OH-091
AFJROTC
WAYNE HIGH SCHOOL
CADET GUIDE
2015 – 2016
FOREWORD

Welcome to the exciting world of the Air Force Junior Reserve Officer Training Corps. This Cadet Guide will help you become a more effective cadet in the AFJROTC program and part of the proud history of the OH-091st. As you learn from this guide, we hope the Wayne High School AFJROTC will become even better because of your participation in the program.

The provisions of this Cadet Guide were not established arbitrarily. They come from a number of sources; the U.S. Public Law authorizing and establishing the AFJROTC program, the agreement signed by the Huber Heights Board of Education and the U.S. Air Force, directives prepared by the Air Force ROTC Headquarters of the Air Education and Training Command, and from experience gained from the operation of other AFJROTC units.

Although these provisions form the foundation for the operation of the 091st Cadet Squadron, each provision of the Guide was written in consideration of the academic and developmental objectives of Wayne High School.

Your achievement in the knowledge of aerospace, development as a leader, and contribution to the reputation of Wayne High School will depend greatly upon you and the spirit in which you abide by the provisions in this Guide.

May each of you enjoy success and derive personal satisfaction from your participation in the Wayne High School AFJROTC program.

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PREFACE

This Cadet Guide establishes a standard of performance for the cadets of Wayne High School. This standard permits the entire cadet corps to work toward a common goal of being a Distinguished Unit.

You are responsible for knowing and following the information in this guide.

AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who served 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.
The JROTC program as it is known today began in 1911 in Cheyenne, Wyoming. The father of this concept was Army Lieutenant Edgar R. Steevers, who was assigned duty as an inspector-instructor of the organized military of Wyoming. During his assignment he conceived the idea of a non-compulsory cadet corps in high school. His program was aimed toward making better citizens rather than soldiers. He wanted to teach the boys the advantage of a strong body and a clean mind, the value of self-control and restraint, civic duties, and responsibilities.

The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools. The Army implemented JROTC in 1916. Public Law 88-647, commonly known as the ROTC Vitalization Act of 1964, directed Secretaries of each military service to establish and maintain JROTC units at public and private secondary schools that are eligible according to the regulations established by each Secretary.

With a modest beginning of 20 units in 1966, Air Force JROTC has grown to over 870 units throughout the world, with an enrollment of nearly 120,000 cadets. Only boys were originally allowed as cadets in 1966, but in 1972, 2,170 females were admitted, making up 9% of the cadet corps. Since then, the number of females has increased to over 42,000 or about 40% of the corps.

Our unit at Wayne High School, the Ohio 091st was established in 1975. We have established a proud tradition as a "Distinguished Unit". Over our 40 years of existence we have received two Outstanding Unit, eight Honor Unit and thirteen Distinguished Unit awards.
CHAPTER ONE

MISSION, OBJECTIVES, CORE VALUES, AND CORPS GOALS

1. The mission of the AFJROTC program is to DEVELOP CITIZENS OF CHARACTER, DEDICATED TO SERVING THEIR NATION AND COMMUNITY.

2. The overall goal of the program (Ref AFROTCI 36-2001) is to instill in high school cadets the values of:
   a. Citizenship
   b. Service to the United States
   c. Personal Responsibility
   d. Sense of Accomplishment

3. Core Values
   The fundamental principles by which we must perform our work and live our lives are called core values. The core values of the Air Force and our unit are:
   a. Integrity first
      Integrity is the unflinching devotion to honesty, truthfulness and doing what's right. It's made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect and humility.
   b. Service before self
      Service before self means sacrificing personal goals for the good of the service and nation, something Air Force people have done for years and will continue to do. Professional duties take precedence over personal desires. Discipline and self-control are paramount, and we must keep faith in our system.
   c. Excellence in all we do
      Excellence means we strive to do our best in everything for which we're responsible, both personally and professionally. We maintain a passion for continuous improvement and innovation. We work together on the basis of trust and mutual respect.
OH-091 AFJROTC MISSION

The OH-091st mission is to “Develop citizens of character, dedicated to serving their nation and community.”

In support of this mission and to continue the tradition of being recognized as a Distinguished Unit the corps of cadets annually establishes six organizational goals to guide and direct our unit. Goals are divided into three broad categories: two goals are related to the cadet corps itself, two related to the school, and two related to the local community. One of the two cadet goals will be related to the quest for academic excellence within the cadet corps itself. One of the two school goals will address recruiting and retention of cadets in the unit. One of the two community goals will be oriented to providing service and getting cadets involved in service related programs. The other goal in each category may address specific, unique unit challenges or aspirations based on local conditions. The following goals are the current six goals of our unit (2015-16 School Year):

- Complete 70 Honor Guards in support of the school and community events
- Complete a total of 2250 community service hours for the year.
- Obtain an overall school average GPA of 2.5 for the Cadet Corps
- Compete in at least 5 drill competitions
- Complete at least 3 JROTC recruiting trips
- Complete at least 10 community service projects with 25% participation
CHAPTER TWO

AEROSPACE SCIENCE CURRICULUM

1. The curriculum consists of four course levels. Each course level lasts one year.

2. Aerospace Science I (AS 100): The first year academics acquaint the student with aviation history focusing on the development of flight. Leadership hours introduce cadets to AFJROTC while instilling elements of good citizenship. Physical Education credit is given for completing two years of JROTC. One day a week is devoted to wellness. Any Wayne student may enroll in this course.

3. Aerospace Science II (AS 200): The second year academics acquaint cadets with the aerospace environment, the human requirements of flight, principles of aircraft flight, and principles of navigation. Leadership hours stress communication skills, building personal awareness, understanding groups and teams, preparing for leadership and cadet corps activities. One day a week is devoted to wellness and all cadets learn to command a 31-command drill sequence. Physical Education credit is given for completing two years of JROTC. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects. SASI/ASI approval is required prior to enrollment in the course.

4. Aerospace Science III (AS 300): The third year academics concentrate on space. The space environment is examined as well as space operations past and present. Leadership hours concentrate on life skills and career opportunities and/or principles of management. One day a week is devoted to wellness. Physical Education credit is given for completing two years of JROTC. They also practically apply skills by holding key leadership positions in the cadet corps. SASI/ASI approval is required prior to enrollment in the course.

5. Aerospace Science IV (AS 400): The fourth year is a practical leadership experience course where cadets put theories of previous leadership courses into practice. Using the model organizational structure of a typical Air Force squadron, cadets accomplish planning, organizing, coordinating, directing, controlling, and decision-making functions for all activities involving the corps of cadets. Cadets at this level will be assigned to classroom periods with cadets taking the AS I, AS II, or AS III courses. The AS IV cadets will assist in the leadership and academic training of these classes as part of their management experience. Physical Education credit given for completing two years of JROTC. SASI/ASI approval is required prior to enrollment in the course. The course will be limited to those cadets who have demonstrated leadership skills during their first three years of Aerospace Science.

6. Drill Team: The Drill Team will be a course for which cadets can receive credit for up to two years. The course will involve daily practices and attendance at drill competitions throughout the year. Drill Team members are required to meet the eligibility requirements established by the Ohio High School Athletic Association.

7. Leadership: Leadership studies are mentioned in each year's course description. Each year's activities are divided into academics, leadership, and wellness. In practice the division is not evident, since there is considerable overlap between what is in the text and
what is to be practiced or applied. Additionally, many after school activities provide the proving ground for newly learned leadership skills. Co-curricular activities such as drill teams, color guard, kittyhawk air society, community service projects/events, orienteering, cyber patriot, fundraisers and the formal operation of the cadet corps require cadet expertise and initiative.

8. **Wellness:** The wellness aspect of the program will consist of physical activities designed to encourage physical health and conditioning. Cadets will be tested their current physical fitness and then provided with a program to improve that fitness throughout the year. A second test toward the end of the year should demonstrate to those cadets who have faithfully participated in the program that their level of fitness has improved.
CHAPTER THREE

ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. Admission: To be eligible for membership and continuance in the AFJROTC program each cadet must be:

   a. Selected for membership by the SASI in coordination with school counselors.
   
   b. Enrolled in and attending a regular course of instruction at Wayne High School.
   
   c. A citizen of the United States or an alien admitted for permanent residence.
   
   d. 9th grade or higher.
   
   e. Physically fit. (A cadet is considered physically fit if capable of participating in the school's physical education program)

2. Foreign Cadet – A citizen of a foreign country (an ally of the U.S.) may participate in the AFJROTC program if a representative of that student's government provides a letter stating it does not object to such participation. Approval letters from the Principal and SASI must also be on file.

3. Transfer: Students from Army, Navy, or other AFJROTC units may transfer to the Wayne program with full credit for training already received. This does not mean cadet rank attained in these programs will be transferred.

4. Reserve Cadet – A cadet who has completed the entire AFJROTC program or who is not currently assigned to an AFJROTC course for a particular semester and who has been given special permission by the SASI to remain with the program. Reserve cadets may participate in all AFJROTC activities (drill team, color guard, community service, etc.) and are issued a uniform if needed for the activity.

5. Disenrollment: Cadets will be disenrolled from AFJROTC training as determined by the SASI and the principal. A cadet may be disenrolled for any of the following reasons:

   a. Failure to maintain acceptable course standards: e.g. haircut, grooming, proper wear of uniform, homework, responsibility, etc.

   b. Inaptitude, indifferance to training, disciplinary reasons, or reasons involving undesirable character traits.

   c. Failure to remain enrolled in school.

   d. Parental request for release.
CHAPTER FOUR

SQUADRON ORGANIZATION

In accordance with AFJROTCI 36-2001, the AFJROTC unit at Wayne High School, OH-091, will be organized as a cadet squadron. The Unit Manning Document of this guide and the following procedures regarding cadet appointment and rotation apply:

1. Staff Position Assignments - All cadets will have an opportunity to apply for staff positions in accordance with the rotation policies listed below. The SASI will consider all applicants for the Squadron Commander and Vice-Commander positions and select the cadets that in his opinion are best qualified to lead the cadet corps. The Squadron Commander and Vice-Commander, once selected, will review the applicants for staff positions and recommend their choices to the SASI for approval. Note: Squadron Leadership School attendance is required before holding officer rank for a staff position.

2. Flight Positions - Each class section will be designated as a flight. The SASI will designate a Flight Commander for each class utilizing AS-IV level cadets whenever possible. Flight Commanders will review the applicants for flight positions and recommend their choices to the SASI for approval.

3. Rotation of Positions - Normally, cadets selected to staff positions will hold these positions for one year. A change of command ceremony will take place each year no earlier than the end of the third quarter and the new staff will serve change of command the following year. Flight Commanders will be appointed at the beginning of the academic year and will normally retain this position for the entire school year. Remaining flight positions will be rotated every nine weeks. Drill Team staff positions will be determined prior to the first drill meet and may be rotated to best meet the changing requirements of the Drill Team.
4. Application procedures - Cadets wishing to apply for corps positions will apply in writing. Cadets should designate the position they wish to hold and be specific in explaining why they feel they should be selected for the position. The Cadet Corps Commander or SASI will designate a deadline for submission of applications prior to a selection date.

5. Cadet Promotions - Cadets will hold a permanent grade commensurate with the number of semesters completed in accordance with AFJROTCI 36-2001. The SASI will award permanent grade promotions to those cadets achieving an “A” grade in AFJROTC for each semester. Permanent promotion of one grade for each completed year of AFJROTC will also be awarded. Example: 1st year cadet maintains an “A” for both semesters (year) will receive a permanent promotion to Senior Airman at the end of his/her first year. Maximum grade for each position is designated in the Unit Manning Document (Attachment 1). Additionally, cadets will receive a rank for maintaining a 3.5 GPA or higher during a semester. Initially, the SASI will award cadets appointed to corps positions an entry-level rank. During the year promotion boards will consider the performance of cadets in their various positions and recommend to the SASI those cadets who deserve temporary promotion. Cadets eligible for promotion will appear personally before the boards for review of their performance or a records review by a selection board consisting of flight commanders and SASI/ASI. Cadets rotated from their position will return to their permanent grade unless they have held officer status for two or more semester grading periods. During their last year seniors may retain the highest rank to which they have been promoted. Promotion boards are generally held twice per academic year during the second and third quarters.
OH-091

Cadet Staff Organizational Chart

(*) Denotes automatic appointment to the Cadet Fundraising Committee
## UNIT MANNING DOCUMENT
### OH-091 Air Force Junior ROTC Cadet Squadron

<table>
<thead>
<tr>
<th>Function</th>
<th>Position Title</th>
<th>Max Grade</th>
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<tr>
<td>Commander (CC)</td>
<td>Squadron Commander</td>
<td>C/Col</td>
<td>1</td>
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<tr>
<td></td>
<td>Vice Commander</td>
<td>C/LtCOL</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Squadron First Sergeant</td>
<td>C/CMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Operations (DO)</td>
<td>Operations Officer</td>
<td>C/Maj</td>
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</tr>
<tr>
<td></td>
<td>Training Officer</td>
<td>C/Capt</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NCOIC</td>
<td>C/CMSgt</td>
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<tr>
<td>Kittyhawk AS (KHAS)</td>
<td>KHAS Commander</td>
<td>C/Maj</td>
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<tr>
<td></td>
<td>KHAS Admin</td>
<td>C/Capt</td>
<td>1</td>
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<tr>
<td>Cadet Fundraising Committee</td>
<td>President</td>
<td>C/Maj</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Vice President</td>
<td>C/Capt</td>
<td>1</td>
</tr>
<tr>
<td>Color Guard (CG)</td>
<td>Color Guard Commander</td>
<td>C/Maj</td>
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<td>Color Guard NCO</td>
<td>C/CMSgt</td>
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<td>Drill Team (DT)</td>
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<tr>
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<td></td>
<td>1st Year Team Commander</td>
<td>C/Capt</td>
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<td>Personnel (DP)</td>
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<td>1st year Flight Sergeant</td>
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<td>C/TSgt, MSgt</td>
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<td>1st year Element Leader</td>
<td>C/SrA</td>
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<tr>
<td></td>
<td>2nd, 3rd year Element Leader</td>
<td>C/SSgt, TSgt</td>
<td>18</td>
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*Newly appointed staff officers without a higher permanent rank, will be issued the rank of C/2Lt.

*Newly appointed staff NCOICs without a higher permanent rank, will be issued the rank of C/SSgt.

*Newly appointed flight commanders who have not held a higher rank prior to being appointed to their position will be issued the rank of C/SMSgt.

*Newly appointed training officers who have not held a higher rank prior to being appointed to their position will be issued the rank of C/MSgt.

**NOTE:** Command reserves the right to deviate from the previous document in the appropriate situation, as well as develop or disband staff positions as the needs of the squadron change.
JOB DESCRIPTIONS

**Squadron Commander** (CC)  
Authorized Grade: C/Col

The Cadet Squadron Commander is responsible for:

a. The appearance, discipline, efficiency, training, and conduct of the squadron.

b. Planning and coordinating all squadron activities, facilities, and resources.

c. Ensuring all members of the Cadet Corps have the opportunity to develop leadership commensurate with their individual abilities.

d. Coordinating with the SASI/ASI.

**Squadron Vice-Commander** (CV)  
Authorized Grade: C/Lt Col

The Cadet Squadron Vice-Commander is responsible for:

a. Coordinating, inspecting and evaluating all staff functions.

b. Reviewing staff officer performance and recommend promotions to CC.

c. Acting as disciplinary officer for cadet corps disciplinary actions.

d. Command of the Squadron during the absence of the Squadron Commander.

**Squadron First Sergeant**  
Authorized Grade: C/CMSgt

The Cadet Squadron First Sergeant is responsible for:

a. Providing recommendations to the CC based on inputs from general military course (GMC) cadets and acts as liaison between the Corps and Staff.

b. Advising the CC on problems with the Corps and suggesting possible solutions.

c. Reviewing enlisted staff performance and recommending promotions to CC.

d. Training of new Cadet NCO staff members.
**Operations Officer** (DO)  
Authorized Grade: C/Maj

The Cadet Squadron Operations Officer is responsible for:

- a. Planning and coordinating squadron operations and activities.

- b. Ensuring all cadet activities are conducted in accordance with current Air Force, AETC, AFOATS, AFROTC, and Corps instructions, directives, policies, and procedures.

- c. Preparing a monthly operations plan and weekly operations orders.

**Kitty Hawk Air Society Commander** (KHAS)  
Authorized Grade: C/Maj

The Kittyhawk Air Society Commander is responsible for:

- a. Commanding the KHAS in accordance with the KHAS charter.

- b. Planning and conducting community service projects for the cadet corps to include Awareness Presentation Team presentations.

- c. Recruiting and inducting new members into the KHAS

- d. Evaluating grades for academic promotion

**Cadet Fundraising Committee** (CFC)  
Authorized Grade: C/Maj

The Cadet Fundraising Committee Commander is responsible for:

- a. Coordinate staff functions needed for the selection of cadet fundraising events

- b. Organize and scheduling fundraising events external of the squadron

- c. Overseeing the execution of fundraising events sanctioned by CFC

- d. Organize charitable donation events
**Color Guard Commander**  
Authorized Grade: C/Maj

The Cadet Squadron Color Guard Commander is responsible for:

a. Training and assigning various Color Guard teams to support community and school functions.

b. Maintaining Color Guard equipment and uniforms in working order.

c. Coordinating for the support of the teams at Color Guard events.

**Drill Team Commander (DT)**  
Authorized Grade: C/Maj

The Cadet Squadron Drill Team Commander is responsible for:

a. Training and drilling the entire Drill Team.

b. Coordinating for the support of the drill team practices and competitions.

c. Commanding the entire Drill Team in opening/closing ceremonies at Drill Team competitions.

d. Reporting official daily attendance to the SASI/ASI for Course Elective Credit.

**Advanced Drill Team Commander**  
Authorized Grade: C/Capt

The Advanced Drill Team Commander is responsible for:

a. Assisting the Drill Team Commander in teaching Advanced members how to execute drill routines.

b. Controlling the activities of the Advanced Drill Teams.

c. Act as Drill Team commander in their absence.

**First Year Drill Team Commander**  
Authorized Grade: C/Capt

The First Year Drill Team Commander is responsible for:

a. Assisting the Drill Team Commander in teaching the first year cadets how to execute drill routines.

b. Controlling the activities of the First Year Drill Teams.

c. Act as Drill Team commander in their absence.
**Personnel Officer**  (DP)  
Authorized Grade: C/Maj

The Cadet Squadron Personnel Officer is responsible for:


b. Maintaining the Group Organizational Chart and Unit Manning Document.

c. Publishing a Cadet Directory and all Special Orders as directed.

d. Filing all documentation in cadet records or other internal information media.

**Wellness Officer**  (WO)  
Authorized Grade: C/Maj

The Cadet Squadron Wellness Officer is responsible for:

a. Running the Cadet Wellness Program.

b. Maintaining accurate, descriptive, and up-to-date records of all wellness activities

c. Maintaining WINGS status of testing results.

d. Presenting a weekly program for Wellness Training to the Cadet Staff.

**Mission Support Officer**  (MS)  
Authorized Grade: C/Maj

The Cadet Squadron Mission Support Officer is responsible for:

a. Planning and conducting those projects assigned by the CC.

b. Coordinating applicable staff functions in support of cadet activities.

c. Maintaining the cleanliness of squadron facilities
**Public Affairs Officer** (PA)  
**Authorized Grade:** C/Maj

The Cadet Squadron Public Affairs Officer is responsible for:

a. Maintaining a Squadron scrapbook.

b. Publishing a squadron newsletter and submitting news articles to school and local newspapers concerning cadet activities.

c. Maintaining the Trophy display and cadet bulletin boards.

d. Planning and executing special ceremonies.

**Logistics Officer** (LG)  
**Authorized Grade:** C/Maj

The Cadet Squadron Logistics Officer is responsible for:

a. Ensuring all cadet logistics activities are conducted in accordance with current regulations, directives, policies, and procedures.

b. Maintaining inventory of cadet uniforms and equipment as directed by the ASI.

c. Updating WINGS database for the issue of cadet uniforms.

**Cyber Officer** (CO)  
**Authorized Grade:** C/Maj

The Cadet Squadron Cyber Officer is responsible for:

a. Ensuring proper maintenance and security for unit information systems.

b. Compiling and publishing minutes of weekly staff meetings and cadet board activities.

c. Maintain unit website and handle any other technology issues.

d. Monitoring and maintaining cadet computer resources.

**Kittyhawk Air Society Administrative Officer**  
**Authorized Grade:** C/Capt

The KHAS Administrative Officer is responsible for:

a. Assisting the KHAS Commander in administration of the KHAS.

b. Acting in the absence of the KHAS Commander.
**Staff NCOIC**

Authorized Grade: C/SMSgt

The Cadet Squadron Staff NCOICs are responsible for:

a. Executing the directions of the cadet staff officers

b. Maintaining appropriate staff documentation

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**Flight Commander**

Authorized Grade: C/Maj

The Cadet Flight Commanders are responsible for:

a. Monitoring the appearance, discipline, efficiency, and training of their flights and correcting conduct of flight members as required.

b. Advising the SASI/ASI and CC on matters pertaining to the flight.

c. Conducting the leadership training program as outlined by the SASI/ASI, ensuring that all members of the flight have the opportunity to develop according to their individual abilities.

d. Taking daily attendance.

e. Performing or assisting in inspection and other duties assigned by the Instructor.

f. Training flight NCOs in duties and responsibilities.

g. Appointing flag details.

h. Recommending awards for special accomplishments.

i. Recommending disciplinary action for flight members when required.


k. Presenting class briefings as required.

l. Checking class notes and homework assignments.

m. Relaying pertinent information from staff meetings to the flight
**Training Officer**  
Authorized Grade: C/Capt

The Cadet Flight Training Officer is responsible for:

a. Conducting training for flight members.

b. Briefing flight members on classroom topics.

c. Performing other duties as assigned by the SASI, ASI, and CC

**Flight Sergeant**  
Authorized Grade: C/SSgt, TSgt, MSgt

The Cadet Flight Sergeants are responsible for:

a. Attending Squadron Staff Meetings if the Flight Commander cannot attend.

b. Assuming the duties of Flight Commander when the Flight Commander is absent.

c. Performing the following specific duties:

   (1) Must be able to drill the Flight and instruct individual drill.

   (2) Ensuring Flight members comply with AFJROTC standards of conduct, customs, and respectfulness. Instructing others in proper conduct.

   (3) Preparing the Flight for roll call, inspections, and all other formations. Taking roll call from Element Leaders and reporting such to the Flight Commander.

   (4) Calling cadence during Flight Drill.

**Element Leader**  
Authorized Grade: C/SrA, SSgt, TSgt

The Cadet Flight Element Leaders are responsible for:

a. Taking the roll of element members and reporting it to the Flight Sergeant during each class or academic period.

b. Keeping proper order and conduct among the Element members.

c. Setting the pace and interval of march during drill periods.
CHAPTER FIVE

CADET UNIFORMS

Uniform Issue:

1. Protecting government property is everybody's responsibility. All of your uniform (with the exception of one PT t-shirt, socks, ribbons, and nametag) and equipment items are loaned to you by the United States Air Force. These items remain the property of the Air Force. At any time you must be able to account for each item of uniform equipment issued to you.

2. At the time you are issued your uniform and items of equipment, you will be required to sign a Uniform Issue Receipt and to initial each line for individual items of uniform and equipment issued. Each item then becomes your personal responsibility and if you lose it or negligently destroy it, you will be required to pay for it. At the time of issue of uniforms and equipment, you will be advised of the unit cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is cleared. You and your parents will also be asked to sign the AFJROTC uniform contract shown at the end of this chapter.

3. One complete uniform with all accessories and insignia will be issued to each cadet. Drill Team members will be issued an additional set of uniform items for wear at Drill Competitions. It is most important that each cadet understand that all items of uniform or equipment (socks, ribbons, and name tag) must be returned or paid for before the end of the school year (date will be announced). School grades, diplomas, and certificates of training or completion will NOT be released until this has been accomplished. Extremely active returning cadets may be offered an opportunity to sign for use of their uniform over the summer months to perform community service.

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

a. Do not leave uniform items in unlocked lockers or unattended in other places at school.

b. Do not lend uniform items to other cadets or persons.

c. Do not permit another cadet or person to turn in your uniform items or equipment.

d. Do not lend insignia items or similar items to any friends.

e. Do not carry the flight cap with your books. If not being worn, place it in your locker.

f. Do not place your uniform in another individual's locker.
g. **Do** place your name on each uniform item (in an inconspicuous place) with indelible ink or suitable clothing identification adhesive tape.

h. **Do** be alert for items of uniform equipment left or misplaced by another cadet. Turn such items in to the SASI or ASI.

i. **Do** turn in all uniform items you signed for except PT t-shirt and shorts, socks, ribbons, and nametag.

j. **Do** keep your clothes clean. You may wash the light blue shirts, PT gear and sweats. All other dark blue clothing items must be dry cleaned to prevent fading.

5. Clothing items that become worn or otherwise unserviceable, or do not fit should be turned in to the ASI as soon as possible. If the unserviceable condition is due to fair wear and tear and normal use, the items will be replaced at no cost to the student.

6. When turning in or exchanging uniform items or other equipment, **deal only with the SASI/ASI.**

7. We receive limited funding for cadet uniforms. Therefore all cadets **must** take care of these items. As a rule of thumb, dark blue uniform items require dry clean only unless you have items tagged permanent press.

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

**Wearing of the Uniform:**

1. Each cadet must wear the uniform properly. The importance of this cannot be over emphasized since the uniform, except the insignia, is the same uniform worn by the United States Air Force personnel. The reputation of the United States Air Force as a professional military organization is known worldwide. The uniform wear is a symbol of that reputation. **WEAR IT PROUDLY.**

2. AFROTCI 36-2001 establishes policies, procedures, and standards governing the wear of cadet uniforms in AFJROTC. The fitting standards, wearing instructions and personal grooming standards are also prescribed in Air Force Instruction 36-2903.

   a. **Headgear:**

   i. The flight cap is worn slightly to the wearer's right with the vertical crease of the cap in line with the center of the forehead, in a straight line with the nose. The cap will be approximately 1 inch from the eyebrows in the front. Cadet Officers will wear cadet officer insignia on their flight caps IAW instructions provided in this
guide. You must wear your hat outside. **Put your name in your hat. This is the most frequently lost uniform item.**

ii. The service cap is authorized only when worn with the service dress coat and normally will be worn by a cadet officer in a commander position. Others who wish to wear a service cap will consult with cadet command and the ASI/SASI.

b. Belt. Males thread the belt through the loops to your left and females thread the belt through loops to your right. When buckled, only the metal on the tip of the belt will show.

c. All-weather coat. **The all-weather coat will not be issued.**

d. Lightweight Jacket. The lightweight blue jacket must be zipped at least to the halfway point when worn by cadets. Female cadets are authorized to wear the male lightweight blue jacket.

e. Shoes. The shoes will be laced to the top and shined to a high gloss at all times. High gloss or Corfam shoes may be worn. For the girls black pumps may be purchased by the cadet and may be worn with the skirt or slacks. Heels will be of a height suitable to the individual, but not higher than 2 1/2 inches nor lower than 1 inch.

f. Socks. The socks must be **black.**

g. Shirt. The shirt is buttoned all the way down the front. The shirt tail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. Items will not be carried in the pockets. A tie/tie tab is **always** worn with the long sleeve shirt. A tie/tie tab can be worn with the short sleeve shirt, but is only necessary when prescribed by the SASI. *As of 29 Aug 2014, the long sleeve blue shirt will not be issued.*

h. Trousers and slacks. The male blue trousers and female slacks must be dry-cleaned. The bottom of the trouser legs will touch the shoes in front and cause a slight break in the crease. The back of the trouser legs will be about 7/8 of an inch longer than the front. Cuffs are not worn. The rear pocket of male trousers will be buttoned at all times. Initial alterations to the waist, leg length and width are allowed at the Air Force's expense; however, the pants are not pegged.

i. Tie. The tie is dark blue and worn with the knot closely against the collar button of the shirt. The tip of the tie will be no more than 1 1/2 inches above or 1 1/2 inches below the belt buckle. Clip on ties may be worn, but must be purchased at the cadet's expense.

3. **Additional uniform requirements for female cadets.** Uniform items for females will consist of the blue cap, blue skirt, light blue overblouse, blue coat, all weather coat, and shoes.

a. Skirt. Skirt length will be no shorter than the top of the kneecap and no longer than the bottom of the knee. Skirts will hang freely and will not be excessively tight.
4. *Wear of rank and insignia* (See illustrations in this chapter for correct placement).

   a. Cadet rank. Grade insignia is worn on both left and right collar of the lightweight blue jacket, both lapels of the service dress, and both collars of the blue shirt. The epaulet rank is no longer authorized on the light weight blue jacket. Officers only, when using cloth rank versus miniature metal rank on the blue shirt collar, place as close as possible to shoulder seam.

   b. Cadets serving in the rank of cadet airman basic will not wear any insignia of any kind. Only upon promotion to cadet airman will a cadet wear any insignia on the aforementioned uniform combinations.

   c. AFJROTC SHOULDER PATCH AND UNIT PATCH. Wear the AFJROTC patch and the unit patch on all uniform items. The cost of sewing on these patches will be paid by the Air Force.

5. **Cadets failing to wear the uniform according to the standards will turn in the uniform to the ASI and may be disenrolled from the program.**

**General rules concerning the uniform:**

1. Uniforms will only be worn while traveling to or from, or while participating in, official AFJROTC activities. Cadets may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the SASI. Cadets will not wear the uniform while participating in demonstrations, partisan political activities, public speeches, seeking employment, or in any other activities that may bring discredit to the corps of cadets, United States Air Force, or Wayne High School.

2. MONDAY, or the first school day of the week is uniform day unless you are otherwise instructed by the SASI or the ASI. There will be an assigned Uniform of the Day (UOD), and points will be deducted for wearing an incorrect UOD during inspection. The service dress coat is not normally authorized for weekly inspection and will be worn by direction of the SASI, ASI or Corps Command. **If you are absent you are required to wear your uniform on the first day you return to class.** Failure to wear the uniform on uniform day will result in a uniform grade point deduction for each day late. Make-up wear the following week will count for 50% of the total grade.

3. Only issued items are to be worn. Civilian garments are never worn with the uniform. Also, you are **NOT permitted to wear any of your uniform items with civilian attire, with the exception of the light weight jacket with no rank insignia and the PT uniform.**

4. Always wear your flight cap when outdoors. **Be sure to put your name in your cap as this is the most frequently lost uniform item.**
5. Wear insignia properly and wear only authorized insignia. Any additional distinctive items to identify color guards, drill team, honor society and other groups may be authorized only by the SASI and documented on special orders.

6. Keep hands out of pockets. All pockets will be buttoned with the exception of the all-weather coat. The top button of this coat may be left unbuttoned.

7. The line formed by the shirt when buttoned, the belt buckle and the fly on the trousers should always be in line. This is called the gig line.

8. Trim loose strings and threads on the uniform.

9. Keep the shirt tail tucked in and tuck in the sides of the shirt.

10. Do not carry items in the pockets of shirts or the dress coat. Avoid carrying bulky items in trouser, all weather coat, and lightweight jacket pockets.

11. Shoes will have a high gloss shine and this includes soles and heels.

12. Never place any article, including the flight cap, under the shoulder strap of the shirt or coat. (This doesn't apply to shoulder chords.)

13. Necklaces, pendants, and other conspicuous adornments are PROHIBITED while in uniform. MALES MAY NOT WEAR EARRINGS WHILE IN UNIFORM. IN ADDITION, NO CADET CAN WEAR NOSE RINGS, MOUTH RINGS, TONGUE RINGS, OR EYEBROW PIERCINGS IN UNIFORM. FEMALES CAN WEAR ONLY ONE CONSERVATIVE, SMALL EARRING IN EACH EAR LOBE WHILE IN UNIFORM. AUTHORIZED EARRINGS MUST BE GOLD, WHITE PEARL, SILVER, OR DIAMOND SPHERICAL PIERCED OR CLIP EARRINGS.

14. Cadets will wear appropriate undergarments with the uniform. Males must wear a V-neck type undershirt when wearing the short sleeve shirt without tie.

15. Cadets will not engage in any public display of affection while in uniform.

16. Uniforms will be worn on all AFJROTC field trips unless excused by the SASI.

17. The uniform must not be worn while hitchhiking.

18. There is no smoking allowed while in uniform.

19. No headsets or earpieces will be used while in uniform.

20. No cadet will wear the uniform in ISS. If assigned ISS on uniform day, cadets will makeup uniform day on the next school day they are back in class.
21. The Standard Air Force blue and silver nametag will be worn and provided to the cadet at no cost. The silver nametag is worn on the service dress coat while the blue nametag is worn on the light blue shirt. There is a charge for replacing damaged or lost nametags.

22. School and AFJROTC shoulder patches will be worn on all outer garments. Wear the AFJROTC patch on the left sleeve and the school patch on the right sleeve 1/2" to 1" below the outer shoulder seam.

23. Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short sleeve light blue shirt, blouse with epaulets and the service coat. Colors to denote different honors may be worn. The SASI will designate the criteria.

   a. Squadron Commander Cord- A red and black USAF dress cord with white shaker knots.
   b. Vice Squadron Commander Cord- A white Air Force dress cord with two red shaker knots pinned on the outside of the cord.
   c. Squadron First Sergeant Cord- A black USAF Bandsman cord with one red shaker knot.
   d. Drill Team Commander Cord- A white double braid aiguillette with two hanging aiguillettes with shaker knots.
   e. Drill Team Advanced Commander Cord- A white citation cord with added shaker knot.
   f. Drill Team First Year Commander Cord- A white citation cord with added shaker knot.
   g. Color Guard Commander Cord- A red, double braid aiguillette with two shaker knots over the shoulder and two hanging aiguillettes with shaker knots
   h. Color Guard NCO Cord- A red single braid cord with double shaker knots and double hanger cords
   i. CFC President- A green, double braid aiguillette with two hanging aiguillettes with shaker knots.
   j. CFC Vice President- A green, single braid aiguillette with two shaker knots over the shoulder and two hanging aiguillettes with shaker knots.
   k. Kitty Hawk Air Society Cord- A ladder braided cord with grey edges and a cobalt blue center, to be worn at the edge of the shoulder.
   l. Drill Team Cord- A white citation aiguillette with one hanging aiguillette with shaker knot, and two strands over the shoulder, to be worn pinned centered
between the edge of the lapel and the shoulder seam.

m. Color Guard Cord- Worn only for Color Guards or as designated by Command and the Color Guard Commander. A single ladder braided, metallic silver cord.

n. Gold Honor Cord- Issued by the SASI/ASI quarterly for maintaining an “A” in AFJROTC.

o. Flight Commander of the Quarter Cord- A white single braid cord with a double shaker knot and double hanger cord.

CORDS MAY BE COMMISSIONED OR DECOMMISSIONED AS DETERMINED BY THE SASI, ASI, OR CADET COMMAND.

24. The routine wear of medals and ribbons (mixed) is prohibited. For male cadets, wear regular size ribbons resting on but not over top edge of pocket and centered between the left and right edges. For female cadets, wear regular size ribbons centered on resting but not over edge of welt pocket. Wear authorized large medals centered directly under the ribbon rack and only when authorized. The order of precedence will be the same for ribbons. While wear of ribbons is consistently permitted unless otherwise stated by the SASI, ASI, or Cadet Command, large medals are only authorized when stated by the SASI, ASI or Cadet Command and not during regular weekly uniform days.

25. AFJROTC awards will be worn in their order of precedence depicted in the chart shown in Chapter 9 from top to bottom, wearer's right to left.

26. PT Uniform. Each cadet will be issued a PT uniform that consists of a unit T-shirt, shorts, AF sweatshirt, and AF sweatpants for wear during wellness classes and other directed activities. This is a one-time issue, so cadets must care for these uniforms to last for the entire duration of their stay in the program. PT uniform must be cleaned and returned with other uniform items. Cadets are not authorized to alter these uniforms in any way. PT Uniforms will not be worn over civilian attire that can be seen protruding from underneath. **Unit T-shirts will be tucked into the shorts while in formation.**
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer’s right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ⅛ inch above name tag or ribbons and is centered horizontally. Additional badges placed ⅛ inch above previous badge.
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.

2. Awareness presentation badge. See Note 16

3. Unit Patch: Centered on sleeve and ½ to 1 inch below shoulder seam.

4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

5. Kitty Hawk Air Society Badge. See Note 16.

6. Aerospace Education Foundation (AEF) See Note 16.

7. Distinguished Cadet Badge. See Note 16.

8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.

9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.

10. Flight Solo or Flight Certificate Badge. See Note 16.

11. Ground School Badge. See Note 16.

12. Academy of Model Aeronautics (AMA) Wings. See Note 16.

13. AFJROTC Patch: Center on sleeve ½ to 1 inch below shoulder seam.

14. Model Rocketry Badge. See Note 16.

15. Ribbons: Centered on left side. Bottom of ribbons is aligned with bottom of name tag.

16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
1. Awareness Presentation Team (APT) badge: Center 3 inches below bottom of name tag.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: Worn 1 inch below pocket.
14. Model Rocketry Badge: Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.
1. Awareness Presentation Team (APT) badge: Center 3 inches below bottom of name tag.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. Points (The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.
Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

**FLIGHT CAP** (Officer and Enlisted)

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

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

SERVICE CAP (Officer Only)

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

FLIGHT CAP* (Officer and Enlisted)

* Enlisted Ranks will have no hat insignia on the flight cap.
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1” below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may *not* be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.
AUTHORIZED AIR FORCE JROTC
BADGES/INSIGNIA/PINS

OFFICERS FLIGHT CAP AND BERET INSIGNIA

OFFICERS SERVICE CAP INSIGNIA

MODEL ROCKETRY BADGE

ACADEMY OF MODEL AERONAUTICS SILVER WINGS

KITTY HAWK AIR SOCIETY BADGE

DISTINGUISHED CADET BADGE

METAL OR CLOTH

SHOULDER TAB

AEF BADGE (OLD)

AEF BADGE (NEW)

GROUND SCHOOL BADGE

FLIGHT SOLO BADGE

FLIGHT CERTIFICATE BADGE

Marksmanship Shield

Awareness Presentation Team Badge

Cyber Patriot Badge

Marksmanship

Sharpshooter

Expert

(Choose one. Place directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Badges/Insignia/Pins not listed here are unauthorized
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

SECOND LIEUTENANT  FIRST LIEUTENANT  CAPTAIN  MAJOR  LIEUTENANT COLONEL  COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC  NO RANK INSIGNIA

AIRMAN  AIRMAN FIRST CLASS  SENIOR AIRMAN  STAFF SERGEANT

TECHNICAL SERGEANT  MASTER SERGEANT  SENIOR MASTER SERGEANT  CHIEF MASTER SERGEANT

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

Rank insignia not listed here is unauthorized. The First Sergeant device is not authorized.
MEMORANDUM FOR: ALL CADETS

FROM: CMSGT BANKOWITZ

SUBJECT: AFJROTC UNIFORM CONTRACT

I, cadet _________________________________ am responsible for the care, cleaning and proper use of the AFJROTC uniform. I fully understand that the complete uniform remains the property of the United States Air Force. I agree to be held financially accountable for any items that are lost, stolen, damaged or destroyed for as long as the uniform is assigned to me. I understand that the total cost of all issued items exceeds $350.00. I agree to return the uniform clean upon leaving the AFJROTC program.

I further understand that, when wearing the AFJROTC uniform I represent the United States Air Force, the OH-091st AFJROTC Squadron and Wayne High School. Additionally, I represent active duty military personnel and veterans everywhere, especially those who paid the ultimate price for my freedom!

I will take pride in the wear of the uniform. I will follow all requirements for proper wear outlined in the Cadet Guide. I will never allow my appearance, attitude, conduct or language to bring discredit to the Air Force, my unit or my school.

Cadet Signature

Parent/Guardian Signature

Date: __________________________

JOHN F. BANKOWITZ, CMSgt, USAF (Ret)
Aerospace Science Instructor
CHAPTER SIX

CADET APPEARANCE

6.1. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

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

6.1.1.1. Jewelry. While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are allowed but only one may be worn. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

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

6.1.1.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of
uniform. *Excessive* tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

6.1.1.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

### 6.2. Specific Female Cadet Grooming Guidelines.

6.2.1. Hair. Your hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

Hair will not contain excessive amount of grooming aids, touch eyebrows. Hair color/highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.

*EXCEPTION*: Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.
6.2.2. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet’s complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed.

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

6.3.1. Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme of faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.
CHAPTER SEVEN

CONDUCT AND MILITARY COURTESY

1. General. Military protocols, courtesies and conduct will be observed at all times by all cadets to reflect credit upon themselves, their parents or guardians, their school, their group, and the United States Air Force.

2. Classroom conduct. All cadets will abide by the classroom rules listed in the student handbook. Additional emphasis is made in the following areas.

   a. No food, drink, and/or candy will be consumed in the classroom unless the instructor gives permission beforehand.

   b. **No gum chewing** and/or P.D.A. in the classroom or while in uniform.

   c. **No use of cell phones for calls or music during class** unless specifically approved by the instructor beforehand.

   d. No sleeping in class. If ill, you will be issued a hall pass to the nurse. If groggy or sleepy you should rise and proceed directly and quietly to the rear of the room and stand at parade rest until refreshed. The SASI/ASI will request cadets to follow this procedure if not done voluntarily.

   e. No horseplay in the classroom. Profanity of any description and/or arguing among cadets in the classroom or drill area will not be tolerated.

   f. "Cutting down, making fun of, haz ing or harassing" fellow cadets will not be tolerated. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act, which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Harassment of a sexual nature is particularly serious. Any cadet experiencing such treatment from another cadet at any time should **immediately report such an incident to the SASI or ASI**. Cadets guilty of such conduct will be disciplined and removed from any command positions.

   g. No walking around during class unless given permission. Sharpen your pencils before the class starts and hold your waste paper until after the period.

   h. Keep the classroom clean, deposit all waste paper in waste baskets before and after class but not during. Push in chairs before leaving the class period. All desks will be aligned in a neat manner at the end of each period.

   i. When proceeding to a drill area, cadets are reminded that the hallways are extensions of the classroom. Therefore, there will be no talking or stopping. exit/enter the school building quietly so as not to interfere with other classes.
j. Upon entering the classroom after the class has started, you will enter sharply, halt, face the Instructor and while at attention, render a sharp salute and state, "Sir, Cadet (Grade, Last Name) requests permission to join the flight" or "requests permission to speak to the Instructor." EXCEPTION: If a guest speaker (other than SASI or ASI) is talking to the class, you need not report in.

k. No talking while the SASI/ASI is talking. If you have a question, raise your hand for recognition.

l. AFJROTC supply rooms are OFF LIMITS to all cadet personnel unless given permission to enter by the SASI/ASI or Logistics Officer.

m. Proper standards of cadet uniform wear, conduct, and appearance will be enforced at all times. Cadets will wear hats with their uniform whenever outside **except for the outdoor cafeteria and sidewalk between the Muntz gym and Main building.**

n. Computers – Classroom computers are Air Force Property and are to be used by cadets for official AFJROTC projects only. The computer by the SASI/ASI desk is OFF LIMITS to cadets. Misuse, abuse, or damage of any computer equipment will result in repayment to the Air Force and removal from the AFJROTC program.

o. Rifles – Rifles, sabers, and any other replica weapons must be protected at all times. Special procedures are in place for signing out these rifles, and the cadet who signs them out will be personally responsible for the security of the rifles until they are returned to storage. Replica weapons will not be used in a way that would lead someone to believe they are real weapons. This could lead to a very unsafe situation for both the individual and surrounding people. The weapons are not toys and should not be used in such a manner and will lead to disciplinary action.

3. **Military courtesy:**

   a. When the SASI or any other uniformed officer of any military service enters the classroom, the first cadet who sees the officer enter will call the room to attention, unless there is already an officer in the room of equal or higher rank. This courtesy is waived when there is a guest speaker addressing the class and calling the room to attention would disrupt the presentation.

   b. Traditional military courtesy dictates practice of saying **Yes, Sir/Ma’am** and **No Sir/Ma’am** to the SASI and ASI and to cadet officers who outrank you. This courtesy also applies when participating in AFJROTC functions.

4. **Saluting.** The salute is a courteous exchange of greeting and is considered a military greeting the world over. It is a symbol of respect between members of the military.

   a. Cadets in uniform will salute cadet officers and all commissioned officers and warrant officers of all branches of service while out of doors **except for the outdoor cafeteria and sidewalk between the Muntz gym and Main building.**
b. The salute is rendered indoors only when cadets are in formation, participating in ceremonies or when reporting to cadet officers, the SASI or the ASI. The proper sequence of reporting includes the rendering of the salute and the statement "Sir, Cadet (LAST NAME) reporting as ordered" or appropriate statement. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute or otherwise acknowledge it, and the cadet will then sharply turn to the most direct exit and leave.

c. A salute is never given or returned while running. The cadet will come to a walk and render the salute when approximately six paces from the officer.

d. For formal reporting cadets not in uniform will salute as if they were in uniform.

e. If a cadet in uniform is outdoors and observes the American flag being raised or lowered from any flag staff, the cadet will assume the position of attention, render the salute and hold it until the flag reaches the summit or base of the flag staff. If the cadet is in civilian clothes, the cadet will assume the position of attention and place the right hand over the heart. If a male cadet in civilian attire is wearing a hat or cap, he will either remove it and hold the hat or cap over his heart, or render a proper salute.

f. When indoors cadets in uniform will stand at attention during flag raising ceremonies and public recitation of the Pledge of Allegiance. Members of the Color Guard who wear hats will salute.

g. If the cadet is outdoors and the national anthem or "To the Colors" is played, the cadet in uniform will stand at attention, face the music or the flag and render the hand salute until the music ends.

h. When a cadet is late for a formation, the cadet will approach the person in charge and, when the formation is at halt, salute and request permission to fall in.

i. Cadet officers and cadet NCOs should correct saluting violations in a courteous and helpful manner when violations are made by junior cadets. All cadets are expected to accept these corrections properly.
CHAPTER EIGHT

DISCIPLINE PLAN

1. Wear of the uniform. All cadets must wear the uniform once they are issued a uniform. Cadets are required to wear the designated Air Force Blue uniform a minimum of one day per week. The Senior Aerospace Science Instructor will designate one day (usually Monday) each week for all cadets to wear the uniform. Failure to wear the uniform for the full day on a designated uniform day will result in the following:

   a. First offense of the semester – A grade of “0” for weekly inspection grade and a classroom detention if not worn by the end of the week. The next school day becomes a designated uniform day for the cadet failing to wear the uniform on the designated uniform day.
   a. Second and Third offense – Same consequence as first offense except the ASI will contact the cadet’s parents and the cadet may receive a referral to the principal.
   b. Fourth offense – A fourth offense will result in a request to return the uniform.

   Students will receive an automatic failing grade for the semester and will not be allowed to re-enter the AFJROTC program the following semester.

   It is important to note that any cadet who fails to wear the uniform on a required day automatically incurs a requirement to make up the failure on the following school day with a uniform grade deduction. In other words, a cadet could be in a position to fail the course after failing to wear the uniform four weeks in a row.

   Respect for the uniform is also important. The Aerospace Science Instructor will recall the issued uniform from any cadet who continually fails to wear the uniform properly or shows gross disrespect to the uniform. That cadet will then get “0” grades for all future uniform inspections, which will result in course failure.

2. PT Uniform. Each cadet will be issued a PT uniform that consists of a unit T-shirt and shorts, AF sweatshirt, and AF sweatpants. Cadets will wear this uniform for all wellness classes and other directed activities. Cadets will be given time to change into and out of this uniform prior to and after wellness classes. All changing of clothing must be accomplished in the gym locker rooms. Failure to wear the PT uniform (shirt and shorts) to class will result in receiving zero points towards the wellness grade. You are required to participate in the wellness session unless you have an excusal note from a doctor or parent. If you have an undocumented ailment you are required to participate to the maximum extent possible.

3. Classroom Behavior. If a cadet violates school behavior or dress code, eats, drinks, talks without permission, gets out of seat without permission, sleeps, throws or shoots objects, vandalizes textbooks or furniture, or commits any other minor infraction of proper behavior then the following will result:

   a. First two offenses – classroom detention
b. Each offense thereafter – phone call to parents and referral to principal.

4. **Responsibility.** If you sign up for an activity or if you are expected to attend a meeting and you cannot attend, then you must tell or call the SASI, ASI, or the cadet in charge of the meeting **prior to missing the meeting**, normally 24 hours prior. If you do not do this then the following will result for the:

a. First two offenses – Warning

b. Third and fourth offence - classroom detention and phone call to parents

c. Each offense thereafter – phone call to parents and referral to principal.

4. **Classroom Detention:** A detention is a form of classroom discipline that provides a meaningful consequence for failure to follow AFJROTC or school rules. Classroom detention can involve self-study and/or classroom cleaning duties. **Serving a classroom detention for AFJROTC does not carry any ongoing disciplinary record with school authorities.** Classroom detentions for AFJROTC will be served on Tuesday or Thursday afternoons from 3:00 to 3:45 PM in the AFJROTC classroom. Late arrival for a detention or failure to show up for the detention will result in a phone call home and a referral to the principal. (For AS-1 cadets, the SASI or ASI may double the detention in the form of assigning two new fifteen to forty-five minute detentions in lieu of a referral for the first missed detention.) **Elevation to this higher level of discipline will result in a permanent documentation in school records.**

5. **Cadet Discipline Boards:** For cadet behavior that reflects badly upon AFJROTC, the Cadet Commander or SASI may elect to convene a Cadet Disciplinary Board to recommend appropriate consequences. The Disciplinary Board will consist of the Cadet Commander, Cadet Vice-Commander, and one other cadet staff officer. The SASI or ASI will be present during cadet boards to offer advice and ensure proper procedures are followed. The SASI is the approval/review authority for all findings and recommendations of a Cadet Discipline Board.
CHAPTER NINE

AWARDS AND DECORATIONS

1. The awards and decorations are authorized for wear based upon demonstrated performance of academic and leadership excellence of valor in a number of areas. There are two categories of awards with accompanying medals, ribbons, and certificates as the chart on the next page shows.

   a. Special and National awards. Presented to cadets by the SASI or a Sponsoring Organization Representative at the Annual Awards Ceremony in the Spring.

   b. AFJROTC awards. Authorized by AFJROTC and presented to cadets selected by the SASI by special orders and recorded in WINGS.

2. Wearing of awards. Ribbons will be worn above the left pocket for males and in a similar location for females. Medals will be worn on the service dress only and when authorized by the SASI. See Chapter Five for exact locations of the awards. Cords are worn on the left shoulder.

3. Award recipient. The SASI and ASI will review cadet records and Supplement award criteria to determine recipients. The SASI will insure that awards are made according to the requirements.

4. The presentation of awards will be accompanied by appropriate ceremonies. Advance publicity will be arranged by the Chief of Public Affairs and, where possible, families of the recipients will be invited to attend the ceremony.

5. The Kittyhawk Air Society (KHAS) badge is authorized for cadets who earn an “A” in AFJROTC class and have an overall GPA of 3.0 for the first three quarters and have completed at least 15 hours of community service with no disciplinary actions for the current school year.

6. Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising junior and senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.

7. Model Rocketry Badge. Awarded to an AS-300 student after successfully building and launching a model rocket in conjunction with the course curriculum.

8. Awareness Presentation Team Badge. Awarded to team members for participation on at least two presentations with two different topics. Presentation topics include illegal drugs, smoking, alcohol or bullying as an example.

9. Academy Modeling of Aeronautics (AMA) Wings. Awarded to cadets who build an aviation or space related model, write a one-page paper on the model, perform a 3 minute presentation as directed by the SASI and donate the model to the classroom for displaying.
10. Cyber Patriot Badge. Awarded to cadets who have completed cyber security training led by an approved cyber patriot mentor or coach; competed in at least one season of a Cyber Patriot competition.

11. Gold Honor Cord. In recognition of academic performance, each cadet who receives an "A" for a nine-week grade in a JROTC course is permitted to wear a gold cord with the uniform.

   a. Upon award of the gold cord, the cord will be authorized for wear until the end of the grading period.

   b. If the cadet receives an "A" for the next nine weeks, continued wear of the gold cord is authorized.

   c. If the cadet receives less than an "A" at the next nine weeks grade, continued wear of the gold cord is NOT authorized. The cord must be turned in to the ASI no later than five school days after the report cards are issued.
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<td>USAF</td>
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<td>Top 5% JROTC Top 10% Class</td>
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<td>Daedalians</td>
<td>Top 10% JROTC Top 20% Class</td>
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<td>Am Leg</td>
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<td>DAR</td>
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<td>Top 25% Class</td>
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<tr>
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<td>SR</td>
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<td>HQ selects</td>
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<tr>
<td>Distinguished Unit</td>
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who qualify

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</tr>
<tr>
<td>Patriotic Flag</td>
<td>ROTC</td>
<td>Non-Color Guard Honor Nation’s Flag</td>
<td>All cadets who qualify</td>
</tr>
</tbody>
</table>

12. Specific Unit Criteria for AFJROTC selected Awards:

   a. Academic Ribbon: Awarded at the end of each semester to cadets who have an “A” in AFJROTC for the semester and an overall “B” average in all their courses.

   b. Outstanding Flight Ribbon: Awarded each semester to the flight with the best academic average, uniform wear percentage, community service participation, and Wellness record as determined by the SASI/ASI.

   c. Orienteering Ribbon: Successfully placing first, second, or third place in an orienteering meet.

   d. Co-curricular Activities Leadership Ribbon: Awarded at the SASI’s discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.

   e. Drill Team Ribbon: Successfully complete the drill only course at Wayne and participation in at least 50% of all planned competitions events per academic year.

   f. Color Guard Ribbon: Be a designated member of the Color Guard for an entire year and serve on at least 10 color guard details.
g. Saber Team Ribbon: Be a designated member of the Saber Team for an entire year and serve on at least 10 details. Saber team details include events such as military balls, weddings and memorial ceremonies.

h. Marksmanship Ribbon: Not authorized at Wayne.

i. Good Conduct Ribbon: Awarded to each cadet with no more suspensions of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.

j. Service Ribbon: Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects. The cadet recipient must have active participation in a service project with at least 25% unit participation and the project contributed significantly to our unit goals. Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon.

k. Health and Wellness Ribbon: All cadets who participate in the Wellness program during the year will be awarded the Health and Wellness Ribbon. However, those who score at the 75-84th percentile of the Presidential Physical Fitness Program will be awarded a Bronze star device. If a cadet earns a percentile score of 85-95 they will be awarded a Silver Star and a 96-100 percent will merit a gold star. A cadet may also qualify for the Silver Star Award by achieving a time of 12.5 minutes or better on the 1 ½ mile run. (14.5 minutes for females)

l. Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. Individual cadets who recruit a cadet and the cadet remains enrolled for at least one semester are also eligible for this ribbon.

m. Activities Ribbon: Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering, AFJROTC academic teams, and AFJROTC sports/wellness teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. Cadets who participate in a unit CIA trip or wellness event are also eligible for this ribbon.

n. Attendance Ribbon: Not more than 4 excused absences, and no unexcused absences in a semester term.

o. Dress and Appearance Ribbon: Awarded every nine week period to those cadets who do not miss a single uniform wear date and receive at least a 14 on every inspection during the period.

p. Longevity Ribbon: Awarded for each year of completion of an AFJROTC course with a passing grade for both semesters.

q. Bataan Death March Memorial Hike Ribbon. Honors and remembers the sacrifices of WWII’s Bataan Death March. Units must conduct a 14-mile Bataan Death March Memorial Hike. Complete the full hike in a span of one to no more than three days.
Cadets who fully complete the 14 mile hike are authorized to wear the ribbon. No fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans.

r. Patriotic Flag Ribbon. Awarded for participation in non-color guard events specifically designed to honor our nation’s flag.

12. Cadet of the Quarter/Year:

a. Following each grading period during the school year, the SASI/ASI will select a Cadet of the Quarter for each flight for the previous grading period. Selection criteria will include academic performance, leadership performance, attitude, wear of the uniform, personal appearance, participation in co-curricular activities and other factors which define the individual's performance as outstanding. Upon selection the SASI will award each cadet an Achievement Ribbon with a Leadership Ribbon for the overall Cadet of the Quarter.

b. The SASI/ASI will select a Cadet of the Year for each class level, and award each cadet an Outstanding Cadet Ribbon.

13. Element Leader of the Quarter – On the last day of each grading period during the school year, the Flight Commander for each flight will submit a recommendation to the SASI for the Element Leader of the Quarter for that flight. Upon approval, the SASI will award the selected element leaders the Superior Performance Ribbon and their names will be displayed on a plaque in the Classroom during the academic year.

14. “Dustin R. Fitzgerald” Memorial Award: This award is presented annually in honor of a 2000 graduate of the OH-091st who died in Iraq in 2004. It will be presented to the cadet who has the fastest time for the 1 ½ mile physical fitness test.

15. “James P. White” Memorial Award: This award is presented annually in honor of a 2005 graduate of the OH-091st who was killed in Afghanistan in 2006. It will be presented to the outstanding cadet on the OH-091st Drill Team as determined by the ASI.
CHAPTER TEN

CADET EVALUATION

1. The nine weeks and semester letter grades are determined by using a percentage of total points possible. This percentage is determined by dividing the total points possible for each grading category into the total points received for that category and averaging categories by respective weights. The letter grades assigned based upon the grand average are:

   a. 98%--100% = A+
   b. 93%--97% = A
   c. 90%--92% = A-
   d. 88%--89% = B+
   e. 83%--87% = B
   f. 80%--82% = B-
   g. 78%--79% = C+
   h. 73%--77% = C
   i. 70%--72% = C-
   j. 68%--69% = D+
   k. 63%--67% = D
   l. 60%--62% = D-
   m. 0%--59% = F

2. The semester grade is determined by adding 20% of the semester exam and 40% of each nine weeks grade.

   Example:
   - 9-week grade = 68% 40% x 68 (D+) = 27.2
   - 9-week grade = 70% 40% x 70 (C-) = 28
   - Semester exam grade = 94% 20% x 94 (A) = 18.8

   74% = C

3. To compute total points, add all points received from all activities to include but not limited to:

   a. Chapter tests
   b. Workbooks
   c. Uniform wear/inspections
   d. Briefings
   e. Staff meeting attendance
   f. Wellness Training
   g. Citizenship/Community Service

4. ASSIGNMENTS. Workbooks etc. will be graded for full credit on the due date or, if you are absent, on the day you return to school. Failure to turn in an assignment on due
date will result in a point reduction for each day late. Failure to turn in an assignments by the end of the quarter will result in a "0" grade for the work.

5. Textbooks: Textbooks are government property. They will be kept in the classroom and cadets are responsible for the care and maintenance of the textbooks while in use. Cadets may also be issued textbooks in which to complete workbooks as a homework assignment.

6. Extra credit may be obtained at the discretion of the SASI or ASI but generally only by completing extra community service hours.

8. Individual inspection. An individual inspection, on a weekly basis, will be conducted on the prescribed uniform day in order to insure that proper standards of uniform wear and personal cleanliness are being met. The inspection will be supervised by the ASI. All inspections will be graded.

9. Wellness Training. Failure to wear the PT uniform (shirt and shorts) to class will result in receiving zero points towards the wellness grade.

10. Citizenship/Community Service. A Citizenship grade of up to 10% of the nine week grade will be rendered by the SASI/ASI and will reflect a cadet’s display of good citizenship. Failing to complete community service, school disciplinary incidents, inappropriate behavior in uniform, failure to show up for scheduled commitments, etc. can all result in loss of citizenship points.
CHAPTER ELEVEN

CO-CURRICULAR ACTIVITIES

1. Co-curricular activities add interest and prestige to the squadron. Each cadet is encouraged to participate in these activities. Current co-curricular activities include the following:

   a. FLAG DETAIL. Cadets raise and lower the American Flag for the school. On days when school is in session, an assigned detail of four cadets per morning and four cadets per afternoon accomplish this task. (Usually 1st and last periods)

   b. COLOR GUARD. This elite group has the honor of presenting and posting the national/state/school colors at important school and community programs. Cadets wear distinctive uniform items, such as helmets, shoulder cords, ascots, gloves and pistol belts and perform with either rifles or sabers.

   c. DRILL TEAM. This is a dedicated group of cadets who refine their skills for marching in parades and competing against other JROTC units for awards and prizes. Participation is open to all cadets enrolled in the Aerospace Science Drill and Ceremonies Class which requires before or after school practice, extreme concentration, and extra care of the uniform.

   d. CADET NEWSLETTER. Cadets publish a newsletter as a means of keeping all members advised of corps operations. If you like to write or draw cartoons, this activity may be of interest to you.

   e. SOCIAL ACTIVITIES. The annual Military Ball is a highlight for many cadets. Male cadets wear the service dress uniform with a white shirt to this event and female cadets wear evening dresses or something comparable. Other social events include a picnic, pizza parties, lock-in, and bonfires.

   f. KITTYHAWK AIR SOCIETY. This is the honor society of AFJROTC. You must be asked to join and must have a cumulative GPA of 3.0 or higher as well as an “A” in your AFJROTC course to be eligible.

   g. ORIENTEERING. The Miami Valley Orienteering Club offers events during the year in the sport of orienteering. Cadets compete in these events and at their annual High School Championship competition.

   h. ATHLETIC COMPETITIONS. Our unit often competes against other AFROTC units from the area in sporting tournaments such as softball, basketball, volleyball, and bowling. Cadets volunteer to form the teams that compete at these events.

   g. ACADEMIC TEAM AND CYBERPATRIOT COMPETITIONS. These teams meet after school during the 1st semester (2nd semester if advancing) to compete on-line against other JROTC units nationwide.
Participation Requirements: To participate in AFJROTC Co-Curricular activities cadets must maintain the same academic standards as student athletes at Wayne. Specifically, they must pass the equivalent of five (5) full-credit classes the previous grading period and maintain passing grades in five (5) full-credit classes while participating. Additionally:

a. Any cadet with a grade point average of less than 1.5 during the previous grading period will be ineligible to practice or participate for the following grading period.

b. Any cadet with less than a 2.0 grade point average must attend study table session each week.

c. Any cadet who passes a minimum of five one-credit courses, but receives one failing grade must attend the study table session each week.

d. Any cadet who receives two or more failing grades during the previous grading period will not be eligible to practice or participate.
CHAPTER TWELVE

CERTIFICATES OF TRAINING AND COMPLETION

1. There are two types of certificates that may be awarded to AFJROTC cadets. They are the Certificate of Completion and the Certificate of Training.

   a. AFJROTC Certificate of Completion (AFOATS Form 310).

      (1) Presented to each cadet who successfully completes three years of the AFJROTC program. Students who complete four years may request an updated AFOATS Form 310. Students who attend a college where there is a ROTC unit may request from the Officer-in-Charge that a year of college ROTC be waived. Approval depends on the college or university.

      (2) Cadets enlisting in the Air Force enter at two pay grades higher than non-JROTC students, depending on the needs of the military service at that time.

      (3) Cadets enlisting in the US Navy or US Marine Corps may enlist at a higher grade depending on the needs of the military service at that time.

      (4) Cadets enlisting in the US Army may enlist at a higher grade (normally E-2) depending on the needs of the military service at that time. If the SASI believes the enlistee demonstrated outstanding maturity in behavior, discipline and leadership characteristics during AFJROTC training, he will add a statement to the back of the certificate recommending advanced rank. This statement authorizes the Army to enlist the cadet at the grade of E-3. The SASI will provide this statement only for those who enlist in the army and meet his requirements.

   b. Certificate of Training. Presented to each student who successfully completes two years of the AFJROTC program.
CHAPTER THIRTEEN

FLIGHT DRILL PERFORMANCE

General: As an AS-2 cadet you will be expected to memorize the 31 command drill sequence indicated on this page and lead a flight through this sequence for grade. This is a required item on the annual unit inspection and must be mastered by each cadet early in the AS-2 year.

* TO ENTER DRILL FIELD: (Salute and hold salute until inspector drops his/hers.) "Sir (Ma'am) Ohio 091 Air Force Junior ROTC ___ Flight requests permission to enter the drill field. Once he/she replies or salutes say "Sir (Ma'am) thank you Sir (Ma'am).

1. Fall in. 17. To The Rear, March (right foot)
2. Open Ranks, March (inspect) 18. Column Right, March (right foot)
4. Close ranks, March 20. Eyes, Right (right foot)
5. Present, Arms (report in)* 21. Ready, Front (left foot)
6. Order, Arms 22. Column Right, March (right foot)
7. Parade, Rest 23. Forward, March
9. Left, Face 25. Column Right, March (right foot)
10. About, Face 26. Forward, March
11. Forward, March 27. Flight, Halt (either foot)
12. Right Flank, March (right foot) 28. Left, Face
13. Left Flank, March (left foot) 29. Right Step, March
15. Forward, March 31. Present, Arms (report out) **
16. To The Rear, March (right foot)

TO LEAVE DRILL FLOOR: (Salute and hold salute until inspector drops his/hers.) "Sir (Ma'am) Ohio 091 Air Force Junior ROTC______ Flight requests permission to leave drill field. (Salute) "Sir (Ma'am) thank you Sir (Ma'am).
AIR FORCE SONG

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

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

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

Zoom!

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