** study includes the history of aviation, cultural awareness of major world regions, science of flight, space exploration, cyber, survival and corps management. Through the study of history of aviation, Cadets will learn about the development of flight throughout the centuries. From the science of flight, students will become acquainted with the aerospace environment, weather, the human requirements of flight and the principles of navigation. Space exploration will equip students with the latest information available in space exploration and space science; the basic concepts of space are in this course. The science of flight and space courses are intended to complement material taught in high school math, physics, and other science-related courses. Through cultural studies, students will learn to see the world from different perspectives. This course introduces students to the study of world affairs, regional studies, and cultural awareness. They will learn to explore and discover the processes that shape the earth, the relationships between people and environments, and the links between people and places.

3. **Leadership Education (LE)** teaches students about character development and some necessary life-skills. Elements of good citizenship are instilled in students. They are introduced to the Air Force organizational structure, uniform wear, military customs and courtesies, flag etiquette, citizenship in the United States, health and wellness, fitness, individual self-control, and basic drill and ceremonies. They learn interpersonal, leadership, and communication skills. Cadets will also learn about the importance of charting a career path, how to create a personal budget/financial plan, how to write a resume, how to interview for a job, how to apply for college.

4. **Wellness Program** is an official and integral part of the AFJROTC program. designed to motivate Cadets to lead healthy, active lifestyles beyond program requirements. They will participate in Physical Training (PT) each Friday consisting of calisthenics and cardiovascular exercises. Cadets are required to complete 2 required Performance Fitness Tests (PFT) consisting of: Push-Ups, Sit-Ups, & 1 Mile Endurance Run-walk within the first 45 days of semester and last 30 days of semester.

- a. Each Cadet is expected to dress out & participate and receive points for each.
- b. Cadets properly dressed (athletic shoes, issued PT gear) receive 100 points in PT.
- c. Cadets who lack effort will lose Leadership/Followership points.
- d. Cadets should present a note from parent/guardian to be excused from PT.
- e. Cadets not wearing non-issued PT uniform on designated fitness days lose 50 points for first violation. Every subsequent violation results in a zero points for PT.

5. **Drill and Ceremonies** Cadets are exposed to drill and ceremony to learn and improve on teamwork, leadership, followership and communication.

6. **Drill-only class** Cadets must be concurrently enrolled in a regular AS II/III/IV class. Enrollment in a standard AS/I/II/III/IV class during the first semester is prerequisite to enrollment in a stand-alone drill class during the second semester.

7. **Grading Criteria** AFJROTC foundation is Leadership/Followership, Uniform Wear and Health & Wellness. Our grading criteria will be weighted as follows:

COURSE	Dress & Appearance	Leadership-Followership/Exams/Quizzes	Physical Training
Aerospace Science I	40%	50%	10%
Aerospace Science II	40%	50%	10%
Aerospace Science III	40%	50%	10%
Aerospace Science IV	40%	50%	10%
Aerospace Science V	40%	50%	10%

## CERTIFICATES OF COMPLETION AND TRAINING

1. Two types of program completion certificates earned by Cadets: Completion (3 years) & Training (2 years). Must be in good standing (performance/behavior) for certificate consideration.
  - a. Certificates are awarded at the completion of High School Career.
  - b. Cadets awarded a Certificates of Completion and Training who enlist in the Armed Forces may be promoted to the grade of E-2 or E-3; an immediate monetary benefit.

## FLIGHT COMPETITION

1. **GENERAL:** Competition to determine best flight is held each semester of the school year.
2. **FACTORS:** Outstanding Flight is determined by all-around team performance. Criteria:

Honor Flight Consideration Categories	
1	Average Final Grade
2	Average Dress & Appearance Grade
3	Average Physical Training Grade
4	Average Community Service Hours
5	Average Leader Development Hours

NOTE: Each winning Flight member will receive the Outstanding Flight Ribbon.

# AFJROTC Ribbon Chart

## Air Force and Space Force JROTC Ribbon Chart



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## AWARDS AND DECORATIONS

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



1. **Gold Valor Award.** The Gold Valor Award recognizes outstanding voluntary acts of self-sacrifice and personal bravery by a Cadet involving conspicuous risk of life above and beyond the call of duty. Ribbon for this award may be worn on the Cadet's ribbon rack, and worn on regular uniform days.



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



3. **Cadet Humanitarian Award.** Awards 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 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.



4. **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. "



5. **Community Service with Excellence Award.** Awards 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. For each additional ribbon earned, an additional bronze oak leaf cluster will be awarded.

## 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.



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

- Top 1% of the unit in the following areas, academics, leadership, and professionalism.
- Positive attitude toward AFJROTC and school.
- Outstanding personal appearance (uniform and grooming).
- Attributes: initiative, judgment, confidence, prompt, obedient, respect for customs.



7. **Daedalian Award.** The Order of Daeledalin'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. This annual award recognizes 1 outstanding third-year Cadet meeting the following criteria:

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



8. **Daughters of the American Revolution (DAR) Award.** This award is presented annually to a 4th- year Cadet that meets the following criteria:

- Rank in top 25% JROTC and top 25% of school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership and fundamental/patriotic understanding of JROTC training.



9. **American Legion Scholastic Award.** This award is presented annually to one second- or third-year Cadet overall scholastic achievements. Each Cadet must:

- Rank in the top 10% of JROTC and top 25% of the school class.
- Demonstrate leadership qualities.
- Actively participate in student activities



10. **American Legion General Military Excellence Award.** Presented annually to one second or third-year Cadet based on general military excellence. Cadet must:

- Rank in the top 25% of their AFJROTC class.
- Show outstanding qualities in military leadership/discipline/character/citizenship.



11. **Reserve Officers Association (ROA) Award.** This award is presented annually for military and academic achievement to an outstanding third-year Cadet . The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC program and top 25% in academic grades.
- Advance the AFJROTC program objectives, to include dedication to citizenship, knowledge of civic responsibility, military orientation, self-disciplined and sound work ethic.



12. **Military Officers Association of America (MOAA) Award.** This award is presented annually to an outstanding second-year Cadet displaying exceptional potential for military leadership. Cadet must:

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



13. **Veterans of Foreign Wars (VFW) Award.** This award presented annually to an outstanding second or third-year Cadet who is actively engaged in the AFJROTC program and possess individual characteristics contributing to leadership. Cadet must:

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- “B” JROTC avg/ C avg in other subjects with no failing grades previous semester
- Active in at least 1 other extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.




14. **National Society United States Daughters 1812 Award.** Awarded annually, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.




15. **National Sojourners Award.** This award is presented annually recognizing an outstanding first- or second-year Cadet who contributed the most to encourage and demonstrate Americanism within the corps of Cadets and on campus. Cadet must:


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

 16. **Scottish Rite, Southern Jurisdiction Award.** This award annually recognizes an outstanding second or third-year Cadet. Cadet must: not have previously received this award, and:


- Highly encourage and participate in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate dependability, character, self-discipline, citizenship and patriotism.


 17. **Military Order of the Purple Heart Award.** This award annually recognizes an outstanding underclassman (first, second, or third-year Cadet), who demonstrates leadership ability. 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.


 18. **Sons of the American Revolution (SAR) Award.** This award recognizes an outstanding second-or third year Cadet who exhibits a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Cadet must:

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

 19. **Military Order of World Wars Award.** 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.

 1. **American Veterans (AMVETS) Award.** 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, and grooming).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility/adaptability/maintenance of standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at time of selection and presentation.

 21. **Air Force Sergeants Association (AFSA) Award.** This award recognizes an outstanding 2nd or 3rd year Cadet who demonstrate outstanding qualities in military leadership, discipline, character, & citizenship. Cadet must not have previously received this award and:

- Be in the top 10% of the AFJROTC class.
- Demonstrate qualities in military leadership, discipline, character, and citizenship.



22. **Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award.** Presented annually to 2<sup>1st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> year Cadets who 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.



23. **The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC Cadet while serving in an Enlisted Rank. The selected enlisted Cadet must have shown outstanding leadership throughout the course of the school year.



24. **The Celebrate Freedom Foundation (CFF) Award.** The awards program recognizes 9th, 10th, 11th and 12th grade students enrolled in AFJROTC programs.

- 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, productivity and adaptable 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 AS class with a grade average of A or numerical equivalent
- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school)



25. **Air Commando Association 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.

## LOCAL AWARDS

Ribbon for these awards may be worn on the Cadet’s ribbon rack and worn on regular uniform days. More detailed guidance can be found on the RHS AFJROTC Website





26. **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.



27. **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.



28. **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 certificate of recognition. OOA recipients do not receive a streamer. For each additional ribbon earned, an additional small silver star will be awarded.

29. **Outstanding Flight Ribbon**. Is a ribbon awarded each academic semester to members of the outstanding flight. The award criteria is overall average of the following categories: JROTC Academic grade, Dress & Appearance, Health & Wellness, LDR Events, and CS Events.



30. **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 Cadet corps population.



31. **Outstanding Cadet Ribbon**. This ribbon is awarded annually to the outstanding first, second, third, and fourth year Cadet. The recipient must be of high moral character, demonstrate positive personal attributes, outstanding military potential, and attain academic and military excellence.



32. **Leadership Ribbon**. This ribbon is awarded for outstanding performance in a position of leadership. The recipient consistently displayed outstanding leadership ability above and beyond expected performance.



33. **Superior Performance Ribbon**. This ribbon is awarded to the top 10% of the Cadet corps annually for outstanding achievement, or meritorious service specifically on behalf of AFJROTC. Ribbon will be presented for a single or sustained performance of a superior nature in

recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other corps Cadets.



34. **Achievement Ribbon.** This ribbon is awarded for a significant achievement in AFJROTC or school activities/events. Cadets may not receive more than one ribbon during a 1-year period.



35. **Academic Ribbon.** This ribbon is awarded for academic excellence as signified by attaining a GPA of at least “B” (80 or above) for the semester, in addition to an “A” average in AFJROTC.



36. **Cadet Leadership Course (CLC) Ribbon.** This ribbon is awarded for completion of an approved leadership program of at least 5 days. 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.



37. **Special Teams Placement Ribbon.** This ribbon is awarded to team members for placing 1st, 2nd or 3rd in an AF or Joint (local, regional, state or national-level) Competition to include Drill Teams, Color Guard, Marksmanship, Academic Bowl, Cyber Patriot, Stellar Xplorers etc. For each additional ribbon earned, a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster is used for the award of the fifth bronze oak leaf cluster.



38. **All-Service National Competition Award.** This medal/ribbon is awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Marksmanship, Academic Bowl, Cyber Patriot, Stellar Xplorers etc. For each additional ribbon earned, a 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.



39. **Air Force Nationals Competition Award.** This medal/ribbon is 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, Cyber-Patriot, Stellar Xplorers etc.



40. **Orienteering Ribbon.** This ribbon is awarded to team members for completing a unit specific Orienteering program as part of unit curriculum.



41. **Leadership Development Requirement (LDR) Leadership Ribbon.** This ribbon is awarded at the SASI/ASI discretion for leadership in AFJROTC LDR activities. Cadet may receive only 1 per semester.



42. **Drill Team Ribbon.** Cadets must be a contract member, attended 90% of the practices and have competed in all scheduled meets for the season (Spring/Fall) or 5 for the year to receive.



43. **Color Guard Ribbon.** Cadets must be a contract member, attended 90% of the practices, and performed at least 5 events for the season (Fall/Spring semester) or 8 over the school year.



44. **Saber Team Ribbon.** Cadets must be a contract member, attended 90% of all scheduled practices, and performed in at least 5 Saber Team/Escort events for the season, or 8 over the school year to receive this ribbon.



45. **Marksmanship Team Ribbon.** Cadets must be a contract member of the Marksmanship Team for an entire year/season to be eligible and must have competed in at least 1 competition.



46. **Joint Leadership Academic Bowl (ILAB) Ribbon.** Cadets must be a member of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



47. **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. Criteria for this award will be published in the unit's Cadet Guide. 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. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**



48. **StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team. Criteria for this award will be published in the unit's Cadet Guide. 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. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)**



49. **Raiders Team Ribbon.** Cadets must be a member of the Raiders Team. Criteria for this award will be published in the unit's Cadet Guide. 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.



50. **Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team. Criteria for this award will be published in the unit's Cadet Guide. 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 bronze oak leaf cluster.



51. **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. 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.



52. **Robotics Ribbon.** ) Cadets must be a member of the Robotics club/team. Criteria for this award will be published in the unit's Cadet Guide. 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.



53. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic semester and no adverse reports from other staff or faculty.



54. **Service Ribbon.** This ribbon is awarded for accumulating at least 12 hours, or, completing 6 events towards AFJROTC community, service projects.



55. **Health and Wellness Ribbon.** Is awarded for participation in the unit physical fitness program. All Cadets who participate and receive a minimum of 80% final grade will earn the ribbon. Cadets who score in the Physical Fitness Assessment (PFA) 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.



56. **Recruiting Ribbon.** Is awarded for selfless effort in support of recruiting activities. Cadets must have actively supported 75% of scheduled recruiting events, or directly recruited 2 Cadets.



57. **Activities Ribbon.** This ribbon is awarded for participation in LDR activities. You must accumulate at least 25 hours or participate 2 Guilford County School Superintendent Cup events.



58. **Attendance Ribbon.** Is awarded to Cadets who have no more than 3 absences and no more than 2 tardies during the academic semester.



59. **Dress and Appearance Ribbon.** Cadets receiving this award will maintain the highest grooming standards throughout the semester and receive a 90% or higher on overall uniform grade.



60. **Longevity Ribbon.** Is awarded for successful completion of each AFJROTC semester with a 80% Final Grade or higher. Cadets may only receive 1 award annually.



61. **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.



- a. **Patriotic Flag Ribbon.** Is awarded for participation in non-color guard events specifically designed to honor our nation's flag to include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, Cadets must participate in a minimum of 5 flag events.



62. **Resiliency Ribbon.** Is awarded by the SASI to any Cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon

**NOTE:** Additional information can be found in the Operations Supplement Chapter 7/Uniform and Awards located in the Helpful Resources folder ([https://gcsnccom-my.sharepoint.com/:f/g/personal/mcmillm\\_gcsnc\\_com/EnVv5jhZNF5HuoLbI-Vj-R4BywkQyLK5iaIayr6KOLt-yQ?e=LU2qsd](https://gcsnccom-my.sharepoint.com/:f/g/personal/mcmillm_gcsnc_com/EnVv5jhZNF5HuoLbI-Vj-R4BywkQyLK5iaIayr6KOLt-yQ?e=LU2qsd))

## AUTHORIZED BADGES/PATCHES/CORDS

1. **Badges.** Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge.
  - a. **Aviation Ground School/Unmanned Aircraft Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test. Ground School Badge. Flight suits are authorized for Cadets who are enrolled in or who have completed AFJROTC aviation honors ground school and have successfully completed the requirements for the Aviation Ground School/Unmanned Aircraft Badge.
  - b. **Flight Solo Badge.** Awarded to any Cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.
  - c. **Flight Certificate Badge.** Awarded to any Cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Worn in place of the Flight Solo Badge.
2. **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team
3. **Kitty Hawk Air Society Badge.** Awarded to Cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out requirements for society entry.
4. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year Cadet selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient will hold the following awards prior to selection:
  - ***Leadership Ribbon, Superior Performance Ribbon/Achievement Ribbon/Academic Ribbon/LDR Ribbon/Service Ribbon***
5. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior Cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript.
6. **Model Rocketry Badge.** Awarded to Cadets who have fulfilled model rocketry program requirements listed in the Model Rocketry Handbook available in WINGS.
7. **Other Badges or Pins.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to Cyber-Patriot and Stellar Explorer Cadets will not be worn on the AFJROTC uniforms. Only Cadets who receive the National Finalist Cyber-Patriot badge may wear this badge on the uniform. (See Attachment 7-1)
  - a. **Marksmanship competition awards/badges** may be worn on the AFJROTC uniform. Males and Females will wear only 1 badge below the ribbons on the blue shirt or Service uniform. Marksmanship badges will not be worn with medals.
  - b. Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices awarded by SASI.
  - c. The basic Marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions
  - d. The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions



e. Expert badge - requires a combined score of 250 or above, fired in the prone standing, and kneeling 3x10 positions.

8. **Civilian Marksmanship Program's (CMP) Junior Distinguished Badges** awarded to Cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships to include State Junior Olympic Qualifiers, CMP Cup Matches, National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.

- Note: Males and females may wear the marksmanship badge below the ribbons on the blue shirt or service dress uniform.
- Marksmanship badges will not be worn with medals.

## 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.**



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAG  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AET BADGE

**Badges/Insignia not listed here are unauthorized for wear.**

## Shoulder Patches



✧ **AFJROTC Patch.** The yellow arrow points to the future. The lamp represents knowledge. Colors of the AF are in the design, ultramarine blue, AF yellow, white, and red. Disc shape represents the JROTC organization. Wear of the AFJROTC shoulder patch is mandatory and located on the left sleeve of all uniforms and front left ABU pocket.



✧ **Unit Patch:** The Tiger represents fierceness, cunning and focus which feeds the pride in NC-921. When on the hunt, tigers work as a team or they will starve. We will have the same philosophy towards education and all of our endeavors. Wear of the Unit Patch is mandatory and worn on the right shoulder or right ABU pocket.

**Shoulder Cords.** Cadets are authorized to wear one single “infantry” style cord, without metal tips, no more than 1-inch wide. Officers (Blue/White), Color Guard (White), Drill Team (Blue), and Saber Team (White) are authorized. On the service dress coat, the cord will be grounded to left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

## CADET RANK

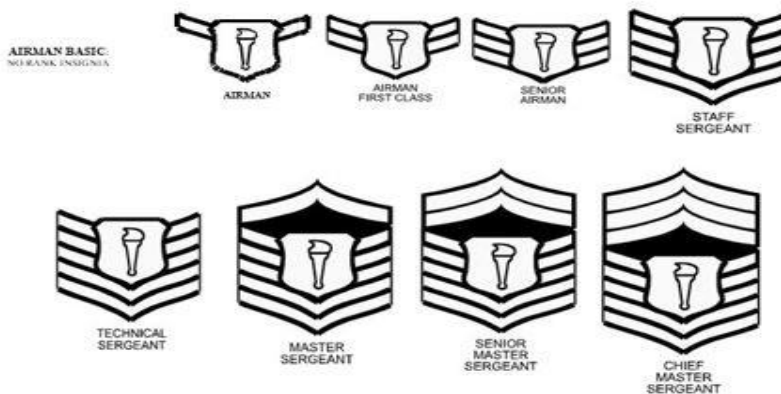
### AIR FORCE JROTC RANK INSIGNIA

#### CADET OFFICER RANK



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

#### CADET ENLISTED RANK





*NOTE: 2 types of ranking systems, Enlisted Ranks (Airman Basic – Chief Master Sergeant)/ Officer Ranks (Second Lieutenant – Colonel). Within enlisted rank system there are three tiers. Airman Tier – Airman Basic – Senior Airman, Non-Commissioned Officer Tier – Staff Sergeant – Technical Sergeant, Senior non-commissioned Officer tier, Master Sergeant – Chief Master Sergeant.*

## PERMANENT/TEMPORARY TYPES OF RANK

Promotions within Ragsdale High School AFJROTC are based upon demonstrated abilities. Each Cadet should understand how selection for various command and staff positions are made to permit an equal opportunity for qualification and selection for promotion to these positions of leadership and responsibility. The positions, number of positions and highest grades authorized for the NC-921 AFJROTC Group are covered in this guide.

### Permanent and Temporary Rank

1. Permanent rank is the rank held regardless of whether they are serving in a leadership position. Freshman Cadets begin their ROTC career as Airman and will be promoted to Airman First Class as an ASII. Second year Cadets continue their career as Airman First Class and may be promoted during the year. Third year Cadets continue their career as Senior Airman and may be promoted during the year. Fourth year Cadets continue their career as Staff Sergeant and may be promoted during the year. Fourth year Cadets may retain their highest grade held regardless of course level. Former Group Commanders will retain Colonel rank.
2. Temporary rank is the rank a Cadet holds based upon selection to a leadership position contained in the Unit Manning Document. Cadets hold this rank while serving within the assigned position and revert back to their permanent rank once no longer serving in a position. Cadets will not hold a rank higher than authorized according to the Unit Manning Document.

## PROMOTIONS & DEMOTIONS

1. **PROMOTIONS:** Cadet Merit establishes activities to reward Cadets for actions above and beyond what is expected under AFJROTC regulations and guidelines. The goal is to encourage participation in unit activities and promote a high sense of pride and responsibility.

<b>ADVANCE TO →</b>	<b>Points Required</b>	<b>Service Hours</b>
<b>E-3 Airman 1st Class/A1C</b>	<b>20</b>	<b>15</b>
<b>E-4 Senior Airman/SrA</b>	<b>30</b>	<b>25</b>
<b>E-5 Staff Sergeant/SSgt</b>	<b>40</b>	<b>35</b>
<b>E-6 Technical Sergeant/TSgt</b>	<b>45</b>	<b>45</b>
<b>E-7 Master Sergeant/MSgt</b>	<b>50</b>	<b>55</b>
<b>E-8 Senior Master Sergeant/SMSgt</b>	<b>55</b>	<b>60</b>
<b>Note:</b>		
<b>1st year Cadets start career as E-2 Airman</b>		
<b>Note: E-2 to E-3 /Recite Creed by 10th Day of class without error</b>		
<b>1 promotion per school year. Points/hours resets to 0 after promotion</b>		

How To Earn	Pts	How To Lose	Pts
1 hour of Community Service	1	Assigned ISS	3
1 hour of Community Service over the Summer	2	Assigned OSS	6
1 hour of Unit Service	1	Assigned Suspension (One for everyday)	1
1 hour of Unit Service over the Summer	2	Changing out of Uniform	5
Academic, Drill, Markman, Cyber Competition	5	Disrespect to Peer/Subordinates	5
Achieve the A/B honor roll	3	Disrespect to Superior Cadet	5
All A's on report card	5	Failure to Wear Uniform when Required	5
Active Athletic Team Member	4	Insubordination	4
Attend Field Trip (CIA or Other)	3	Misconduct in Formation	5
Local Color Guard Event	5	Missing Team Practice (unexcused)	3
Parade Participation	5	Missing Unit Movement or Competition	1
Travel Color Guard Event	3	Other: Assigned by the ASI/SASI	5
Joint Color Guard Event	3	Tardy for Formation	2
Improve in all categories of PFT	2	Missed Formation	4
Unit Activity (Designated by ASI/SASI)	1-6		
First Place in Team Competition	5		
Fund Raiser Participation	2		
Fund Raiser top 10%	5		
Fund Raiser top 50%	3		
Local Recruiting Event	3		
Travel Recruiting Event	5		
Attend Booster Club Meeting w/Parent	3		
Receive a commendation from a teacher	3		
Receive a commendation from Administrator	2		
Receive a commendation from the ASI/SASI	4		
Receive Cadet of the Month	4		
Receive Volunteer of the Month	4		
Receive LDR of the Month	4		
Recruit One Person into the Unit	3		
Second or Third Place in Team Competition	3		
Team Practice (4 days) MAX 10 POINTS	1		

2. **DEMOTIONS:** Cadets are rarely demoted. However, in instances of egregious behavior or conduct detrimental to the corps of Cadets (lack of responsibility, not wearing the uniforms to include Physical Training uniform on assigned days), a Cadet may be demoted at the discretion of the SASI/ASI. This process may be as the result of behavior noted personally by the SASI/ASI or as the result of recommendations arriving at the staff through the Cadet leadership. Cadets who are demoted will have a Memorandum for Record (MFR) inserted in their Cadet records documenting demotion and its cause. The MFR will be removed when and if the Cadet returns to good standing, normally at the end of the next grading period/promotion cycle.

## THE UNIFORM

According to public law, Cadets must wear their uniform an average of once per week to receive credit for the course. All uniforms and equipment are loaned to you by the US Air Force. These items remain the property of the Air Force. Each item will be accounted for at all times.

1. A complete uniform with all accessories will be issued to each Cadet. Prior to receiving the uniform, you and your parent/guardian will be required to sign a Clothing Issue Receipt. Each item then becomes your personal responsibility. All dark blue uniforms items must be Dry Cleaned only. When returning, return with dry cleaning tags attached.
2. To avoid unnecessary expense to the parent/guardian the following suggestions are offered:
  - a. Do not leave uniform items in unlocked lockers or unattended at school.
  - b. Do not permit another Cadet or person to turn in your uniform or equipment.
  - c. Do not place your uniform items or equipment in other Cadets' lockers.
  - d. Be alert for uniform items left unattended. Return items directly to SASI/ASI.
  - e. Exchange uniform items or other equipment with SASI/ASI or Logistics Officer

## PROPER UNIFORM WEAR

1. Uniform Guidance: Cadets wear the same dress and utility uniforms as Active Duty, Guard and Reserve Personnel. Cadets must adhere to appearance and grooming standards prescribed for AF personnel in AF Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel. Specific AFJROTC wearing instructions, and grooming standards can be found Chapter 7: Uniform and Awards, Operations Supplement located on the RHS AFJROTC Website.
2. Uniform Care: Uniforms must be clean, neat, fitted properly, pressed and in good condition. Items are zipped, snapped, buttoned, or tied at all times. **DO NOT** machine wash dark blue items. **DO NOT** place iron directly on dark blue items. If they must be pressed, (low heat) with handkerchief between iron and clothing. Shirts may be washed and ironed.

## UNIFORM TYPES

1. **CLASS A UNIFORM:** The Class A uniform, also known as the Service Dress uniform consists of the service coat, short sleeve shirt, tie or tie tab, and pants. All insignia, ribbons, badges, name tags, and authorized cords must be worn on service coat.
2. **CLASS B UNIFORM:** The most commonly worn uniform combination consists of the short sleeve shirt and blue slacks. The Cadets may wear a tie or tie tab but not required.
3. **AIRMAN BATTLE UNIFORM (ABU)** may be worn as Drill Team, Color Guard, Saber Team and Exhibition Uniform. Berets, cords, ascots or gloves not authorized.
  - a. ABUs are worn only with the garrison ABU cap, sage green boots and sage green socks. ABU pants must always be properly bloused over the sage green boots.
  - b. ABUs are issued to Officer Corps, Drill Team, Color Guard, Saber Team and worn every Thursday unless excused by /SASI/ASI/GP CC.
4. **OPERATIONAL CAMOUFLAGE PATTERN (OCP)** may be worn as Drill Team, Color Guard, Saber Team & Exhibition Uniform. Berets, cords, ascots or gloves not authorized.
  - a. OCPs are worn only with the garrison OCP cap, coyote brown boots and coyote brown socks. OCP pants must always be properly bloused over the coyote brown boots.

- b. OCPs (when authorized) are issued to 4<sup>th</sup> year Officer Corps, Drill Team, Color Guard, Saber Team and worn every Thursday unless excused by /SASI/ASI/GP CC.

**\*ALTERNATE UNIFORM WEAR DAYS:** Cadets who have been issued the ABU or OCP uniforms have the option of wearing this alternate uniform on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month

5. ***SEMI-FORMAL DRESS UNIFORM.*** Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC and SFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn (no mixing).

- a. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.
- b. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.
- c. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
- d. Trousers or skirts. The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. No stripes (braiding) on the outside length of the trousers are authorized for wear on the semi-formal dress uniform.
- e. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
- f. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.
- g. Mess Dress Uniforms are not authorized for wear by AFJROTC and SFJROTC cadets.

## **ISSUED UNIFORM ITEMS**

- a. **Flight Cap-** (Male and Female). The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If not worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat). Caps are never worn indoors except when bearing arms.
- b. **Belt and Buckle/Gig Line.** The belt is blue, cotton web or elastic, solid or woven. The belt will have a silver (chrome finish) tip and a buckle. The silver tip of the belt will extend beyond the buckle facing the wearer's left; however, no blue fabric will be visible between the silver tip and

silver buckle. The edge of the buckle opposite the tip of the belt should align with the edge of the shirt when buttoned forming a **gig-line**.

c. **Hosiery/Stockings-** Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the Cadet's skin tone. Patterned hosiery is not authorized to be worn.

d. **Socks (black)-** Socks are plain without design, and clean. Black socks are worn with issued shoes.

e. **Shoes-** Black oxford type shoes are issued with uniform and are recommended for wear. Shoes must be shined to a high gloss. Do not use any liquid shoeshine substance, because they will cause the shoe to dry out and crack the leather. Only use paste type waxes on shoes. The sole edges should be dressed with a liquid polish or edge dressing.

f. **Short Sleeve Shirt-** Must be pressed with no creases in the front or back of the shirt. If all buttons are fastened, the tie or tie/tab must be worn. When worn with the service coat, all buttons must be fastened and the tie or tie/tab must be worn. When not worn with the service coat, the top button of the shirt must be left unbuttoned. Shirts must be tucked into the trousers tightly and tucked at the sides to make it nearly form fitting. Shirt pockets must be buttoned and no items may be carried in the shirt pockets. If the shirt is worn unbuttoned, a V-neck undershirt must be worn. Cadets may only wear a crew neck undershirt when wearing tie/tie tab. Undershirts must be white with no lettering or pictures.

g. **Trousers/Slacks-** Trousers are blue, trim-fitted with no bunching at waist or bagging at seat. The bottom will touch the top of the shoes with a slight break in the crease. Cuffs are not worn. The rear pocket will be buttoned at all times and items carried must not be visible or bulky. The zipper will be pressed down to permit the fly to be neatly closed.

h. **Service Coat-** The outside pockets are for decorative purposes only. There are two inside pockets for carrying small flat items. The service coat may never be worn unbuttoned. The tie/tab must be worn with the service coat and never worn loosened. If the service coat is removed, then the tie/tab may be removed, but it must be completely removed and the top button of the blue shirt must be unfastened.

i. **Lightweight Blue Jacket-** The jacket may be worn with your class B uniform. The jacket must be zipped at least halfway with or without tie/tie tab. Do not roll or push up sleeves. The jacket may be worn with civilian clothes as long as you remove the rank.

j. **Nametags.** The Air Force blue nametags are required to be worn on the blue shirts. Air Force metal nametags are worn on the Service Dress Coat. The wear of multiple nametags on any uniform item is prohibited.

k. **Tie.** A tie will be worn with the service dress uniform and/or service blue uniform, The tie will be either blue polyester or silk, herringbone twill. The tip of the tie must cover a portion of the belt buckle but cannot extend below the bottom of the belt buckle.

l. **Tie Tab.** An inverted-V tie tab will be worn with the service dress uniform. The tie tab will be blue polyester herringbone with self-fastening tails when worn with the tuck-in style blouse. It is optional with the short-sleeved blouse unless worn with service dress.

m. **Physical Training Uniform.** Wear of the Physical Training Gear (PTG) is mandatory when participating in the weekly PT sessions, during physical fitness assessments, and upon request in support of NC-921 community events. Shirt can be tucked or untucked. Socks and athletic shoes are mandatory. In addition, if PTG items are worn during individual/personal PT, it will be done so tastefully and with pride.





**Air Force Official PT Gear**



**Locally Purchased for NC-921**

n. Shoulder Cords. NC-921 Officers corps (Blue/White), Color Guard (White), Drill Team (Blue), and Saber Team (White) are the only Cadets authorized to wear shoulder cords. Must be pinned to the left shoulder with the pin hidden beneath the cord on the Service Coat and the short sleeve light blue shirt. Shoulder cords are not worn on the lightweight blue jacket or Airman Battle Uniform (ABU).

# HAND RECEIPTS

## NC-921 AFJROTC CADET UNIFORM HAND RECEIPT

Rank:	First Name:	Last Name:	Status: (circle one) ASI ASII ASIII ASIV ASV
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### Air Force JROTC Cadet Hand Receipt

NC-921 - Ragsdale High School

Print Date: 8-Feb-2020

Name: McMillan, Chief

Item Description	Qty	Size	ISSUED		RETURNED		D/C		Replace Cost
			Date	Initials	Date		Y	N	
**SERVICE COAT	1								M/\$110.80 F/\$99.79
**SHIRT	1								M/\$14.60 F/\$12.77
**LIGHTWEIGHT JACKET	1								M/\$87.70 F/\$82.96
**TROUSERS	1								M/\$43.70 F/\$42.31
DRESS SHOES	1				Do Not Return				M/\$50.31 F/\$44.31
FLIGHT CAP	1								\$3.00
**NECKTIE (or TIE TAB)	1								\$4.39
BELT	1								\$7.09
BELT BUCKLE	1								\$5.00
NAMETAG (Blue/Silver)	2								\$7.00
RANK	2 sets								\$2.00
RIBBON BAR	1								\$2.00
Physical Training Shorts	1				Do Not Return				\$10.00
Physical Training Shirt	1				Do Not Return				\$10.00

I acknowledge receipt of the clothing and equipment listed above for which I have initialed and hold myself responsible for care, and return of these items. I agree with the replacement cost listed and understand I am responsible for this cost should I not adequately protect and maintain issued items. I am also aware that the issued items are the property of the U.S. Government, and I will adhere to the following guidelines at the completion of the semester:

Items with 2 asterisks require dry cleaning prior to returning. Dry-cleaning tags should remain attached with uniform inside plastic bag provided by cleaning service. If uniform is not Dry-Cleaned (D/C), the Cadet will be placed on the fees list for the price of dry-cleaning: Service Coat \$6, Lt Wt Blue Jacket \$6, Trousers \$4, Tie/Tab \$2, Hat \$2 totaling \$20.

Cadet Signature	Date
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Item Description	Size	Item Tag	Issue Date	Repl Cost
COAT, MANS	36 LONG		23-Sep-2019	112.13
JACKET, MENS	38 REGULAR		23-Sep-2019	90.51
SHIRT, MENS	15.5		23-Sep-2019	14.87
TROUSERS, MENS	32 REGULAR		23-Sep-2019	47.42
Total Cost:				\$264.93

I acknowledge receipt of the clothing and equipment listed above for which I have initialed and hold myself responsible. I understand that the clothing and equipment are the property of the U.S. Government, and that they are to be returned to the Air Force.

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

I accept responsibility for the items issued to my son/daughter/ward. I understand the items are U.S. Government property, and that they are to be returned to the Air Force. I voluntarily agree to reimburse the U.S. Government for the value of any such items which may be lost or mutilated through misconduct or carelessness. I understand the replacement cost for issued items change (plus or minus), and I will agree to pay the new replacement cost on lost or mutilated items.

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

## AIRMAN BATTLE UNIFORM (ABU)

Item Description	Qty	Size	ISSUED		RETURNED		Cleaned		Replace Cost
			Date	Initials	Date	Initials	Y	N	
ABU COAT	1								M/\$36.83 F/\$34.61
ABU PANTS	1								M/\$42.94 F/\$41.71
RIGGER BELT	1								\$4.00
SAIGE GREEN BOOTS	1								M/\$107.00 F/\$102.00
SAIGE GREEN SOCKS	1				Do Not Return				\$2.14
TAN T-SHIRT	1				Do Not Return				\$6.00
ABU HAT	1								\$5.00
RANK	3								

Cadet Signature	Date
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## SPECIFIC CADET UNIFORM WEAR FOR SCHOOL HOSTED JROTC EVENTS

- School Sponsored Military Ball with Awards Ceremony: Units have 2 options  
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 Class A, Formal, Semi-Formal Uniform, or civilian attire. Any civilian attire worn must be in compliance with school and district policies.
- Cadets will wear Class A for school sponsored Dining-Ins/Outs w/Awards Ceremony.

## CADET UNIFORM WEAR FOR FUNDRAISING:

- Cadet cannot wear uniform while fundraising

- b. 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 Air Force endorsement of the business which violates regulations.
- c. AFJROTC personnel/Cadets should not solicit donations from local businesses.
- d. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your program is a great way to fund LDR for your Cadets. The key is to contact the district and follow above guidance to help keep sponsors and AFJROTC units legal.

#### **UNIFORM WEAR DO’S AND DON’TS.**

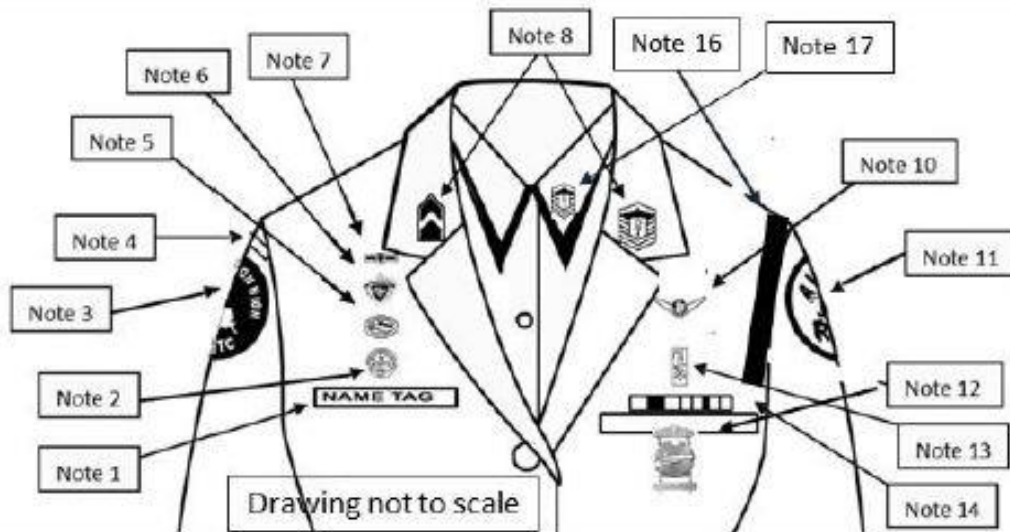
- a. Wear on Wednesday’s unless otherwise directed. If you are absent, then wear on the first day back for the entire day. Cadets will change during physical education (PE) class. If PE is 4<sup>th</sup> Block, you are not required to change back.
- b. Cadets who are in uniform on the designated day will begin with a grade of 100. Discrepancies noted during the inspection are minus three points each (for AS-V, five points each). The following major discrepancies results in minus -20 points from the uniform inspection grade:
  - c. Cadets who do not wear their uniform on the designated uniform day may make it up on the next school day. The highest grade for a makeup day will be 80%. If a student does not make up the uniform wear, he/she will receive a grade of zero. 2 or more unexcused non-make up zeros will result in an automatic overall 59 for the grading period. If a Cadet has 4 unexcused make-up uniform weeks, they will receive a 59 for the grading period.
  - d. Cadets who remove uniforms before the end of the day without prior authorization will receive a grade of zero or wear the uniform the following day to make up the grade.
  - e. Only issued items will be worn with the uniform unless approved by SASI/ASI.
  - f. Lightweight Blue Jacket is the only uniform item worn with Civilian garments.
  - g. The “gig line” is a line formed by the opening edge of the shirt, the non-tip edge of the belt buckle, and, opening edge of the fly of trousers. They should always be in line.
  - h. Trim loose strings and frayed seams on the uniform.
  - i. Do not carry bulky items in the pockets. Items should never protrude from pockets.
  - j. Gym bags, backpacks, purses, are carried over the left shoulder or both shoulders.
  - k. Wristwatch, I.D. type bracelet and no more than three rings may be worn in uniform.
  - l. Necklaces cannot show in uniform.
  - m. Males cannot wear earrings in uniform.
  - n. Earrings may not dangle from earlobes or /visible on any other part of the body.
  - o. Do not wear Uniform outside of the JROTC program without SASI/ASI approval.

**RELIGIOUS ACCOMMODATION/EXCEPTION TO POLICY REQUESTS:** AFROTC welcomes participation from all religious faiths to participate in the program. However, it is important to ensure the desired USAF image is presented, consistent, and in line with broader USAF guidance and intent.



## CADET FEMALE SERVICE DRESS UNIFORM

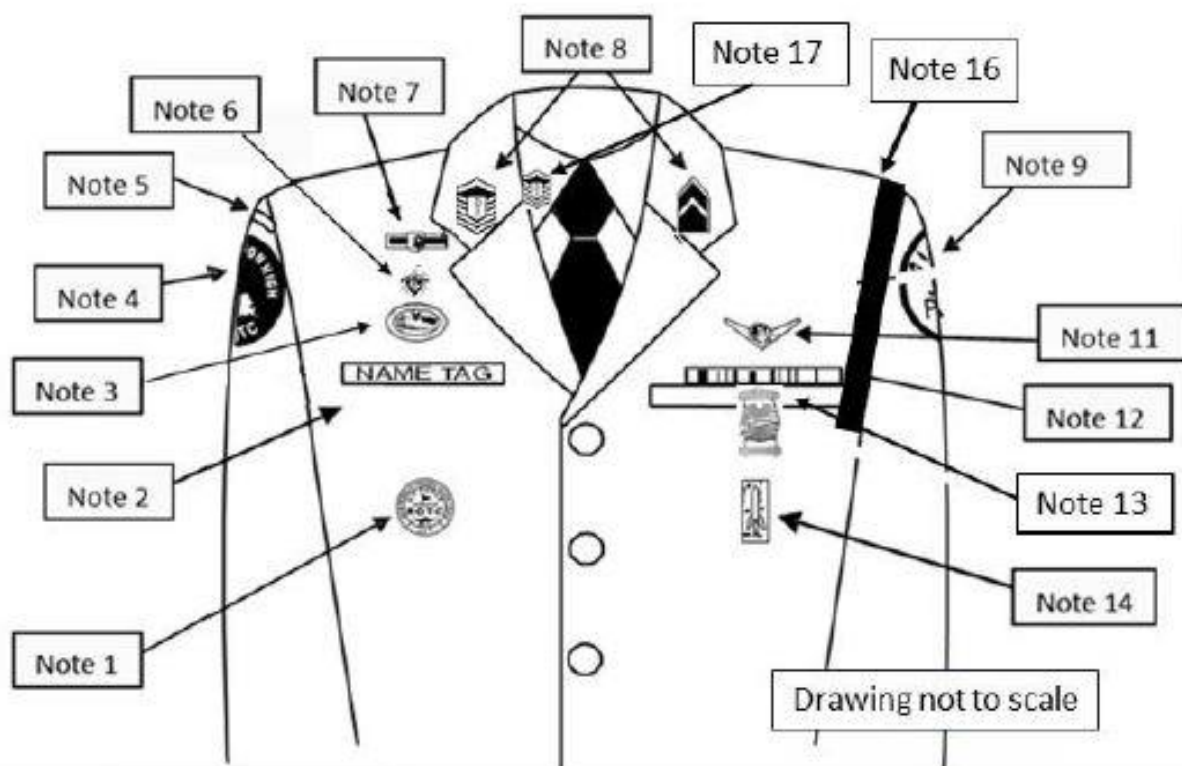
### CADET FEMALE SERVICE DRESS



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

## CADET MALE SERVICE DRESS UNIFORM

### CADET MALE SERVICE DRESS

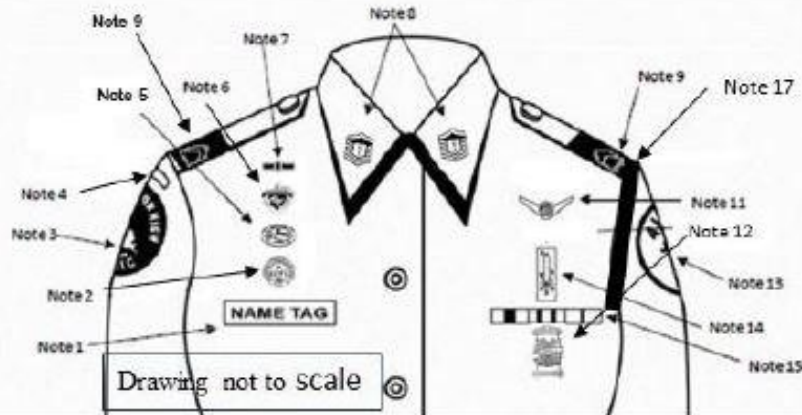


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$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



## CADET FEMALE BLUE SHIRT

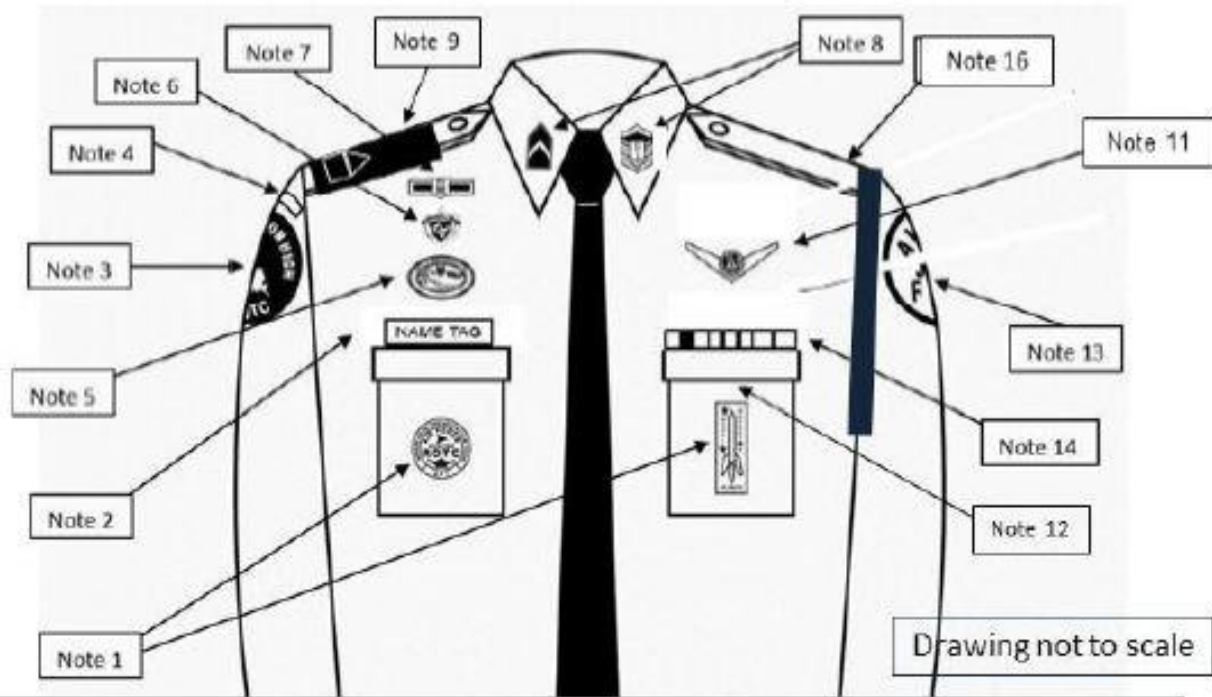
### CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ¼ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge- Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ¼ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ¼ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ¼ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

## CADET MALE BLUE SHIRT

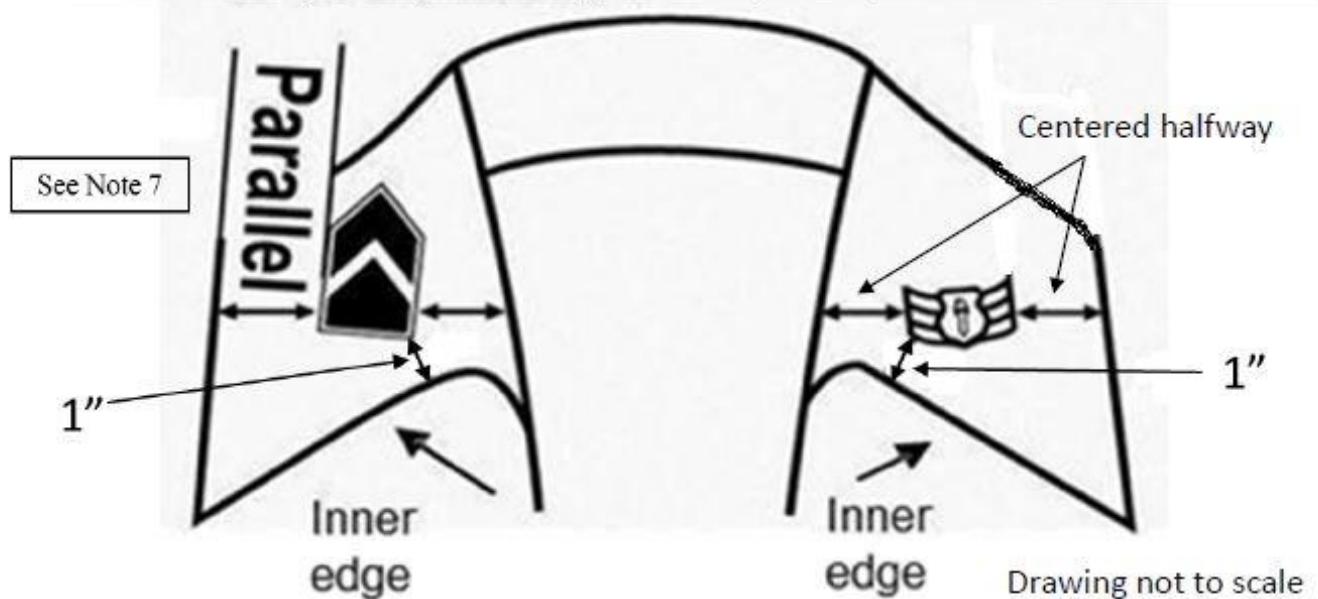
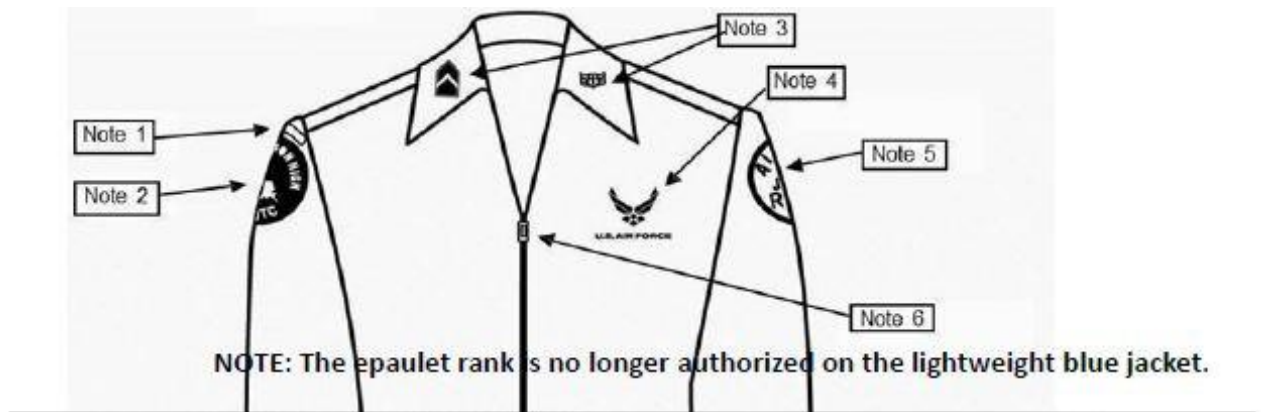
### CADET MALE BLUE SHIRT



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



## LIGHTWEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

# HEADGEAR

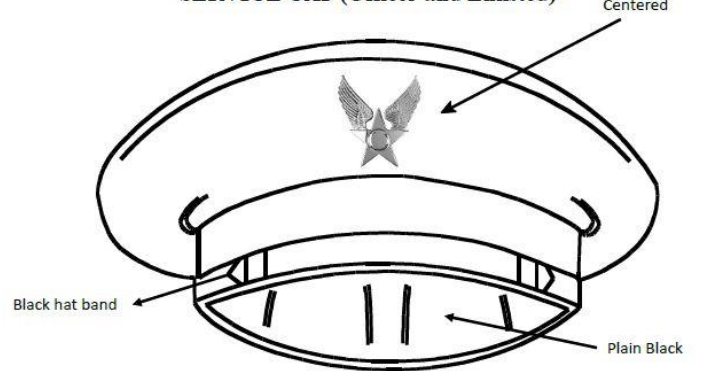
## SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



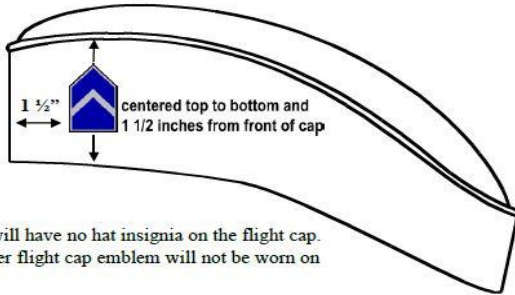
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

## SERVICE CAP (Officer and Enlisted)



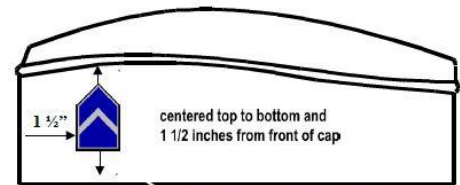
Officer Service Cap may also be worn with the large officer service cap insignia.

## FLIGHT CAP\* (Officer and Enlisted)

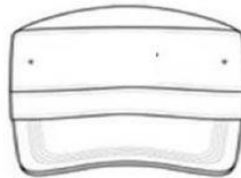


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

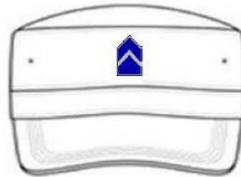
## FLIGHT CAP\* (Officer and Enlisted)



- 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.



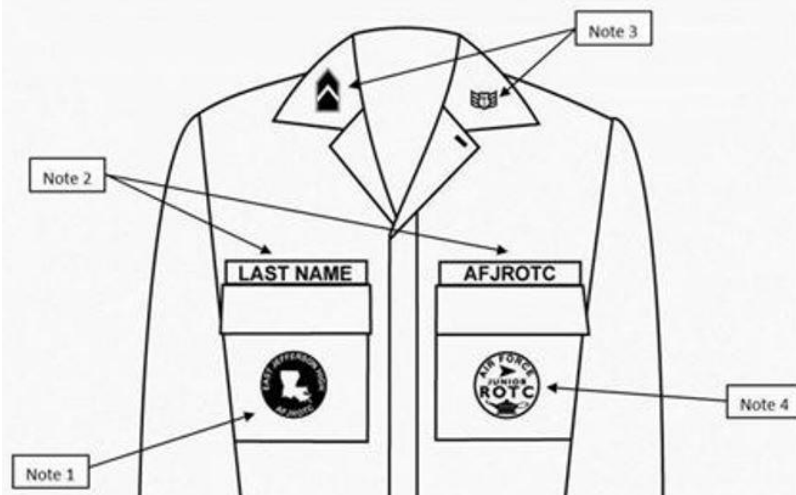
Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

## AIRMAN BATTLE UNIFORM (ABU)

### CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. **ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**



# CADET OCP

## Male and Female



Full Color American Flag will be worn centered at the top and the Unit Patch may be worn below flag on the right sleeve.

White Lamp of Knowledge Patch will worn be on left sleeve

1. T-Shirt. T-Shirt will be Desert Sand, Tan or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. **Unit patch (optional) full color.** If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory).** Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.



## GROOMING STANDARDS

1. Hair-male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).**
2. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (**Note:** Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles.
3. Hairnets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by applicable SASI.
4. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits, not excessive or extreme) as determined by the SASI.
5. Rings. Airmen 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 may be worn on the thumb.
6. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.
7. 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) 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. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may

only be worn with the mess dress uniform. 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). No rubber or fabric type bracelets are allowed.

8. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Faddish sunglasses may not be worn in uniform.

9. Photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.\]

10. 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.

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

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

13. Wear/use of an earpiece, any blue tooth 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**

1. Hair-Female. 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 collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a

horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

(1) Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

- a) 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) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.
- b) A 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. Exception: Micro-braids or twists are not required to continue to the end of the hair.
- c) Unauthorized: Mohawk, mullet or etched design.

## Authorized Female Ponytails/equivalent and Long braid(s) Hair Styles Examples



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

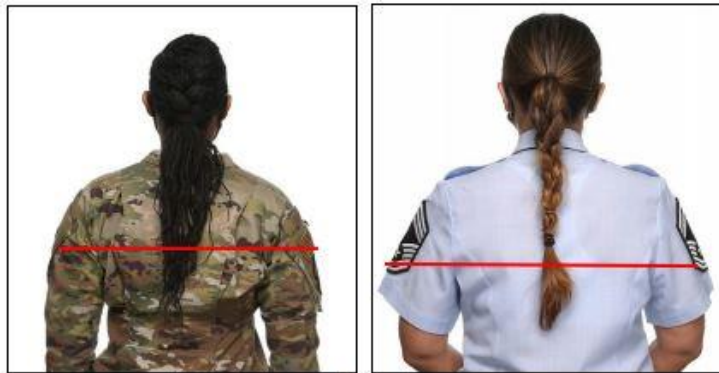


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Unauthorized Female Ponytails/equivalent and Long braid(s) Hair Styles Example below



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

## Female Hair Style Examples



**Braids**



**Twists**



**Locs**



2. Hair accessories. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

3. Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

4. 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. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

5. Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

6. Undergarments (Mandatory).

- a) Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

7. Cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.

a) Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

8. Body Piercing/Ornamentation

- a) In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform).
- b) Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.
- c) Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

### **SPECIFIC MALE GROOMING STANDARDS**

1. Hair-Male. 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 tapered appearance. Hair will not exceed 2 ½ 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Cadets 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. Men are not authorized hair extensions.

- 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.

- b) Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.
  - c) 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
- 2. **Fingernails.** Male Cadets are not authorized to wear nail polish
  - 3. **Cosmetics.** Male Cadets are not authorized to wear cosmetics.
  - 4. **Undergarments (Mandatory)**
    - a) Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.



**Sideburns**



**Mustache**

# UNIFORM INSPECTION WORKSHEET

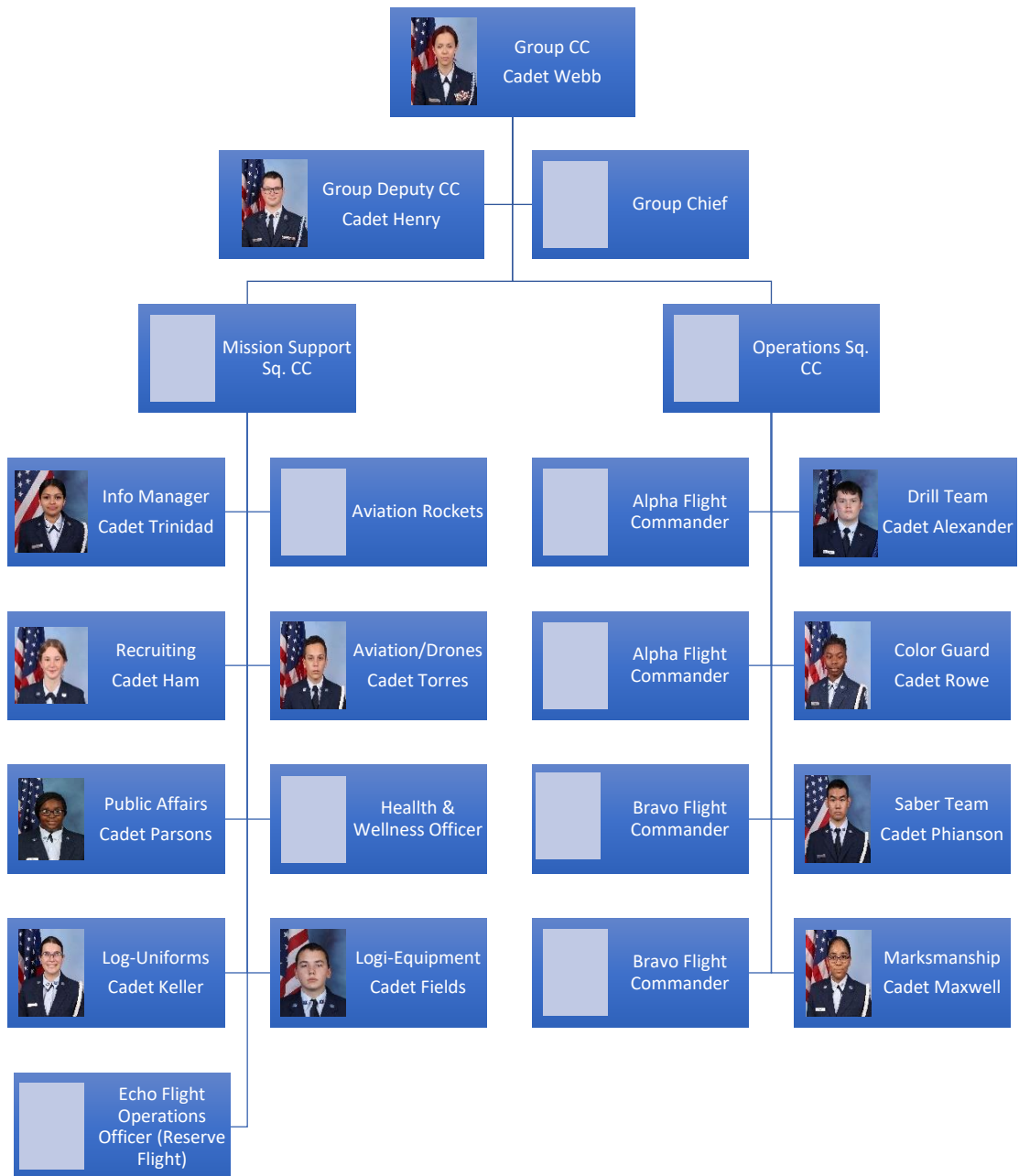
NAME - Cadet												
Flight	A	B	C	D	E							
Inspector Name: ➡												
Inspection Item	UWD #1 Date _____ Uniform _____	UWD #2 Date _____ Uniform _____	UWD #3 Date _____ Uniform _____	UWD #4 Date _____ Uniform _____	UWD #5 Date _____ Uniform _____	UWD #6 Date _____ Uniform _____	UWD #7 Date _____ Uniform _____	UWD #8 Date _____ Uniform _____	UWD #9 Date _____ Uniform _____	UWD #10 Date _____ Uniform _____		
Inspection Type	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S	<input type="checkbox"/> M <input type="checkbox"/> S		
Makeup Day - 20 points per day	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
Wrong Uniform - 10												
No Hat/Cover - 20												
Hair too long/ Unauthorized Style												
Unauthorized Facial Hair												
Service Coat/Lightweight Blue (clean/wrinkle free)												
Shirt & Collar (clean & wrinkle free)												
Rank												
Nametag												
Ribbons												
Improper T-shirt												
Belt/Buckle												
Gig Line												
Trousers (clean & wrinkle free)												
Shoes (not polished/shined)												
Socks												
Jewelry/Fingernail length and/or color												
Bearing - 10 per infraction	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Final Grade												
		Discrepancy Grading Scale				Missed Uniform Wear Impact						
Uniform wear accounts for 40% of your grade. Take it seriously!		1st Violation	2nd Violation	3rd Violation	Green Zone - Wrong Uniform / minus 10 Points							
		AS1 - 3 Points	AS1 - 6 Points	AS1 - 9 Points	Yellow Zone - No Uniform for the day / minus 20							
		AS2 - 3 Points	AS2 - 10 Points	AS2 - 15 Points	Red - No Uniform for the Week / Zero							
		AS3/4 - 7 Points	AS3/4 - 14 Points	AS3/4 - 21 Points	2 or more Red's / 3 or more Yellows - auto fail grading period							

## ORGANIZATION OF THE NC-921 AFJROTC GROUP

1. The chart on the following page reflects how the unit is organized. By this organization, the functions of the unit are broken down into specialized tasks. Each Cadet should study all of the job descriptions to gain a complete understanding of how the various functions relate to the total operation and mission of the unit.

2. The chain represents whom you are responsible to and whom you are responsible for. Information, guidance, and grievance should flow up and down the chain of command. There is also be a lateral flow of information and sharing of ideas.

### NC-921 ORGANIZATIONAL CHART



3. The Unit Manning Document (UMD) reflects the authorized unit leadership positions. It also reflects the highest rank held for each leadership position. To progress through the chain of command, each Cadet should strive to learn the duties/responsibilities of each position on the chart.

### UNIT MANNING DOCUMENT

<b>NC-921 UNIT MANNING DOCUMENT (UMD)</b>		
<b><u>POSITION</u></b>	<b><u>TEMP GRADE</u></b>	<b><u>AUTH/ASSIGNED</u></b>
<b>NC-921 COMMAND SECTION</b>		
<b>Group Commander</b>	<b>Cadet Colonel</b>	<b>1/1</b>
<b>Deputy Commander</b>	<b>Cadet Lt Col</b>	<b>1/1</b>
<b>Group Chief Master Sergeant</b>	<b>Cadet CMSgt</b>	<b>1/1</b>
<b>MISSION SUPPORT SQUADRON</b>		
<b>Commander</b>	<b>Cadet Maj</b>	<b>1/1</b>
<b>First Sergeant (AS2 or Higher)</b>	<b>Cadet MSgt</b>	<b>1/0</b>
<b>Information Management Officer</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Information Management NCO</b>	<b>Cadet MSgt</b>	<b>1/0</b>
<b>Logistics Officer/U</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Logistics Officer/E</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Logistics NCO</b>	<b>Cadet MSgt</b>	<b>4/</b>
<b>Public Affairs Officer</b>	<b>Cadet Capt</b>	<b>1/0</b>
<b>Public Affairs NCO</b>	<b>Cadet MSgt</b>	<b>4/0</b>
<b>Recruiting Officer</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Recruiting NCO</b>	<b>Cadet MSgt</b>	<b>4/0</b>
<b>Aviation Officer</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Aviation NCO</b>	<b>Cadet MSgt</b>	<b>1/0</b>
<b>Cyber Patriot Officer</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Cyber Patriot NCO</b>	<b>Cadet MSgt</b>	<b>1/0</b>
<b>Health &amp; Wellness Officer</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Health &amp; Wellness NCO</b>	<b>Cadet MSgt</b>	<b>4/0</b>
<b>Echo Flight Operations Officer</b>	<b>Cadet Capt</b>	<b>1/0</b>
<b>OPERATIONS SQUADRON</b>		
<b>Commander</b>	<b>Cadet Major</b>	<b>1/1</b>
<b>First Sergeant (AS2 or Higher)</b>	<b>Cadet MSgt</b>	<b>1/0</b>
<b>Drill Team Commander</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Drill Team NCO</b>	<b>Cadet MSgt</b>	<b>2/0</b>
<b>Color Guard Commander</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Color Guard NCO</b>	<b>Cadet MSgt</b>	<b>2/0</b>
<b>Saber Team Commander</b>	<b>Cadet Capt</b>	<b>1/1</b>
<b>Saber Team NCO</b>	<b>Cadet MSgt</b>	<b>2/0</b>
<b>Flight Commander (A, B, C, D)</b>	<b>Cadet Capt</b>	<b>4/0</b>
<b>Flight Sergeant (A,B, C, D)</b>	<b>Cadet MSgt</b>	<b>4/0</b>
<b>Guide (A, B, C, D)</b>	<b>Cadet MSgt</b>	<b>4/0</b>
<b>Element Leader (A,B,C, D)</b>	<b>Cadet MSgt</b>	<b>16/0</b>
Staff position ranks are temporary & worn while assigned to the position. Rank corresponds to Cadet Course Levels (below) with the highest rank listed above.		
<b>COURSE LEVEL</b>	<b>OFFICER</b>	<b>ENLISTED</b>
<b>AS1</b>	<b>2nd Lt</b>	<b>SSgt</b>
<b>AS2</b>	<b>1st Lt</b>	<b>TSgt</b>
<b>AS3</b>	<b>Capt</b>	<b>MSgt</b>
<b>AS4</b>	<b>N/A</b>	<b>SMSgt</b>



## NC-921 CADET JOB DESCRIPTIONS/DUTIES

### GENERAL RESPONSIBILITIES (ALL OFFICERS & SELECTED NCOICS)

- Lead by setting a good example for the Cadets to follow.
- Attend all Staff Meetings
- Ensure you have access to Wings and trained to make updates
- Subscribe to AFJROTC Website
- Lead 2 but no more than 3 community service events per semester
- Recite Creed from memory
- Join X2Vol / Remind / Subscribe to website

**GROUP COMMANDER (CC):** The Cadet Corp Commander is the Senior Cadet Officer of NC921 Cadet Corps, responsible for the effective operation of the Group to include the fulfillment of the goals, objectives, and operations received from the SASI/ASI upon assuming Command.

Primary duties are as follows:

- The coordination of the appearance, discipline, efficiency, training, and conduct of the Corps.
- Develop 2 goals in the following areas- Cadet Impact/ School Impact/Community Impact.
- Select executive staff capable of planning, coordinating and leading group activities.
- Coordinate with the SASI and ASI to ensure the goals of the Cadet corps are met.
- Ensure Cadets comply with all AFJROTC Instructions, especially 36-2903 and 36-2001.
- Leads and attends all Staff Meetings to include Pre-meeting with SASI/ASI.
- Schedule all after school meetings when necessary
- Liaison between corps and instructor staff.
- Report to SASI and ASI.
- Lead by setting a good example for the Cadets to follow.

**DEPUTY GROUP COMMANDER (CD):** Auth. Grade: c/Lt Col. Is a member of the Group Staff. Supervises cadets assigned as squadron commanders. Responsible for:

- Assuming command of the unit in the absence of the Corps Commander as directed by the SASI/ASI. Will conduct unit staff meetings if the GP/CC is absent.
- Assisting the Cadet Corps Commander as requested by the Commander and directed by the SASI/ASI.
- Developing and coordinating the unit staff meeting agenda with the Group Commander and Information Manager
- Monitoring and reporting monthly the status on progress towards unit goals. e. Keeping the Cadet Commander informed of all cadet activities.
- The coordination of the appearance, discipline, efficiency, training, and conduct of the Corps.
- Monitoring and reporting monthly the status on progress towards unit goals. e. Keeping the Cadet Commander informed of all cadet activities.
- Other duties as assigned by the Commander or SASI/ASI.
- Report to SASI and ASI.
- Lead by setting a good example for the Cadets to follow

**GROUP SUPERINTENDENT (CCC):** Auth. Grade: c/CMSgt. Is a member of group staff. Although not involved in direct supervision, this position requires extensive management of the enlisted corps. This is a highly prestigious and selective position. Responsible for:

- Providing recommendations to the Gp/CC based on inputs from all the cadets and acts as liaison between the corps and the Group Staff.
- Advising the SASI, ASI, and Commander of possible problems within the corps and suggesting possible solutions
- Holding at least one enlisted cadet meeting per semester.
- Coordinate with the SASI and ASI to ensure the goals of the Cadet corps are met.
- Lead planning team for Bataan Death March.
- Ensure Cadets comply with all AFJROTC Instructions, especially 36-2903 and 36-2010.
- Attend all Staff Meetings to include Pre-meeting with SASI/ASI.
- Report to GP/CC, SASI and ASI.
- Lead by setting a good example for the Cadets to follow.

**OPERATIONS SQUADRON COMMANDER (OSS/CC):** Auth. Grade: c/Maj. He/she is ultimately responsible for all Operational Flights/Teams listed on the Unit Manning Document. Ensures fulfillment of the goals, objectives, and operations he/she receives from the SASI/ASI upon assuming command of OSS. Some of the primary duties are as follows:

- Evaluate the Executive staff and the appearance of the corps along with the CC.
- Assist the GP/CC with special projects and events.
- Plan and organize all operations and joint unit operations.
- Oversee the leadership of all Operational Teams, Color Guard (CG), Drill Team (DT), Saber Team (ST), Alpha/Bravo/Charlie/Delta Flights
- Provide mentorship and assistance to the Operational Team commander.
- Ensure an atmosphere of growth and acceptance is maintained.
- Assure that arrangement for drill meets and other activities are taken care of.
- Attend all Staff Meetings
- Lead by setting a good example for the Cadets to follow.
- Report to Gp/CC

**MISSION SUPPORT COMMANDER (MSS/CC):** Auth. Grade: c/Maj. He/she is ultimately responsible for all Mission Support Flights/Teams listed on the Unit Manning Document. Ensures fulfillment of the goals, objectives, and operations he/she receives from the SASI/ASI upon assuming command of the Mission Support Squadron (MSS). Some of the primary duties are as follows:  
d ensures compliance with Air Force, AFJROTC policies.

- Evaluate mission Support Officers on appearance and timelines.
- Assist the GP/CC with special projects and events.
- Ensure proper planning and execution of Unit recruiting events.
- Oversee the leadership of all Mission Support Teams, Logistics, Equipment, Public Affairs, Cyber Patriot, Aviation, Recruiting, Community Service/Leadership Development Requirements/WINGS Updates.

- Assure that arrangement for Rocket Launches meets and other activities are taken care of.
- Attend all Staff Meetings
- Lead by setting a good example for the Cadets to follow.
- Report to CC

#### **LOGISTICS OFFICER/UNIFORM (LOG OIC):**

- Select Logistics NCOIC within 3 weeks of assuming position. Select 1 Logistics Technician (LogTech) per Flight within 2 weeks of Sem 1/Sem 2.
- Establish schedule and conduct uniform inventory: 1 uniform item per month.
- Input all Uniform items issued out and received into Wings within 1 week.
- Maintain the cleanliness and orderliness of the logistics room.
- Properly issue and receive leadership Cords, Berets, Caps, and Ascots.
- Train/lead LogTechs to properly issue uniform and accessories Cadets.
- Advise GP CC/SASI/ASI on Uniform and Accessory purchase requirements.
- Ensure that all Cadets are issued proper uniform and uniform accessories.
- Attend, or ensures a Logistics representative attends all Staff Meetings.
- Lead by setting a good example for the Cadets to follow.
- Report to Mission Support Commander

#### **LOGISTICS EQUIPMENT/EQUIPMENT (EQ OIC):**

- Select EQ/NCOIC within 3 weeks of assuming position
- Establish/conduct equipment inventory. 1 equipment item per month. Report results to CC.
- Ensure the cleanliness and orderliness of the weapons lockers and flags.
- Ensure proper issuing and receiving of all equipment.
- Maintain all ceremonial equipment (Sabers, Rifles, Flags, Guidons).
- Prepare all required materials for activities and ensure they are returned.
- Advise GP CC/SASI/ASI on Equipment, and Accessory purchase requirements
- Lead by setting a good example for the Cadets to follow.
- Report to the Mission Support Commander.

#### **LOGISTICS TECHNICIANS (LOG TECH)/Enlisted:**

- Assist in a uniform and equipment inventories.
- Assist in the cleanliness and orderliness of the logistics room.
- Assist in proper issuing and receiving of leadership Cords, Berets, Caps, and Ascots.
- Assist in the ordering and disposal of Cadet uniform items.
- Assist in processing and filing of all logistics hand receipts.
- Lead by setting a good example for the Cadets to follow.

#### **INFO MANAGER OFFICER: (INFOMAN)**

- Selects an NCOIC within 3 weeks of assuming position
- Leads the team of all Cadets with access to WINGS.
- Maintain/Update/Post Unit Manning Document monthly.
- Creates staff meeting agenda (due to CC) and minutes (upload in Teams folder)

- Takes attendance/notes during staff meeting for minutes.
- Trains all Cadet WINGS users on how to sign-in and process tasks.
- Files event forms and practice sheets received from Officer Staff
- Review calendar for upcoming events
- Attends all staff meetings
- Lead by setting a good example for the Cadets to follow.

#### **PUBLIC AFFAIRS OFFICER:**

- Select 1 Public Affairs Staff member per Flight.
- Responsible for training of Public Affairs Staff.
- Schedule PA members to attend major Events to take pictures/write summary of event.
- Ensure video equipment is operational and necessary accessories are available.
- Upload summaries and photos to computer located main office 2 days following event.
- Build/Submit monthly slide show for RHS Television.
- Attends all Staff Meetings.

#### **RECRUITING OFFICER:**

- Select an NCOIC within 2 weeks of assuming position
- Recruit and Build a team that can meet Corps tasking's. Minimum of 5, no more than 10.
- Develop local recruiting presentation/schedule (monthly) for RHS.
- Develop Feeder Middle School presentation/schedule (school calendar) for visits/Jamestown Middle/Southwest Middle/Welborne Middle
- Develop Feeder High School presentation/schedule for visits Andrews HS, Southwest Guilford HS
- Ensure adequate supply of recruiting information
- Provide Public Affairs with articles for publications relating to advantages to becoming a Cadet.
- Train and assign duties to NCOIC and recruiting team.
- Create Inventory list for home/away recruiting events
- Attends, or ensure a Recruiting representative attends all Staff Meetings.
- Perform other duties assigned by the Sq CC.

#### **AVIATION OFFICER:**

- Train team members in the construction and launch of rockets and rocket-bound payloads. simulations.
- Develop and strictly enforce safety procedures and checklists, adhering to all state, federal, and local laws and guidelines on the operation of rockets and handling of explosive rocket propellants.
- Plan rocket launches to ensure that there is a favorable chance of recovering the vehicle, and that the vehicle does not pose a hazard to cars, other aircraft, people or property.
- Inform SASI/ASI to scheduled Rocket Launches, UAV ops.

## **HEALTH & WELLNESS OFFICER**

- Instruct all cadets of the events being tested in the Wellness during the academic semester
- Ensure a Health & Wellness NCO is selected from each Alpha & Bravo Flt by DOT 14
- Schedule a meeting with the Health & Wellness NCO's to plan PT for the semester
- Post a schedule of PT activities and encourage cadets to lead group exercises
- Assist Flight Commanders with posting Performance Fitness Scores in Wings
- Ensure cadets with qualifying scores receive gold, silver or bronze star for performance
- Lead the annual GCS Superintendent Cup Event
- Attend, or ensures PT NCO representative attends all Staff Meetings.

## **CYBER PATRIOT OIC (CP/OIC):**

- Increase Cadet knowledge in computer science and the principles of cyber security.
- Conduct simulated cyber-attacks which Cadets will have to defend against.
- Provide other branches of the program with computer-related services such as tech support, coding, and programming.
- Ensure that their team follows and meets all schedules and deadlines.
- Perform other duties assigned by the Mission Support CC.

## **MARKSMANSHIP TEAM COMMANDER:**

- Select an NCOIC within 2 weeks of assuming position
- Recruit and Build a team that can meet Corps tasking's. Minimum of 5, no more than 7.
- Complete/Maintain Attendance Rosters for each Practice
- Build/Maintain current Team Roster with all Contact info and submit to Deputy CC monthly.
- Input all LDR hours for team by 1<sup>st</sup> day of each week
- Turn-In completed event/practice sign-in sheets within 3 days of event completion.
- Draft a practice plan for each month, listing objectives for that month.
- Assist in the planning and coordinating for all parades and ceremonies.
- Coordinate with the Equip OIC on the maintenance and storage of equipment.
- Perform other duties assigned by the CD.

## **COLOR GUARD COMMANDER (CG/OIC):**

- Select an NCOIC within 2 weeks of assuming position
- Recruit and Build a team that can meet Corps tasking's. Minimum of 8, no more than 10.
- Complete/Maintain Attendance Rosters for each Practice
- Turn-In completed event/practice sign-in sheets within 3 days of event completion
- Build/maintain current Roster with all Contact info and submit to Operations CC monthly.
- Input LDR hours for team by 1<sup>st</sup> day of each week
- Draft a practice plan for each month, listing objectives for that month.
- Fill all tasking's with qualified Cadets,
- Assist in the planning and coordinating for all parades and ceremonies.
- Provide instruction and supervision for all retreat and flag-raising ceremonies.

**SABER TEAM/ESCORT COMMANDER:**

- Select an NCOIC within 2 weeks of assuming position
- Recruit and Build a team that can meet Corps tasking's. Minimum of 8, no more than 10.
- Complete/Maintain Attendance Rosters for each Practice
- Turn-In completed event/practice sign-in sheets within 3 days of event completion
- Build/maintain current Roster with all Contact info and submit to Operations CC monthly.
- Input LDR hours for team by 1<sup>st</sup> day of each week
- Turn-In completed event/practice sign-in sheets within 3 days of event completion
- Draft a practice plan for each month, listing objectives for that month.
- Fill all tasking's with qualified Cadets,
- Assist in the planning and coordinating for all parades and ceremonies.
- Provide instruction and supervision for all retreat and flag-raising ceremonies.
- Perform other duties assigned by the Operations Squadron CC.

**DRILL TEAM COMMANDER:**

- Select an NCOIC within 2 weeks of assuming position
- Select qualified Drill Team member to train first year Cadets
- Recruit and Build a team that can meet Corps tasking's.
- Complete/Maintain Attendance Rosters for each Practice
- Build/Maintain current Team Roster with all Contact info and submit to Deputy CC monthly.
- Input all LDR hours for team no later than 1<sup>st</sup> day of each week
- Turn-In completed event/practice sign-in sheets within 3 days of event completion
- Draft a practice plan for each month, listing objectives for that month.
- Fill all tasking's with trained Cadets, as assigned thru DOO.
- Assist in the planning and coordinating for all parades and ceremonies.
- Assist with, planning, and coordinating Ceremonies and Parades.
- Train all team members to perform and call the 30 Step Drill Routine
- Perform other duties assigned by the Operations Squadron CC.

**FLIGHT COMMANDER**

- Complete Officer Training
- Select a Flight Sergeant by the 10<sup>th</sup> day of class.
- Select a LogTech (Logistical Technician) NCO by the 10<sup>th</sup> day of class
- Select a Public Affairs NCO by the 10<sup>th</sup> day of class
- Select a Health & Wellness NCO by the 10<sup>th</sup> day of class
- Create Flag Detail Schedule/Spreadsheet if required
- Input flag detail into Wings 1<sup>st</sup> Monday of each week. If required.
- Update seating chart monthly
- Input all flight promotions, awards, and decorations within 14 days of receiving notification.
- Track and update merit system points advancement for Flight
- Advise GP CC/SASI/ASI when Cadet has reached Point Advancement Milestone.



- Attends, or ensures a Flight representative attends all Staff Meetings.

## **LEADERSHIP DEVELOPMENT REQUIREMENT (LDR)**

LDR activities provide interest and prestige to the Cadet corps. Each Cadet is encouraged to participate in these activities led by your peers. You may sign up and participate in more than one activity. We offer the following activities:

**COLOR GUARD:** Considered the face of the organization, this elite group is responsible for presenting and posting the National and North Carolina flags at important school and community events such as home football and basketball games, wrestling matches, GCS Graduations, assemblies, and other functions outside of school.

**SABRE TEAM:** The Sabre Team performs at special events during the year to include Homecoming and King's Court, Basketball Games. The team adds a distinctive touch to these prestigious events. Members receive training on the proper use, safety, and care of the sabers.

**DRILL TEAM:** The Ragsdale Flying Tiger Drill Team is comprised of highly motivated Cadets with a desire to work as a team at a competitive level. The drill team competes in drill competitions September through April each school year. The Team has developed a reputation for excellence on a national level by members embracing the standards, policies, and procedures established for each team member.

**AVIATION TEAM:** The Aviation Team constructs and launch rockets and rocket-bound payloads in addition to providing education. Fly, repair, and maintain Drone Fleet. Additionally, they build model airplanes for display in the AFJROTC Annex.

**CYBER PATRIOT TEAM:** This activity is sponsored by the Air Force Association and consist of a computer simulation program aimed at network security and network defense. This team competes against other Air Force and service JROTC teams and must defend and exploit networks as developed by the Air Force Association. Competition consists of rounds with teams advancing based on performance

**MARKSMANSHIP TEAM:** The Marksmanship team familiarizes cadets with rifle marksmanship and the sport of shooting. It begins by taking a brief look at the origins and history of marksmanship. Followed by a description of the experiences JROTC Cadets receive from participation in marksmanship as well as the attention to detail and discipline required to have a successful team.

## **CURRICULUM-IN-ACTION (CIA) TRIPS**

1. Curriculum-in-Action trips are an important part of the Aerospace Science curriculum and a real “highlight” of the school year. They can include orientation flights, air shows, and field meets.
2. Eligibility requirements for participation:
  - a. Maintain an 80 percent or higher on weekly leadership/followership grade.
  - b. Must not have received a school suspension.
3. Rules of the CIA trips:
  - a. There must be absolutely no Public Display of Affection (PDA).
  - b. Wear uniforms properly and show respect for military customs and courtesies.
  - c. Transportation seating will be males in front seats/females in back or vice versa.

## **COMMUNITY SERVICE HOURS (SERVICE LEARNING)**

1. AFJROTC offers numerous opportunities to accumulate community service hours:
  - a. The Service-Learning Diploma is a locally developed official recognition program designed to recognize high school students who are committed to serving their community. Students who complete 250 hours of service-learning experience over the course of their high school years will receive this certification upon graduation.
  - b. Service-Learning Exemplary Award is an honor a GCS high school student, who devotes a minimum of 100 hours of service-learning experience in their community over the course of their high school years, may receive upon graduation.

[X2VOL Instructions.JROTC](#)

## **NC-921 CADET MESSAGING TOOLS**

1. Our program uses several platforms to relay and receive messages from Cadets and parents
  - a. Remind – is a private mobile platform to help instructors, parents, and cadets to communicate with everyone at once. Click here ([Invite to SKYRAIDERS2223](#)) for instructions on how to requests access to SKYRAIDERS2223 Remind.
  - b. Ragsdale AFJROTC Webpage – Our webpage resides under the umbrella of GCS/Ragsdale website. It provides a wealth of information about our organization. Please click on the following link to see all the great things we’ve done, currently doing, and about to do: ([AFJROTC NC-921 Webpage](#))
  - c. Bandapp – Under construction

## **AFJROTC CREED**

**I am an Air Force Junior ROTC Cadet.**

**I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.**

**I earn respect when I uphold the Core Values of**

**Integrity First, Service Before Self, and Excellence In All We Do.**

**I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.**

**My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.**

**I will hold others accountable for their actions as well.**

**I will honor those I serve with, those who have gone before me, and those who will come after me.**

**I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve and lead.**

**I am an Air Force Junior ROTC Cadet.**