

# Air Force Junior ROTC

**TX – 952**

**Corsicana, Texas**



**U.S. AIR FORCE**



# Cadet Handbook

**“952, Best in Blue”**

Name \_\_\_\_\_ Flight \_\_\_\_\_

2013 - 2014

# **THE AIR FORCE JUNIOR ROTC CADET CREED**

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

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

**I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do.**

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

**My character defines me. I will not lie, cheat, or steal.**

**I am accountable for my actions and deeds.**

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

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

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

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



UNITED STATES AIR FORCE JUNIOR ROTC

Corsicana High School

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MEMORANDUM FOR Corps of Cadets at TX-952

26 August 2013

FROM: Senior Aerospace Science Instructor

SUBJECT: 2013/2014 Cadet Handbook

1. Welcome to the 2013-2014 School Year and another exciting year in Air Force Junior ROTC here at Corsicana High School. I want you to know that we are dedicated to providing an environment that will help you grow into a mature adult--mentally, physically, and morally. We will do this by focusing on our mission to ***“develop citizens of character dedicated to serving their nation and community.”***

2. We will strive to help you reach your full potential by emphasizing the Air Force Core Values of ***“Integrity First, Service Before Self, and Excellence In All We Do,”*** and the AFJROTC Cadet Creed (found on the inside cover of this handbook). Following these guidelines will enable you to do the following:

- Develop Leadership abilities
- Wear their uniform proudly and properly
- Respect the chain of command with the proper use of proper customs and courtesies
- Become proficient in individual and flight drill
- Conduct yourself in a socially acceptable manner in all situations
- Perform assigned duties as required
- Apply yourself to learn the fundamentals of the Aerospace, Leadership and Wellness components
- Practice good study habits and time management and strive to pass all of your classes
- Gain an appreciation for and demonstrate the fundamentals of a healthy lifestyle

3. Lastly, I want you to remember that your instructors are always here for you. We may set the bar high in our expectations of you, but we promise to be fair and understanding in every situation. Our door is always open! Corsicana High School AFJROTC and the Corsicana Independent School District do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

4. Again, welcome to another exciting year for TX-952! Remember ... ***“TX-952 –“Best In Blue!”***

MONTE R.MACKEY, Lt Colonel, USAF (ret)  
Senior Aerospace Science Instructor

## **Quotes to Consider:**

**The function of education is to teach one to think intensively and to think critically... Intelligence plus character – that is the goal of true education.**

**— Martin Luther King Jr., American civil rights leader (1929-1968)**

**If we want our children to possess the traits of character we most admire, we need to teach them what those traits are and why they deserve both admiration and allegiance. Children must learn to identify the forms and content of those traits.**

**— William J. Bennett, author and former U.S. Secretary of Education (b. 1943)**

**You can easily judge the character of a man by how he treats those who can do nothing for him.**

**— Johann Wolfgang von Goethe, German poet, novelist, playwright, scientist and philosopher (1749-1832)**

## **The Six Pillars of a good character**

### **Trustworthiness**

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

### **Respect**

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

### **Fairness**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

### **Caring**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

## Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

## Attributes List (Do these sound like you?)

Adaptable = I can easily adapt to new situations and environments.  
Attentive = When someone is talking to me , I pay attention and concentrate on what they are saying.  
Appreciative = I appreciate the things and people in my life.  
Brave = I am able to face difficult and frightening situations.  
Broad - Minded = I can accept new and different views that are not my own.  
Calm= I feel at ease most of the time.  
Caring= I give others compliments or think positive things about them.  
Compassionate= I try to help others less fortunate than myself.  
Conscientious= I am considerate of other people's feelings.  
Confident= I can accomplish anything.  
Dependable= Others can depend on me to get things done.  
Determined= I keep trying something, even if I fail the first time.  
Empathetic= I can understand how someone else would feel in a situation.  
Fair= I treat people and situations equally.  
Friendly= Around school, I smile and say "hi" to other students a lot.  
Generous= I share what I have with others.  
Gentle= I am careful with people, animals and objects.  
Giving= I give to others.  
Hard-Working= I work hard.  
Helpful=I ask people if there is anything I can do to help them.  
Honest= I tell the truth.  
Honorable=I know the difference between right and wrong.  
Idealistic= I look for the best in everything.  
Imaginative= I can think of new and different things.  
Independent= I am capable of taking care of myself.  
Inquisitive= I question how and why things work.  
Insightful= I reflect on feelings and situations to learn from them.  
Intuitive=I can pick up on how other people are feeling.  
Jovial= I am usually happy and in a pleasant mood.  
Kind= I am nice.  
Loving=I am very devoted and show affection toward people.  
Loyal=I stand up and stick with friends, family and beliefs.  
Observant=I notice things around me.  
Optimistic= I always look for the good side of things.  
Organized= I keep things in order.  
Patient=I can wait for things.  
Perceptive=I am intelligent (smart).  
Persevering= I keep on going until I am finished with a task.  
Principled= I strongly believe in some things.  
Problem-Solver= When things are not going well, I can figure out what's wrong and fix it.  
Rational= I think things through before I do them.

Reasonable= I make good judgments and decisions.  
Reflective= I think about things in depth.  
Reliable= People can depend on me.  
Resourceful= I am good at using the things I have.  
Respectful= I respect others.  
Responsible= I can get things done.  
Self-Sacrificing= I think of others needs before my own.  
Self- Starter= I can see what needs to be done, and do it.  
Self-Sufficient= I can do things myself.  
Sensitive= I feel things more than others.  
Sincere= I mean what I say.  
Supportive= I support and encourage others.  
Thoughtful=I put thought into the things I do.  
Trustworthy=People can trust me.  
Understanding= I think of others in a non- judging way.

**Each Class period will begin with role being called followed by the reciting of the Cadet Creed, the Honor Code, and the Air Force Core Values.**

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# **TX-952, “Best in Blue”**

## **Mission of Junior ROTC:**

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

## **Cadet Honor Code**

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

## **Air Force Core Values**

- |                         |  |
|-------------------------|--|
| Integrity First         | - being honest; doing what you say you'll do; doing what's right when no one is looking. |
| Service Before Self     | - putting needs of the Corps and your school before yourself.                            |
| Excellence in All We Do | - doing the best job you can, not just the minimum; always striving to improve.          |

## **TX-952's Corps Values**

- |                         |   |
|-------------------------|---|
| Respect                 | - treating others, and ourselves, with respect due all people because of their inherent worth as human beings.  |
| Responsibility          | - doing what you're supposed to do; doing what's right regardless of what others do; doing your job without being forced or watched; being responsible for your own actions   |
| Followership/Leadership | - <u>followership</u> : submitting to and obeying orders of those above you; cooperating with leaders; taking care of your own responsibilities before becoming responsible for others.<br>- <u>leadership</u> : setting a good example, using authority properly; trying to serve those under you rather than being served |
| Unity                   | - working together for a common purpose; being a team builder and not fighting or arguing   |
| Patriotism              | - appreciating the good things about America – its values, freedoms and opportunities, and the price paid by others to preserve these things  |

## **TX-952's Sayings**

Our motto: “952, Best in Blue.”

“We think the best, we believe the best and we speak the best about other cadets.”

“If it were easy, everybody could do it, and then it wouldn't mean very much.”



## **TX-952 Classroom Responsibilities and Procedures**

- Be on time.
- **Throw away or put away gum, food and drinks before entering the classroom. (Unless authorized by the SASI or ASI.)**
- Males: remove earrings before entering the classroom.
- Put backpacks under the desk seat or on the floor.
- Begin each class with: "Flight, attention, parade rest", elements leader report.
- Be polite and respectful.
- Don't talk without permission.
- Help each other.
- No put-downs. (May have to give a "build-up" if you say one.)
- Stay awake – keep head up; stand up if you have to.
- Stay in your seat unless told or given permission to leave it.
- Walk behind the desks, not between the instructor and the class.
- End each class with: "Flight, attention, dismissed."

### **JROTC Area**

- **Instructor' Offices**
  - Do not enter without permission. Knock first.
- **Logistics and Storage rooms**
  - Do not go into them without a need to.
  - Do not go past the Logistics counter without permission.
- **Cadet Office**
  - This is reserved for cadets doing Corps work. It is not for socializing.
  - Public Affairs officers have priority.
- **Drill and Break Area**
  - Keep it clean.
  - No horse-playing or running.
- **Hall with cubbies**
  - **Don't leave valuables there.**
  - Keep it neat – no uniform items are to be left in the cubbies
  - Don't leave trash to include empty cups, cans, or bottles

### **Coming to the JROTC Area During non-Class Times**

**Before school starts:** Cadets are allowed to come to the JROTC area before the first period starts, but only if: they have a JROTC ID or a signed JROTC pass, and a JROTC instructor is present. Also, once here, cadets **must remain in the JROTC area.**

**To prepare for an event:** If a cadet must prepare for a JROTC event, such as a color guard, during the school day, he/she may be able to leave his/her other class to come to the JROTC area. To do this a cadet must obtain **permission beforehand from a JROTC instructor and his/her teacher.**

**Other times:** Only with permission from the JROTC instructors. You are expected to stay in your classes even if the teacher is willing to let you go. This creates problems for the instructors and other school staff. You are allowed to come to JROTC **ONLY during the**

**instructor's lunch period – no other lunch period. We have a class during that time and need the same teaching atmosphere you have when you come to JROTC for class.**

## **Air Force JROTC Cadet Uniform Wear Instructions**

**Introduction.** The uniform that will be issued to you is a real Air Force Uniform. It is to be worn with pride keeping in mind those serving on active putting their lives on the line for our freedoms. Wearing the Air Force uniform is an important part of Junior ROTC. Wearing the uniform is optional during the fall semester of a cadet's first year in JROTC, but a cadet must have a uniform to participate in most JROTC activities outside the classroom (competition drill, color guards, football games, parades, awards ceremony, ...). First year cadets who choose not to have a uniform during their first semester will not be penalized in any way, but they must participate in all other in-class activities (lessons, PE, marching, ...). These cadets also may take part in school and community service activities and go on JROTC field trips.

**Here are some things you need to know about the uniform:**

- It is a real Air Force uniform; the only difference is the rank insignia and patches.
- We wear it according to AF regulations.
- It is loaned to you. You must return it (except for the shoes) when you leave JROTC.
- **It is a privilege** to wear this uniform. It represents something very important. **Wear it properly and proudly.**

**When to Wear the Uniform:**

- All cadets who are issued a uniform must **wear it** and be **inspected in it once a week**.
- Unless you wear the uniform for another activity or event, you **MUST** wear the uniform on "uniform day", which is **Wednesday**, unless the uniform day is changed by an instructor.
- **On uniform day, you must wear the uniform the entire school day for a full grade**, except for PE or athletics periods, or classes or activities which are likely to get the uniform dirty, such as auto tech. **Change out of the uniform for that class period only.**
- If absent on the uniform inspection day, you **MUST wear the uniform the next day back at school**. This will count as a full grade. If not worn the following day of your absence, the grade starts at 70% and could go as low as 50% – it is your choice and grade. If not worn the week of the uniform inspection, you will receive a zero with no way of making this grade up. The **ONLY exceptions are serious illnesses or family emergencies beyond your control keeping you out during the day of the inspection and those days following the inspection day.**
- As stated above, you also must wear the uniform when the JROTC activity requires it.
- You **MAY NOT** wear the uniform:
  - o When playing sports or involved in any activity that might soil or damage it.
  - o To protests or demonstrations or any other activity that the Air Force should not be associated with including political rallies. If in question, ask one of your instructors.

## Cleaning Suggestions:

The ideal way of cleaning the dark blue portions of the uniform is by having them dry cleaned. Both the button up service coat and the zip-up jacket **MUST be dry cleaned, NO exceptions,** to prevent damaging the items.

Now, to help save time and money, there are a couple of items that can be cleaned at home as long as the following instructions are followed:

- **The Uniform shirt:** This shirt may be washed at home with like colored items. It must be washed once a week if the shirt was worn. It is suggested that the shirt collar be pre-treated with a stain remover if available.
- **The Blue uniform pants:** The pants may be washed at home but they ***MUST BE WASHED IN COLD WATER USING VERY LITTLE LAUNDRY DETERGENT, ON THE WASHER'S GENTLE CYCLE*** (Your washing machine may even say “hand wash” cycle.) After washing, they must be dried on the “**permanent press cycle**” for no more than **30 MINUTES**. After the 30 minutes, the pants may still be damp, this is okay but they must be hung up to prevent wrinkling the pants.

## **Basic Guidelines for Wearing the Uniform and grooming standards are in accordance with Air Force Instruction 36-2903, Dress and Appearance:**

- Wear a complete uniform. (pants, shirt, belt, shoes, socks, coat or jacket if necessary, and hat if outdoors) Do not wear just part of it.
- Don't combine with civilian clothing items, except a coat if needed for cold weather.
- Shirt/blouse:
  - o You may wear it with or without the tie/tab.
  - o Do not button the top button unless you wear a tie/tab.
  - o Wear a white, V-neck T-shirt. No other color is authorized.
- Tie/tie tab:
  - o You **may** wear the tie/tab whenever you wish.
  - o You **must** wear a tie/tab with the Service Dress Coat.
  - o You do not have to wear a tie/tab with the Light-Weight Jacket.
- Light-Weight (zipper) Jacket:
  - o It must be zipped, with the zipper at least half-way up.
- Service Dress Coat:
  - o The Service Dress Coat is rarely required for weekly uniform inspections, but you **may** wear it anytime you wish.
  - o If you wear the Service Dress Coat, you **must** wear the tie/tie tab.

## **Grooming Standards (when in uniform)**

**Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will ***NOT*** contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. **Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.**

- Males
  - Hair must be off the ears, off the collar, no more than 1 ¼ inches thick (Bulk). **(You can not have a Mohawk style haircut regardless if you are in sports nor any other “faddish” type haircut.)**
  - Hair must have a tapered appearance. **See examples on page 14.**
  - You must be clean-shaven –no beards or goatees
  - Mustaches cannot go past or below the opening of your mouth.
  - Sideburns can be no longer than the external opening of the ear; cannot flair.
- Females
  - Hair color: must be natural (no blues, reds, oranges, ...just as is mentioned above for both male and females.); highlights are ok if they are natural looking. Hair length: can not go below the bottom of the shirt collar. Bangs will *not* touch either eyebrow. **See examples on page 14.**  
 The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a —rooster tail; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a pony tail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the bottom of the collar (except while in the PT Uniform). As with all hairstyles, **a neat and professional image is essential.**

Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings similar to the individual's hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards. **Dreadlocks, (defined as long strands of hair that have been twisted closely from the scalp down to the tips; heavy matted coils of hair which form by themselves, eventually fusing together to form a single dread; or unkempt, twisted, matted individual parts of hair), shaved head, flattops and military high-and-tight cuts are NOT authorized hairstyles for female cadets.**

- If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey) but hair must still comply with bulk and appearance standards. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins. **Scrunches are not authorized.**

○

#### **Jewelry (when in uniform)**

**Jewelry.** Jewelry will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the local commander.

**Earrings.** Male cadets are not authorized to wear earrings on a military

**installation, or while in uniform.** Female cadets may wear small (not exceeding 6 mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If a female member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. (NO DESIGNS OF ANY KIND ON EARRINGS.)**

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

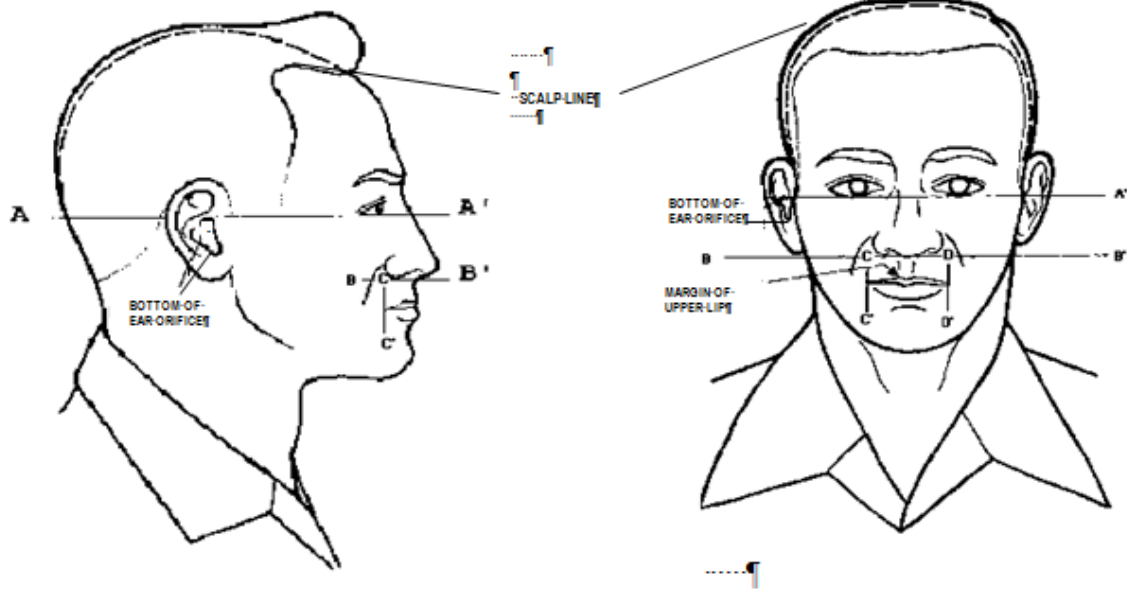
**Watches.** Must be conservative and *only* one can be worn around the wrist while in uniform, PTU, or civilian attire in an official capacity. Conservative examples (*not* all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond covered, neon, bright colors, and bands that exceed 1-inch width.

**Rings.** Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger, **and will not be worn on the thumb.**

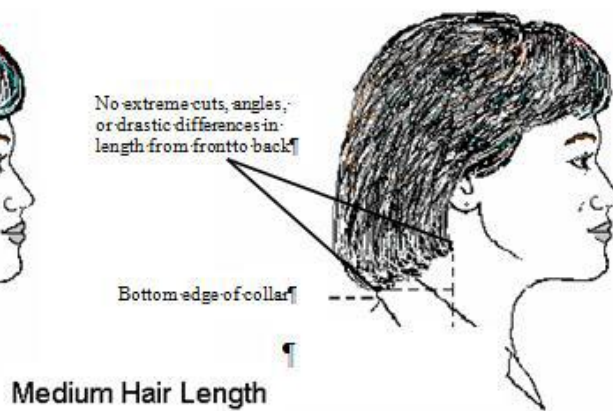
**Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

- **Fingernails and cosmetics:**

**Fingernails.** Male Airmen are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman'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. Fingernails must not interfere with the performance of assigned duties. **Cosmetics.** Male Airmen are not authorized to wear cosmetics. Female Airmen may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Airmen will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.



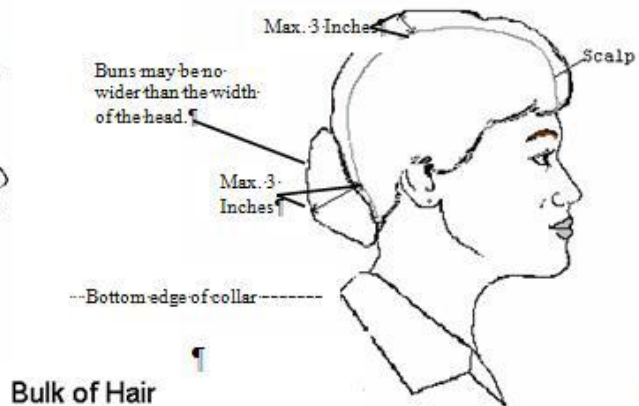
Short Hair Length



Medium Hair Length



Long Hair Length



Bulk of Hair

## How to Wear Cadet Rank, the Name Tag and Ribbons

### Rank Insignia:

- Shirt:
  - Cadet officers: wear “shoulder boards” that slide over the epilettes of the shirt
  - Enlisted ranks:
    - Torch pointed toward point of the collar, centered between the bottom and top of the collar and side to side of collar. See examples on pages 20 and 21.
- Service Dress Coat
  - Grounded on (just barely touching) the lapel seam
  - Place half way up the seam
  - Parallel to ground
- Light Weight Jacket
  - Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

### Name Tag (*worn only on the shirt*):

- Males
  - Grounded on (just touching) and centered above right pocket
- Females
  - Parallel to ground
  - Centered on right side between buttons and outside seam
  - Placed from 1 ½ inches below to 1 ½ inches above first exposed button. The female’s anatomy will help decide whether it should be below or above the first exposed button.

### Ribbons:

- Ribbons must be arranged on the ribbon bars in the proper order. (See the Ribbons section for the explanation on ribbon order.) Place ribbons on uniforms this way:
- Shirt:
  - Male: Grounded on (just touching) and centered above left pocket
  - Female:
    - Parallel to ground
    - Centered on left side between buttons and outside seam
- Bottom of bar should be placed from 1 ½ inches below to 1 ½ inches above first exposed button – aligned with the bottom of name tag. As mentioned above the female’s anatomy will help in deciding the placement; however, the bottom of the ribbon bar **MUST** be aligned with the bottom of the name tag.
- Service Dress Coat (Male and Female)
  - Grounded on (just barely touching) and centered on edge of pocket.

### Wearing the Air Force Hat (Flight Cap) and Unit Beret

The Air Force hat (flight cap) is part of the Air Force uniform. Usually, it is worn only when outdoors. It is not worn inside buildings, except during ceremonies or while in formation. Also, it is not worn outdoors when “under cover”, which means when you are under a covering such as the roof over the breezeway at Corsicana High School. **Therefore, at Corsicana High School, when wearing the uniform to school it is necessary to wear the hat only while walking between the bus or your car and the school building.**

Whenever you are in uniform off campus and outdoors, you must wear the Air Force flight cap.

Cadet officers wear an insignia (Air Force seal surrounded with stars) on their flight caps. Enlisted cadets wear the flight cap without an insignia.

In addition to the Air Force flight cap, in JROTC some cadets may wear a unit beret (gold for us in TX-952 for some activities, such as a color guard).

A cadet's hair must not interfere with the proper wear of the hat. Hair should not appear below the hat on the forehead and females who put their hair up must do so in such a way that they can position their hats properly on their heads.

### **Public Display of Affection in Uniform.**

Public display of affection (**PDA**) is not permitted when in uniform. Because military uniforms stand out, any questionable behavior is immediately associated with the uniform. PDA detracts from the seriousness of the uniform and the proper image of someone in or associated with the US Air Force. Therefore, a cadet should **not kiss or hug** (other than as a greeting, the hug that is), **or even hold hands while in uniform**. You need to understand that this is not our policy but the United States Air Force's policy. As a cadet, you are held to higher standard.



## Air Force and JROTC Ranks and Insignias

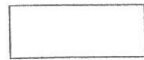
Cadet ranks have the same names as those in the Air Force. However, the insignias are different.

Air Force and JROTC enlisted insignias both have stripes, but Air Force stripes have a star in the center, whereas JROTC stripes have a crest or shield with a torch in the center. "NCO" stands for "non-commissioned officer". Air Force and JROTC officer rank insignia are completely different. There are no cadet general ranks in JROTC.

Rank Name	Abbreviation	Rank No.	Also Called	Air Force Insignia	JROTC Insignia
<u>Enlisted Ranks</u>					
Airman Basic	AB	E-1		(no insignia)	(no insignia)
Airman	Amn	E-2		1 stripe	1 stripe
Airman First Class	A1C	E-3		2 stripes	2 stripes
Senior Airman	SrA	E-4		3 stripes	3 stripes
Staff Sergeant	SSgt	E-5	NCO	4 stripes	4 stripes
Technical Sergeant	TSgt	E-6	NCO	5 stripes	5 stripes
Master Sergeant	MSgt	E-7	Senior NCO	6 stripes (1 on top, 5 below)	6 stripes (1 on top, 5 below)
Senior Master Sergeant	SMSgt	E-8	Senior NCO	7 stripes (2 on top, 5 below)	7 stripes (2 on top, 5 below)
Chief Master Sergeant	CMSgt	E-9	Senior NCO	8 stripes (3 on top, 5 below)	8 stripes (3 on top, 5 below)
<u>Officer Ranks</u>					
Second Lieutenant	2 <sup>nd</sup> Lt	O-1	Company grade off	1 gold bar	1 narrow, angled bar
First Lieutenant	1 <sup>st</sup> Lt	O-2	Company grade off	1 silver bar	2 narrow, angled bars
Captain	Capt	O-3	Company grade off	2 silver bars	3 narrow, angled bars
Major	Maj	O-4	Field grade off	gold leaf	1 wide, angled bar
Lieutenant Colonel	Lt Col	O-5	Field grade off	silver leaf	1 wide and 1 narrow bar
Colonel	Col	O-6	Field grade off	silver eagle	1 wide and 2 narrow bars
Brigadier General	Brig Gen	O-7	General officer	1 silver star	(no cadet equivalent)
Major General	Maj Gen	O-8	General officer	2 silver stars	(no cadet equivalent)
Lieutenant General	Lt Gen	O-9	General officer	3 silver stars	(no cadet equivalent)
General	Gen	O-10	General officer	4 silver stars	(no cadet equivalent)

# AF Ranks and Insignia

## Enlisted



Airman Basic (E-1)  
has no rank insignia



Airman First Class  
(E-3)



Staff Sergeant  
(E-5)



Master Sergeant  
(E-7)



Senior Master Sergeant  
(E-8)



Chief Master Sergeant  
(E-9)



Command  
Chief Master Sergeant



Airman  
(E-2)



Senior Airman  
(E-4)



Technical Sergeant  
(E-6)



First Sergeant



First Sergeant



First Sergeant



Chief Master Sergeant  
of the Air Force

## Officer



Second Lieutenant  
(O-1)



Captain  
(O-3)



Lieutenant Colonel  
(O-5)



Brigadier General  
(O-7)



Lieutenant General  
(O-9)



First Lieutenant  
(O-2)



Major  
(O-4)



Colonel  
(O-6)



Major General  
(O-8)



General  
(O-10)

# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK



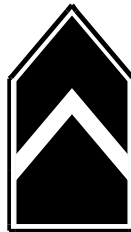
SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

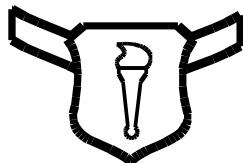


COLONEL

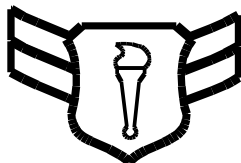
## CADET AIRMAN RANK

(no rank insignia)

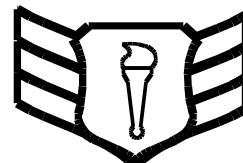
AIRMAN BASIC



AIRMAN



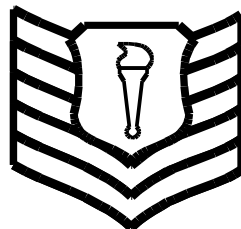
AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



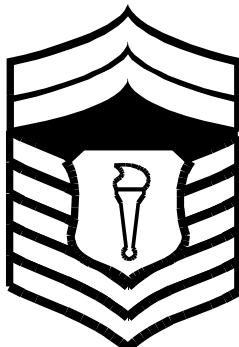
STAFF  
SERGEANT



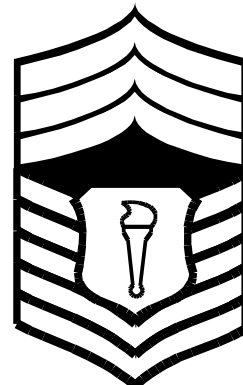
TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

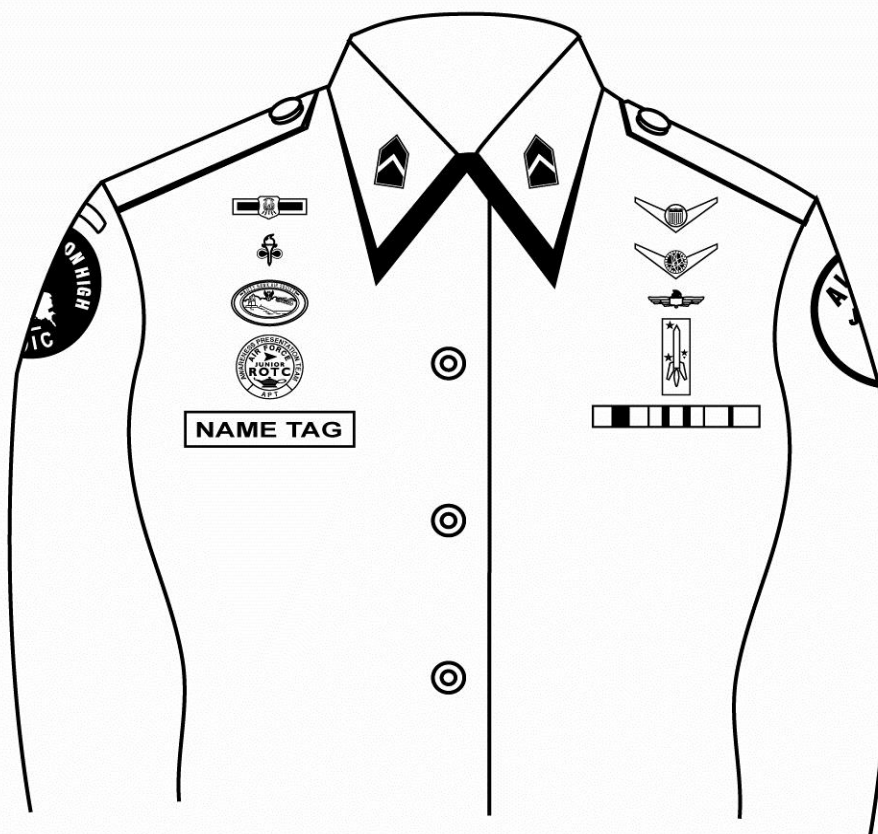
# CADET MALE BLUE SHIRT



Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.

2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

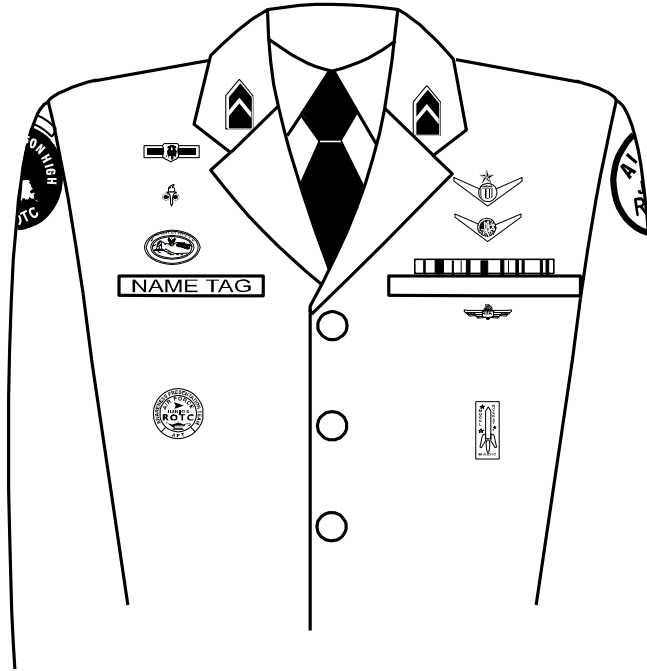
# CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
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.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautics (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

**CADET MALE 1620 SERVICE DRESS**

**Note:** Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

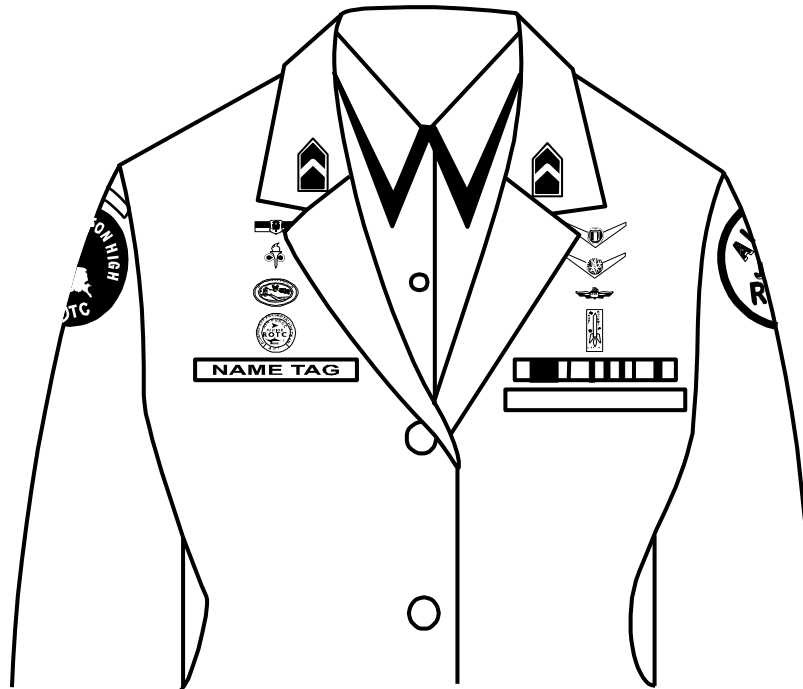


1. Awareness Presentation Team (APT) badge: Center on belt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of belt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
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.



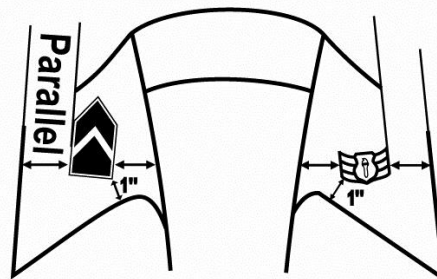
# CADET FEMALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

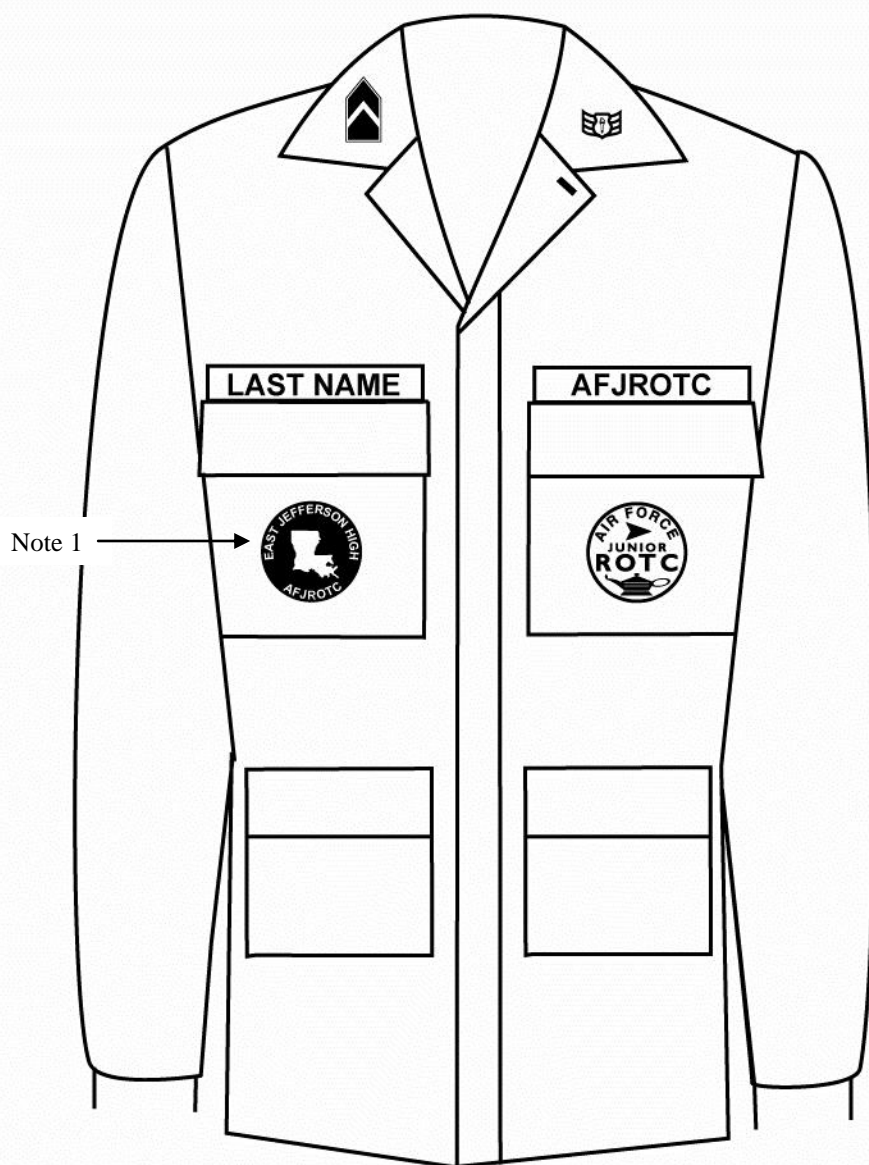
# CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.



## CADET BATTLE DRESS UNIFORM (BDU) Male and Female

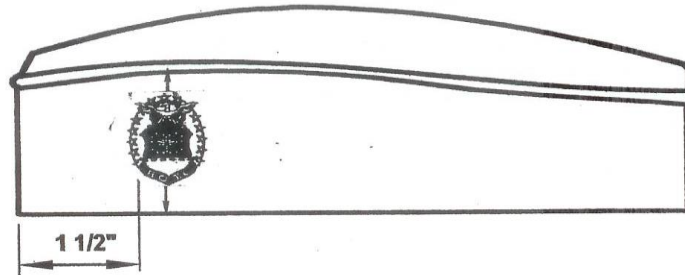


1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

### Air Force Flight Cap

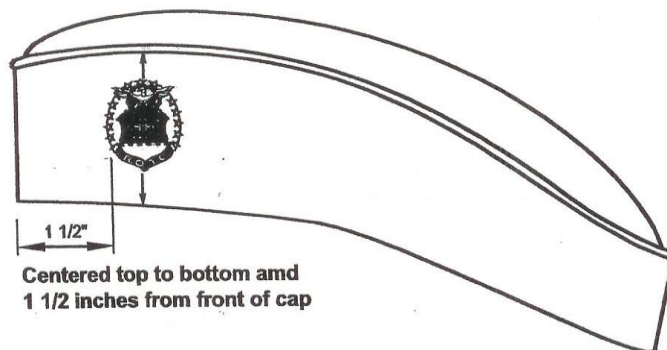
Officers place the hat insignia as indicated below.

#### Male Flight Cap



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

#### Female Flight Cap



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

**TX-952 Beret:** Officers use the officer flight cap insignia. Enlisted cadets use the same seal without stars. Both insignias are placed in the center of the flat, front part of the beret.

**TX-952 Beret:** Officers use the officer flight cap insignia. Enlisted cadets use the same seal without stars. Both insignias are placed in the center of the flat, front part of the beret.

## **JROTC Ribbons**

Cadets earn uniform ribbons for exceptional performance, by participating in Corps activities or for accomplishing a specific task. Many ribbons are for special awards given by national patriotic, service and military organizations that support JROTC and want to recognize cadets' accomplishments. The specific requirements and criteria for receiving these awards and ribbons are specified in AFJROTC regulations. There are three categories of awards and ribbons: Special Awards, National Awards and AFJROTC Awards.

Ribbons must be worn on the uniform in their "order of precedence" – their importance or ranking, based on how difficult it is to earn them. Arrange the ribbons in the same order in which they appear on the ribbon chart. That is, higher-precedent ribbons are worn above and closer to the center/buttons of the shirt or coat than lower-precedent ribbons.

The awards and ribbons below are listed in their order of precedence, from highest to lowest.

**Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, which is located in WINGS Certificates folder, is used to present with the badge. The unit must purchase the badge from a vendor. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Cocurricular Activities Leadership Ribbon
- Service Ribbon

### **Special Awards:**

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. National Awards.
5. Air Force Association Award
6. Daedalian Award
7. American Legion Scholastic Award
8. American Legion General Military Excellence Award
9. Daughters of the American Revolution Award
10. American Veterans Award
11. Reserve Officers Association Award
12. Military Order of World Wars Award
13. Military Officers Association Award (formerly called "The Retired Officers Association Award")
14. Veterans of Foreign Wars Award

15. National Sojourners Award
16. Sons of the American Revolution Award
17. Scottish Rite, Southern Jurisdiction Award
18. Military Order of the Purple Heart Award
19. Air Force Sergeants Association Award
20. Sons of Union Veterans of the Civil War Award
21. Sons of Confederate Veterans H.L. Hunley Award
22. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
23. The Retired Enlisted Association Award
24. The Celebrate Freedom Foundation Award
25. National Society United States Daughter of 1812
26. Air Commando Association Award
27. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

### **AFJROTC Awards:**

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

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

**Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

**Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

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

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

- ☐ Positive attitude (toward AFJROTC and school).
- ☐ Outstanding personal appearance (uniform and grooming).

- ☐ Display personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (promptness, obedience, and respect for customs).

**Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position.

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

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

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

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

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

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

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

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

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

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

**American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon.  
. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

- ☐ A positive attitude toward AFJROTC programs and service in the Air Force.
- ☐ Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- ☐ Personal attributes (initiative, dependability, judgment, and self-confidence).
- ☐ Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

- ☐ Obtained a grade of —All (or the numerical equivalent) in their AS class.
- ☐ Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

**Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

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

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

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

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

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

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

**Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. . This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- ☐ Have a positive attitude toward AFJROTC.
- ☐ Have outstanding military bearing and conduct.
- ☐ Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- ☐ Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- ☐ Demonstrate leadership potential.
- ☐ Attain a grade of —B| in AFJROTC with an overall average grade of —C| in all subjects for the previous semester.
- ☐ Be active in student activities.
- ☐ Not have been previous recipients of this award.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Sons of Confederate Veterans H. L Hunley Award.** This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. An essay must be written, typed, about the H.L Hunley. The local camp will read and determine if the cadet who submitted the essay deserves the award.

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

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

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

**The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

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

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

**Air Commando Association Award.** Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate

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



**Outstanding Cadet Ribbon.** Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet, based on high moral character, positive personal attributes, outstanding military potential, and academic and military excellence. (One cadet per grade.)

**Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limited to 5 percent of the Corps.

**Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. This must go beyond routine cadet efforts or contributions to the Corps, and may include additional requirements as specified by the instructors. Limited to 5 percent of the cadet corps.

**Superior Performance Ribbon.** Awarded for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Limited to 10 percent of the cadet corps.

**Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units must set and accomplish goals for the year to attain this award.

**Aerospace and Technology Honors Camp Ribbon.** Awarded for attendance at Honors Camp.

**Top Performer Award.** Given by AFJROTC Area Administrator (or other Headquarters representative), to recognize performance, leadership, involvement and, specifically work done to prepare to a unit inspection. It is limited to 2 % of the corps.

**Academic Ribbon.** Awarded for an “A” average in AFJROTC and overall grade point average of at least a “B” in other subjects, for one semester.

**Outstanding Flight Ribbon.** Awarded to members of the outstanding flight under criteria determined by the SASI (usually uniform grades, test grades and drill competition).

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. (Honors Camp graduates add an “H” device to the ribbon and distinguished graduates add a silver star to the ribbon.)

**Special Teams (Drill Teams) Competition Ribbon.** Awarded to drill team members for placing first, second or third place in an Air Force or Joint Service drill meet.

**Orienteering Competition Ribbon. Orienteering Ribbon.** Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum.

**Cocurricular Activities Leadership Ribbon.** Awarded at the SASI’s discretion for leadership in a AFJROTC cocurricular activity (such as dining-in chairperson, military ball chairperson, etc.), for exceptional leadership in achieving objectives through the coordinated efforts of others.

**Drill Team Ribbon.** Awarded for being a member of a drill team for at least one semester.

**Color Guard Ribbon.** Awarded for distinguished participation on a competition color guard team or in a minimum number (as determined by the instructors) of school or community color guard events in an academic year.

**Saber Team Ribbon.** Awarded for distinguished participation on a competition saber drill team or in a minimum number (as determined by the instructors) of school or community saber team events.

**Service Ribbon.** Awarded for participation in at least two school or community service projects or activities (such as highway cleanups, football game march-ons, Christmas Parades). Limit is one award per year, regardless of the number of activities. The SASI may approve additional awards in the same year for extraordinary contributions. (Drill team competitions and color guard and saber team events are not considered to be service activities.)

**Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Physical Fitness Ribbon.

**Recruiting Ribbon.** Awarded for recruiting **one** student (who had not planned to take JROTC) into AFJROTC. The recruited cadet must remain in the program for at least one semester.

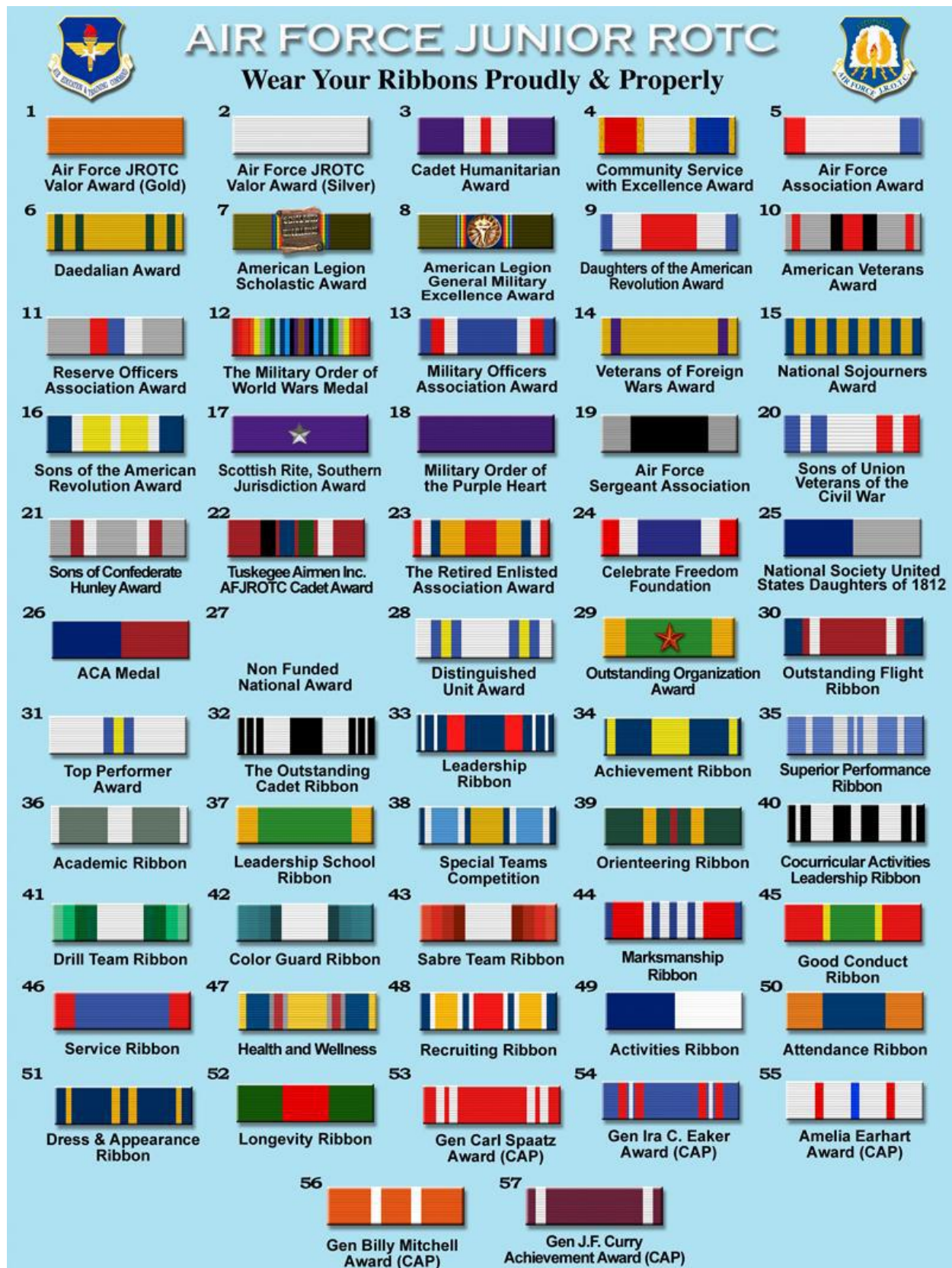
**Activities Ribbon.** Awarded for participation in cocurricular activities (not service activities) other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams.

**Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused (undocumented) absences in a semester. When considering the award of this ribbon, an unexcused would be for an entire school day – not one class period. If the same class period is missed unexcused for two days in a given week – no award.

**Good Conduct Ribbon.** Awarded to cadets with no ISSs, no suspensions (for any reason), and no adverse reports from other staff or faculty in a semester, if approved by the SASI.  
EXCEPTIONS: Tardiness, unless it becomes habitual, and correctable dress code violations.

**Dress and Appearance Ribbon.** This is awarded for wearing the uniform for all required uniform inspections; receiving no uniform inspection grade of less than 90%; and for conforming to all AFJROTC dress and appearance standards, as approved by the SASI.

**Longevity Ribbon.** Awarded for successful completion of (having passed) an AFJROTC year.



As with ribbons, all JROTC badges must be earned to be worn. They are awarded for accomplishment of a specific task, for completion of a specific course, for selection of a specific award or for membership in a specific organization. Badges must be worn properly, as indicated on the enclosed diagrams.

# AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA  
(METAL)

Delete



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



FLIGHT CAP  
AND BERET  
INSIGNIA

Delete



SERVICE CAP  
INSIGNIA

Delete



OFFICERS  
SERVICE CAP  
INSIGNIA



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



MODEL ROCKETRY  
BADGE



AWARENESS  
PRESENTATION  
TEAM BADGE



DISTINGUISHED  
AFJROTC  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



AFF BADGE



SHOULDER TABS

## TX-952 JROTC Uniform Ropes

Corps Commander: 2 braids (gold), 2 knots (blue), 2 tips (blue)

Vice Corps Commander: 2 braids (gold), 2 tips (blue)

Note: Future and former CC and CV cadets serve as “special assistants to the instructors” and wear a royal blue thick shoulder cord.

Corps Staff, flight cmdrs: Thick shoulder cord (blue and gold, interwoven)

Color Guard: Thick shoulder cord (white)

Note: Cadets earn the Color Guard Rope by:

- a. Completing the minimum of 4 color guard practices
- b. Performing at 4 school related or community color guards
- c. Will retain rope as long as the cadet is willing to perform color guard duties

## TX-952 Uniform Inspection

- Cadets (who are issued uniforms) wear the uniform one day per week.
- “Uniform Day” will be on Wednesday.
- On Uniform Day cadets will form up in a Uniform Inspection Formation, and their uniforms will be inspected, for a grade, for proper wear and cleanliness.
- Uniform inspection grades are 40% of your JROTC grade.
- This uniform inspection is just like an assignment in any other CHS class. Therefore, if you are absent on uniform day, you still must “complete” the assignment by wearing the uniform and being inspected on the first day you return to school. This inspection, after an absence, is for full credit.
- Not wearing the uniform on uniform day, without being excused by an instructor, is the same as failing to turn in an assignment on time. If you are not in uniform for the weekly uniform inspection:
  - o you must make up the inspection, by wearing your uniform (all day) and being inspected by the end of the week;
- the maximum grade you can make for an unexcused make-up is 70% as long as the uniform is worn the next day after the scheduled inspection. If it is worn two days after the scheduled inspection, the grade starts at 50%. If not worn that week at all, you receive a zero with no way of making it up. The **ONLY exceptions are serious illnesses or a family emergencies beyond your control keeping you out during the day of the inspection and those days following the inspection day**.
- If you have to wear your uniform for an activity such as a color guard or drill meet, usually that activity will fulfill the uniform requirement for that week and you will not have to wear the uniform on Uniform Day.

- Note: **Cadets who are not issued** a uniform will participate in the inspection. Their inspection grade will be based on their CHS attire and how well they perform drill movements in the Inspection Formation.

### **Saluting**

- Cadets salute when:
  - o Reporting, such as at the beginning of class
  - o In uniform and outside
- Who salutes whom:
  - o Enlisted cadets salute all cadet officers
  - o Cadet officers salute officers of higher rank
  - o All cadets salute the SASI, when outside or when reporting to his office

### **American Flag, Pledge of Allegiance and National Anthem**

The proper customs associated with honoring the American Flag, reciting the Pledge of Allegiance and showing respect during the playing of our National Anthem change when wearing a US military uniform. They also depend upon whether or not you are in or outdoors. Here are the proper customs:

	<b>Wearing Civilian Clothes</b>		<b>In Uniform</b>	
	Indoors	Outdoors	Indoors	Outdoors
<b>American Flag</b>	Stand at attention placing your right hand over your heart.	Stand at attention placing your right hand over your heart. If wearing a hat, the hat must be removed and placed over the left shoulder.	Stand at attention only.	Stand at attention and render the proper salute.
<b>Pledge of Allegiance</b>	Stand at attention placing your right hand over your heart.	Stand at attention placing your right hand over your heart. If wearing a hat, the hat must be removed and placed over the left shoulder.	Stand at attention only.	Stand at attention only.
<b>National Anthem</b>	Stand at attention placing your right hand over your heart.	Stand at attention placing your right hand over your heart. If wearing a hat, the hat must be removed and placed over the left shoulder.	Stand at attention only.	Stand at attention and render the proper salute

## Chain of Command

The term “chain of command” refers to the line of people above and below an individual through which commands and guidance are passed. In the military, the top of everybody’s chain of command is the President of the United States, who is also America’s “Commander in Chief.” The chain then goes down through people at the levels between the President and the individual. If the individual is responsible for leading or directing others below him/her, the chain continues to the bottom. Below is the chain of command for every Air Force JROTC cadet.

President of the United States, the Honorable \_\_\_\_\_

Secretary of Defense, the Honorable \_\_\_\_\_

Secretary of the Air Force, the Honorable \_\_\_\_\_

Air Force Chief of Staff, General \_\_\_\_\_

Commander, Air Education and Training Command, General \_\_\_\_\_

Commander, Holm Center (ROTC and Officer Training School) Brig Gen \_\_\_\_\_

Director, Air Force Junior Reserve Officer Training Corps, Col \_\_\_\_\_

TX-952 Senior Aerospace Science Instructor, \_\_\_\_\_

TX-952 Aerospace Science Instructor, \_\_\_\_\_

TX-952 Corps Commander, Cadet Colonel \_\_\_\_\_

Deputy for Operations, Cadet \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ Flight Commander, Cadet \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ Flight Sergeant, Cadet \_\_\_\_\_, \_\_\_\_\_

Element Leader, Cadet \_\_\_\_\_, \_\_\_\_\_

## Warrior Knowledge

“Warrior Knowledge” refers to information about JROTC, the Air Force and the military that cadets should learn after being in JROTC one or two semesters. Uniform inspections provide good opportunities to determine how well cadets are learning this information. Therefore, during uniform inspections cadets may be asked “warrior knowledge” questions. If a cadet knows the answer, he/she will receive 3 bonus points on his/her uniform inspection grade. If a cadet does not know the answer, he/she will NOT lose points. Cadets may be asked questions about the information listed below, as well as specific topics being covered that week in class.

- |                             |                                     |
|-----------------------------|-------------------------------------|
| - Mission of AF JROTC       | - Air Force Core Values             |
| - JROTC and Air Force ranks | - Chain of Command                  |
| - AF history                | - Organization of the Cadet Corps   |
| - US Flag etiquette         | - Topics below and in this Handbook |

## Phonetic Alphabet

A - Alpha	J - Juliett	S - Sierra
B - Bravo	K - Kilo	T - Tango
C - Charlie	L - Lima	U - Uniform
D - Delta	M - Mike	V - Victor
E - Echo	N - November	W - Whiskey
F - Foxtrot	O - Oscar	X - X-ray
G - Golf	P - Papa	Y - Yankee
H - Hotel	Q - Quebec	Z - Zulu
I - India	R - Romeo	

**Military Time.** Military time is based on a “24 hour clock”.

1 am = 0100 hours	7 am = 0700 hours	1 pm = 1300 hours	7 pm = 1900 hours
2 am = 0200 hours	8 am = 0800 hours	2 pm = 1400 hours	8 pm = 2000 hours
3 am = 0300 hours	9 am = 0900 hours	3 pm = 1500 hours	9 pm = 2100 hours
4 am = 0400 hours	10 am = 1000 hours	4 pm = 1600 hours	10 pm = 2200 hours
5 am = 0500 hours	11 am = 1100 hours	5 pm = 1700 hours	11 pm = 2300 hours
6 am = 0600 hours	12 pm = 1200 hours	6 pm = 1800 hours	12 am = 2400 hours

## Cadet Organization and Key Personnel

The Corps of cadets has a staff, squadrons, flights and elements. Each class is a flight, and each flight has 3 or 4 elements. There are 2 squadrons; each has half of the corps of cadets.

The staff consists of the highest leaders in the Corps and cadets that perform tasks needed to do the things we do in JROTC.

Below are the main cadet positions and their duties.

**Corps Commander, CC.** The Corps Commander is responsible for everything that happens in the Corps. He/she is the cadet the instructors work with most closely and most often.

- Oversee all Corps activities
- Represent the Corps at functions

**Vice Corps Commander, CV.**

- Assists the CC in any way necessary.
- Represents the CC when the CC is absent.
- Oversee special Corps projects.

**Cadet Command Chief Master Sergeant.** This is the highest enlisted position in the Corps.

- Works with cadet NCOs to insure they are fulfilling their responsibilities.
- Helps resolve issues enlisted cadets might have.
- Makes suggestions to the Corps Commander to improve cadet performance and behavior.



**Deputy for Operations, DO.** (Operations concerns “what we do”). The DO is responsible for routine, day-to-day activities.

- Maintains schedules and calendars for activities
- Through the Flt CCs, oversees:
  - o uniform inspections
  - o training
  - o discipline
- Through the Discipline Officer and the Competitive Teams Officer insures:
  - o necessary disciplinary actions are taken
  - o competition drill teams are ready and eligible for competitions
  - o new cadets receive necessary training

**Competitive Teams Officer:**

- Insures teams are ready for drill meets, and rosters are finalized
- Insures team members are passing all courses
- With the Discipline Officer, insures all team members are eligible to compete

**Logistics Officer, LG.** (Logistics is taking care of the “stuff we need to do what we do”). The Logistics Officer works with the instructors to insure uniforms, supplies and equipment are managed properly. With assistants and NCOs, he/she

- keeps the supply room well-organized, clean and neat
- prepares supply and equipment items for drill meets, trips and activities
- helps the Aerospace Science Instructor conduct inventories of uniforms and supplies

**Logistics NCOs and Airmen:** Assist the Logistics Officer in any way needed.

**Personnel Officer, DP.** (Personnel involves “documenting what cadets do”). Insures accurate records are kept about cadet ranks, attendance at events and activities, and accomplishments. The DP or their assistants will do the following:

**Ranks and Promotions**

- Insures cadets’ ranks are accurately recorded.
- Insures promotion test materials are current and available.

**Attendance Records**

- Records cadets’ attendance at Corps activities and events.

**Participation Points**

- Assist ASI in maintaining records of points earned for Letter Jackets, promotions and honor stoles.

**Awards and Decorations**

- Updates cadet records documenting ribbons and awards earned.

**Public Affairs and Media Officer, PA.** (Public Affairs is that part of AFJROTC “telling others what cadets do”).

- Keeps JROTC picture boards current.
- Writes announcements, newsletters and articles when needed.

**Corps Historian**

- Makes a scrapbook for the current school year, showing cadet activities and accomplishments.

**Photographers:** Take pictures at JROTC events. (Note: Other cadets will be asked to take pictures at specific event.)

**Corps Chaplain:** Initiate and direct or conduct cadet-led Bible studies, prayers and cadet peer-coaching discussions.

**Flight Commanders:** Direct and command the flight on a daily basis. Because of the daily responsibilities, and because the Flight Commander is directly involved in management of the classroom, this is one of the most important positions in the Corps.

**Flight Sergeants:** Assist the Flight Commander and perform Flight Commander's duties when the Commander is absent or unavailable.

**Element Leaders:**

- Make initial report at the start of class.
- Monitor behavior of cadets in his/her element.
- Lead the element during inspections and drill.
- 

### **Military Drill (Marching)**

All cadets must learn to march and to perform basic drill movements.

The basic drill movements that cadets must learn are:

- |                 |                     |
|-----------------|---------------------|
| - Parade Rest   | - Halt              |
| - Attention     | - Fall In           |
| - Present Arms  | - Dress Right Dress |
| - Order Arms    | - Ready Front       |
| - Right Face    | - Open Ranks March  |
| - Left Face     | - Close Ranks March |
| - About Face    | - Fall Out          |
| - Forward March |                     |

Other movements that are performed in flight and element formation while marching are:

- |                |               |
|----------------|---------------|
| - Right Flank  | - Eyes Right  |
| - Left Flank   | - Ready Front |
| - Column Right | - Change Step |
| - Column Left  | - Right Step  |
| - To the Rear  | - Left Step   |

**Drill Terms:**

**Alignment** – Dress or Cover

**Cadence** – the uniform step and rhythm in marching that is the number of steps marched per minute. We march at quick time which is 100 to 120 steps per minute.

**Cover** – individuals aligning themselves directly behind the person in front of them

**Distance** – the space between individuals in formation (approximately 40”) as measured from their chest to the back of the individual in front of them

**Double Time** – the rate of marching 180 steps per minute

**Dress** – alignment of elements side by side or in line maintaining proper interval

**Element** – the basic formation, the smallest drill unit comprised of at least 3 individuals

**Flight** – at least two, but not more than four, elements

**Guide** – the individual designated to regulate the direction and rate of march

**In Column** – the arrangement of elements side by side with the guide and element leaders at the head

**In Line** – the arrangement of elements one behind the other with the guide and element leaders to the far right

**Interval** – the space between individuals placed side by side (Normally one arm.)

**Mark Time** – marching in place at a rate of 100 to 120 steps per minute

**Quick Time** – the rate of marching at 100 to 120 steps per minute

**Slow Time** – the rate of marching at 60 steps per minute (used in funeral ceremonies)

**Rest Positions** – parade rest, at ease, rest, fall out

**Drill Commands** – an oral order; most have two parts, preparatory command and command of execution

**Preparatory Command** – explains what the movement will be and mentally prepares the cadet to execute the movement – this is not to be rushed

**Command of Execution** – follows the preparatory command and explains when the movement will be carried out

**Combined Command** – drill commands in which the preparatory command and the command of execution are combined (fall in, at ease, rest)

**Supplementary command** – given when one unit of the element must execute a movement different from the other unit or must execute the same movement at a different time (stand fast)

**Informational Command** – no Preparatory Command or Command of Execution. (Prepare for inspection.)

### **General Rules for Commands**

- Give commands from the position of attention.
- While marching, the leader must be in step therefore keeping the flight in step.
- The leader should be position toward the back of the flight – not behind the flight – but toward the back. This allows their voice to carry across the flight.
- When not facing the flight, give commands over the right shoulder. This should not happen, if it does, it should be rare and not common.

- Revoke a preparatory command (correct a mistake) by saying “As you were”. This must be accomplished prior to giving the command of execution.

### **Characteristics of a Command Voice**

- **Loudness** – Volume used in giving commands.
- **Projection** – The ability of the voice to reach whatever distance desired without strain.
- **Distinctness** – The correct use of the tongue, lips, and teeth to form the separate sounds of a word. (So commands are clear.)
- **Inflection** – The change in pitch of the voice. (With inflection commands are not monotone.)
- **Snap** – That extra quality in a command that demands immediate response. (Crispness or sharpness.)

## Junior ROTC Competitive Drill Teams

JROTC units compete against other units in many types of drill and also physical training (PT). Teams consist of either 6 or 9 cadets, plus the commander. In PT, 4 male and 4 female cadets compete. At some meets individuals and pairs may compete in Demil. The types of teams are:

**Unarmed** – Marching without a rifle.

- Regulation – Completing a sequence of approximately 50 standard movements. All movements must be performed according to military drill regulations.
- Exhibition – Teams develop their own routines and perform customized movements.
- C-Team Regulation – Regulation for teams made up of only first-year cadets.

**Demil** – Marching with a rifle. Demil is short for “demilitarized”. The rifle we use is a replica of a real M1 rifle and weighs 8.4 pounds.

- Regulation – Completing a sequence of standard marching and rifle movements. All movements must be performed according to military drill and rifle regulations.
- Exhibition – As with Unarmed, customized movements and routines.

**Color Guard** – Performing a standard series of movements with the US and Texas flags. It includes movements that normally are not performed at an actual color guard event.

- Male – all male team.
- Female – all female team.
- Mixed – any combination of male and female.

At most drill meets, only 2 of these teams compete, usually Male and Female or Mixed.

**Inspection** – Cadets are inspected for uniforms and military-related knowledge. Their uniforms are inspected very carefully, so they must be almost perfect. Usually they’re also asked 1 or, at most, 2 “Warrior Knowledge” questions about such subjects as the Air Force, the US flag, first aid and map reading. The questions come from a question bank cadets can study beforehand.

**PT** – Separate male and female teams compete in 4 exercises: push-ups, sit-ups, standing broad jump and a sprint of about 100 yards.

**Support Team** – This is a group of cadets who do not practice or compete, but go to meets to help the competition teams get ready. These cadets must be trained, and go to at least 3 drill meets. They earn a Drill Team ribbon and unit trophy for their work.

## Parental Permission for Cadet Trips

Some JROTC activities involve trips off campus. These include one-day trips to drill competitions at other schools or to museums or other facilities to complement Aerospace Science courses, and, usually once per year, an over-night trip to an aviation-related event or facility. No cadet may go on any of these trips without written permission (a permission slip) from his or her parent or guardian. Our policy is, “**No slip, no trip.**” The permission slip must be turned in no later than one day prior to the trip – not the day of the trip.

## TX-952 Promotion Policies

**General.** A cadet's rank is based on time in the JROTC, performance as a cadet, participation in JROTC activities, completion of additional training, and the job the cadet is assigned.

**Starting rank.** All new cadets start at the first enlisted rank, E-1, Cadet Airman Basic. After completing the Summer Training Program or after the first 6 weeks, new cadets take a promotion test and, if they pass, are promoted to E-2, Cadet Airman.

**The basic rank schedule.** Here are the ranks associated with the 4 high school grades.

- 9<sup>th</sup> grade year – airman ranks
  - o AB, Amn, A1C, SrA.
- 10<sup>th</sup> grade year – sergeant (Non-Commissioned Officer (NCO)) ranks
  - o SSgt and TSgt (Unless you completed a SLS and was promoted to SSgt, then you may make it to MSgt)
- 11<sup>th</sup> grade year – company grade officer ranks
  - o MSgt and SMSgt
- 12<sup>th</sup> grade year – Officer Ranks (Must have a corps position.)

**Promotion schedules.**

- First year cadets: After their first promotion to Airman (during the Summer Training or after the first 6 weeks), cadets can be promoted at the start of Terms 3 and 4.
- Upper class cadets: Cadets are eligible for promotion at the start of each semester.

**Promotion requirements.** If a cadet is eligible for promotion, these requirements must be met:

- Passing: A cadet must have had a “B” or better in JROTC the previous semester.
- Any money owed to JROTC must be paid.
- Promotion test (Required for SSgt through SMSgt)
- Participation Points: (January, upperclassmen promotion only.) A cadet must have participated in enough activities in the Fall to have accumulated 50 points.

**Other promotion opportunities for enlisted ranks:**

- **Promotion for football games.** If a first-year cadet attends at least 4 home football games, he/she will be promoted one rank in November.
- **Leadership Laboratory Activity.** After completing LLA, a cadet will skip a rank and be promoted to the next rank at the start of the fall semester.

**Officer ranks.** To be promoted to an officer, a cadet must be at least a junior and have completed LLA, or be a senior with enough experience. In all cases, cadets must have shown that they have the maturity needed for a leadership position – no corps position, job, no officer ranks.

**Exceptions.** For various reasons, some cadets achieve ranks at different times.

- **Students who join ROTC as juniors or seniors** may be promoted more rapidly if they learn cadet responsibilities quickly and demonstrate appropriate maturity.
- **Cadets chosen for jobs which require higher rank** may skip one or more ranks to assume the new rank. These promotions will normally be temporary.

## Promotion Tests

**Airman** Promotion Test covers the following:

- The Mission of JROTC
- Cadet Honor Code
- Air Force Core Values and TX-952 Corps Values
- All ranks and their insignias.
- How to put rank insignia on the uniform shirt, jacket and coat.
- Perform approximately 4 to 6 basic drill movements.

**Senior Airman** Promotion test: March a flight or element (give the commands) through a sequence of 20 drill commands. **You must memorize the list.**

**Drill Evaluation Sequence for Promotion to Senior Airman**  
**(The flight will have already fallen-in prior to the start of the evaluation.)**

You will be scored on the following:

- Command Voice
- Timing (Timing between the preparatory and command of execution)
- Calling commands on correct foot
- Your marching (Not how well the flight performs.)
- Confidence
- Finishing routine where you started (Approximately the same spot.)

### List of commands

- |                               |                            |
|-------------------------------|----------------------------|
| 1. Present Arms               | 11. Column Right March (R) |
| 2. Report in to the Evaluator | 12. Forward March (L)      |
| 3. Order Arms                 | 13. Change Step March (R)  |
| 4. Parade Rest                | 14. Column Right March (R) |
| 5. Flight Attention           | 15. Forward March (L)      |
| 6. Left Face                  | 16. Column Right March (R) |
| 7. About Face                 | 17. Forward March (L)      |
| 8. Forward March              | 18. Flight Halt (L)        |
| 9. Column Right March (R)     | 19. Left Face              |
| 10. Forward March (L)         | 20. Report Out             |

Notes:

- “L” and “R” refer to the foot on which the command is given.

## Promotion to NCO ranks (Staff Sergeant through Senior Master Sergeant):

- Written test:
  - A 100-question (multiple-choice and matching) test covering Air Force, Junior ROTC and TX-952 information.
  - The number required to pass increases with each higher rank.
- Marching test (SSgt, TSgt and MSgt). March a flight (give the commands) through the following command sequence:

1. Fall In	16. To the rear march (R)
2. Open rank march	17. To the rear march (R)
3. Ready front	18. Column right march (R)
4. Close ranks march	19. Forward march (L)
5. Present arms	20. Eyes right (R)
6. Order arms	21. Ready front (L)
7. Parade rest	22. Column right march (R)
8. Attention	23. Forward march (L)
9. Left face	24. Change step march (R)
10. About face	25. Column right march (R)
11. Forward march	26. Forward march (L)
12. Right flank march (R)	27. Flight halt (L or R)
13. Left flank march (L)	28. Left face
14. Column right march (R)	29. Right step march
15. Forward march (L)	30. Flight halt (when feet are together)

### Notes:

- “L” and “R” refer to the foot on which the command is given.
- You must **memorize the commands**; you may not use the command list.

## Promotion, Letter Jacket and Honor Stole Points

In JROTC, we reward cadets for their effort, performance and accomplishments in several ways. In addition to ribbons, promotions and more responsible duties and positions, cadets also can earn a Corsicana High School Letter Jacket, and, to show achievement, involvement and excellent performance over years of JROTC service, we also have Honor Stoles for graduating seniors.

To measure accomplishments and contributions to the Corps, we award points for cadets' participation in activities and for individual accomplishments. In addition to earning points for promotion in January, a cadet accumulates points from semester to semester and year to year.

**Promotions:** A cadet must acquire enough points during the Fall semester to be promoted in January. The number of points needed depends on one's rank, and is specified on the Promotion and Letter Jacket form. Promotion points do not accumulate from semester to semester.

**Letter Jackets:** As with athletic teams or other organizations and activities that students devote time to outside of regular school hours, if a cadet does more in JROTC than just come to class, he/she may be able to earn a letter jacket. Generally, it takes a very active cadet about one and a



half years, **normally by December of their second year in JROTC**, to accumulate enough points for a jacket.

**Honor Stoles:** These are worn over the graduation gown and signify a high-level of involvement in JROTC. Only very active cadets earn enough points for the Honor Stole – 1000 points for the basic stole and 1200 for the stole with honor.

**More detailed information on earning the letter jacket and honor stole:**

**Honor Stole Requirements for JROTC**

- Must be in JROTC their entire senior year and have been in JROTC at least three of their four high school years (For those who started JROTC their junior year during school year 2011/2012, there will be an exception.)
- To be considered, they must have 1000 service points (1200 or more and you get the word HONOR embroidered on the stole.)
- Must have a 95% or above in JROTC their second semester of their senior year and must have a 80% overall in all other classes
- No more than two missing uniform inspection grades their senior year and must stay in Air Force grooming standards
- No disciplinary problems their entire senior year, in class or out, and no major disciplinary problems all other years

**To Earn the Letter Jacket**

- Must earn 450 service points to be considered for the jacket
- Must maintain a grade of 85% or above in JROTC (**You have to wear the uniform to have this kind of grade.**)
- The jacket will not be presented prior to their second semester of their second year regardless of the points earned.

**Loosing Points:**

“Going backwards”! It also is possible to lose points. A cadet will lose points for a zero uniform inspection, ISS, or other CHS disciplinary actions. For example, a zero on a uniform inspection costs 5 points and an ISS costs 10 points. So, a cadet can do many good things and then lose much of the benefit because of too many bad things.

Here are some (not all) of the activities and their point values that we keep track of:

<u>Activity / Accomplishment</u>	<u>Points Awarded</u>
Football game march-on	10
Highway clean-up	10
Short community service project	10
Long community service project	30
Marching in a parade	25
Meeting a fund-raising goal	10 or more
Making an academic honor roll	40 or more
Being on a drill team, and competing	up to 75
Performing a color guard	10
Being an element leader, flight sergeant, or flight commander	15, 30 and 50, respectively
Satisfactorily fulfilling staff position duties	30 or more
Graduating from Summer Leadership School	50

### **TX-952 Corps Discipline System**

**Introduction:** One important way in which JROTC is different from most other courses at Corsicana HS is that we're a team. Cadets do many things together. Thus, your behavior as a cadet affects and reflects not only on you, but also on the entire Corps of Cadets, and even the Air Force. Students should behave properly in all classes, but in JROTC we hold you to a higher standard of behavior for the sake of the entire program. The Corps Discipline System is designed to reinforce proper cadet behavior by rewarding good behavior and applying penalties for behavior that does not meet Corps standards.

The Corps Discipline System is separate from the Corsicana High School discipline program, but there is a connection. If a cadet breaks a Corps rule that is not also a CHS student rule, it is dealt with in the Corps, and there is no additional CHS punishment. However, if a cadet breaks a serious CHS rule, there probably will be one or more Corps penalties in addition to the punishment the student receives from CHS administrators. For example, an offense that results in an ISS or CHS suspension will have consequences in the Corps, too.

In our Corps Discipline System, "punishment" basically means delay or loss of the rewards that you would earn by behaving as a cadet should. Good behavior and performance that contribute to flight and the Corps, not only result in a good grade in JROTC, but also lead to more responsibility, more opportunities, more privileges and often faster promotions in rank. On the other hand, behavior that causes problems for the flight or Corps often will delay these things, and, if serious enough, can result in the cadet losing things he/she already has, such as losing privileges or even being demoted (reduced in rank).

**Improper behavior or lack of cooperation**, depending upon how serious or frequent, can lead to:

- verbal correction;
- classroom recitation – read or recite AF or JROTC-related information;
- Corps Detention - is like CHS D-hall, except it is served in the Corps area. During Corps Detention the cadet will be given chores or Corps tasks to do.

**Zero Uniform Inspection grade (“ZUI”):**

- loss of 5 letter jacket points
- 2 ZUIs for a first-year cadet or 1 ZUI for an upperclassmen cadet will make a cadet ineligible to compete at the next drill meet.
- ZUIs also may be used to determine who goes on a trip

**CHS ISS:**

- loss of 10 letter jacket points
- a second ISS or the first one for anything other than a dress-code violation will make a cadet ineligible for the next drill team competition or color guard event
- ISSs also are used to determine who goes on a trip

**CHS Suspension, DAEP, Honor Code Violation** or behaviors such as repeated challenges to a higher-ranking cadet’s authority, disrespectful behavior toward an instructor or another teacher, act of sexual harassment, fighting, or anything that brings discredit on the Corps or CHS, because there are very serious, are handled on a case-by-case basis. Usually they involve one or more of the following:

- loss of 25 letter jacket points for suspension, 50 points for DAEP;
- removal from drill team or staff or command position in the Corps;
- demotion (reduction in rank):

**CDB:** To decide what punishments are appropriate for serious or repeated problems, such as those listed above, or even for multiple ISSs or ZUIs, often we will hold a **Cadet Disciplinary Board**. A CDB is made up of the corps and vice-corps commanders, other officers that are available to sit on the board, the command chief master sergeant, and at least one instructor. The members review the offenses and the cadet’s situation to determine the most appropriate steps to take. Recommendations are made by the cadet officers and all actions are approved by the instructors.

**CHS Referral:** We try to take care of JROTC discipline problems in the Corps. However, if a cadet commits a serious CHS infraction, JROTC instructors, as must all other teachers, will send the cadet to the office or report the infraction on a Referral form.

**Disenrollment from Air Force Junior ROTC**

Because JROTC is an elective course, students join the program voluntarily. Therefore, if a cadet consistently fails to meet the requirements of the program, he/she may be disenrolled – removed from JROTC and transferred to another class. Usually this takes place at the end of the Fall Semester, but it can be at any time, if necessary. However, disenrollment is a last resort, taken only after instructors, counselors, and the cadet have determined that leaving the program is the best thing for the individual and the Corps of cadets. The main reasons for being removed from the program are 1) frequent disciplinary problems that adversely affect the Corps, 2) failure to wear the uniform consistently and 3) honor code violations.



