

TO ALL CADETS

This cadet handbook was prepared to establish high standards of performance for the cadets of the Texas 081st, AFJROTC, Abilene High School. These high standards permit the entire cadet corps to work towards the common goals of leadership, proficiency, group cohesion, and **TEAMWORK!**

The handbook also provides specific details for the attainment of high standards of performance such as: Air Force grooming standards, proper fit of the uniform, placement of the insignia, school and classroom conduct, etc. We believe most cadets will voluntarily work for the betterment of the Texas 081st if they are aware of the goals of the unit.

YOU, as a cadet in the Abilene High School AFJROTC Corps, will be held accountable for the information in this handbook, both in practical application and during periodic quizzes throughout the year. Remember that **EFFECTIVE LEADERSHIP** begins with responsible **FOLLOWERSHIP**.

**“BEFORE YOU CAN LEARN TO LEAD,
YOU MUST LEARN TO FOLLOW!”**

Alden L. Dunlap, Jr., Colonel, USAF (Ret)
Senior Aerospace Science Instructor

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Aerospace Science Instructor

CADET CODE OF CONDUCT

As a member of the Air Force Junior Reserve Officer Training Corps, TX-081st, Abilene High School, I pledge to the best of my ability to bring credit upon myself, my family, country, school, community, and Cadet Corps. I will strive to live my life by the highest moral standards. I will respect and follow the directions of my parents and those entrusted with the responsibility to teach me those social values and life skills that I will require becoming a productive citizen. I will constantly strive to improve my body, mind, Cadet Corps, school, and community. I will serve my community to benefit the welfare of all. I will live by and uphold the laws and policies of the community and school governing my conduct. I will attempt to instill these values in my fellow cadets. I will respect the rights of all and will not tolerate those who verbally or physically abuse others based on color, creed, religion, handicap, or gender.

Name

Date

Signature

AFJROTC Creed

I am an Air Force Junior ROTC Cadet

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

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

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

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

I will hold others accountable for their actions as well.

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

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.

THE AIR FORCE SONG

Off we go into the wild blue yonder
Climbing high into the sun
Here they come zooming to meet our thunder
Atta boys, giv'er the gun!
Down we dive spouting our flame from under
Off with one helluva roar
We live in fame or go down in flame
Noting can stop the U.S. Air Force

(Chorus)

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

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

THE STAR SPANGLED BANNER

(The United States National Anthem)

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

TX-081st Chant

Leader: Texas 81st, ARE YOU MOTIVATED?

Response: MOTIVATED MOTIVATED DOWN RIGHT
DEDICATED READY TO BE EDUCATED YOU CHECK US
OUT YOU CHECK US OUT HOORAH SIR/MAM

Anyone: HOORAH!!!

COURSE DESCRIPTION:

A. Leadership Education (LE I): Citizenship, Character, and Air Force Tradition

Leadership Education will familiarize the cadets with the development of personal leadership and military skills. We will introduce various facets of discipline with an emphasis on self-discipline. The proper wear of the uniform, the AFJROTC mission and organization of the cadet corps, and courtesies rendered to the flag of the United States are some of the topics covered.

B. Leadership Education (LE II): Intercommunication Skills

LE II stresses communication skills and cadet corps activities. Written reports and speeches compliment academic materials. Cadet Corps activities include holding positions of greater responsibility in the planning and execution of Corps projects.

C. Leadership Education (LE III): Life Skills

LE III will be helpful to students deciding which path to take after high school. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students who decide not to go to college or vocational school. Available also is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. If there are students who are interested in a career in the military, with the federal government, or an aerospace career, information is also provided for them.

D. Leadership Education (LE IV): Principles of Management

LE IV is a guide to understanding the fundamentals of management, managing yourself, and others. Emphasis is placed on allowing the students to see himself/herself as a manager. There are four building blocks of leadership considered in this text from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable to you for the rest of your life.

E. Aerospace Science: A Journey Into Aviation History

This is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets. Throughout the course, there are readings, videos, hands-on activities, and in-text and student workbook exercises to guide in the reinforcement of the materials.

F. Global and Cultural Studies

This course is a multidisciplinary social studies type program designed to acquaint our students with six regions of the world from a geographic, historical and cultural perspective. The “Global and Cultural Studies” will be an interactive, student/group-centered, hands-on course designed to engage the cadets in the learning process as opposed to the standard lecture format.

G. Aerospace Science: The Exploration of Space/An Introduction to Astronomy

This is a science course which examines our Earth, the Moon, and the planets, the latest advances in space technology, and continuing challenges of space and manned spaceflight. Issues critical to traveling in the upper atmosphere such as orbits and trajectories, unmanned satellites, space probes, and guidance and control systems are explained. The manned spaceflight section covers major milestones in the endeavor to land on the Moon, and to safely orbit humans and crafts in space for temporary and prolonged periods. It also covers the development of space stations, the Space Shuttle and its future, and international laws for the use of and travel in space. Students are given an introduction to the history of Astronomy and its impact on space exploration today.

H. Aerospace Science: Management of the Cadet Corps

This hands-on experience course affords the cadets the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets. They practice their communication, decision-making, personal-interaction, management, and organizational skills.

UNIFORM DAY: The Air Force blue uniform will be worn by the cadets every Wednesday unless specified otherwise. Once a month, when notified by the Corps commander, the alternate uniform (BDUs) may be worn in lieu of the blue uniform.

STANDARD JROTC WEEK:

Monday - LE or AS Studies

Tuesday - LE or AS Studies

Wednesday - Uniform Inspection / Drill/LE or AS Studies

Thursday - LE or AS Studies

Friday – Physical Fitness Activities

GRADING POLICY: General: Cadet grading is broken down into three parts:

A. ACADEMIC PERFORMANCE: This grade is simply a measure of how the cadet is performing in course or academic work. This portion makes up 50% of the grade and is a direct result of test (30%) and quiz (20%) scores and daily classroom participation. The final exam will count for 20% of semester grade.

B. LEADERSHIP PERFORMANCE: This portion covers three distinct areas and will make up 25% of the grade:

1. Wearing of the uniform as scheduled and in the proper manner.
2. Attitude, military bearing, leadership capability, classroom participation, and co-curricular involvement.

3. Performance of the basic military drills procedures.

C. **PHYSICAL TRAINING (PT):** This area is based on participation in PT and wear of the AFJROTC issue T-shirt and shorts (sweat shirt/pants on inclement weather days). It comprises 25 % of the grade. A Physical Fitness exam will be schedule during each six week period so cadets can gauge and track their level of fitness during the course of the school year. Seniors will take the Air Force fitness test while all other cadets will take the Army fitness test.

1. **AF Fitness Test Requirements:** (Max score is 100 points)

- a. Max curl ups in 1 minute
- b. Max push ups in 1 minute
- c. Waist measurement
- d. Time in the 1.5 mile run

2. **Army Fitness Test Requirements:** (Max score is 500 points)

- a. Max curl ups in 2 minutes
- b. Max push ups in 2 minutes
- c. Standing broad jump
- d. Max pull ups or hang time (female)
- e. Time in the 1 mile run

D. **MAKE UP WORK:** For each class absence, a student is allowed one class period to complete missed assignments for full credit. Uniform make up will be allowed on the next school day. Cadets will report to the Drill Pad at 1545 for inspection. The uniform must be worn for the entire make up day!

E. **LATE WORK:** Late assignments will receive a maximum grade of a 70 and will be accepted up to three days late.

F. **RETESTING:** Students who fail a major test will be given the opportunity to retake the test with a maximum grade of 70. It is the responsibility of the student to make arrangements with the instructor to retest within three (3) school days after receiving the failing grade.

I. **SEMESTER EXEMPTIONS:** Seniors have the opportunity to be exempt from the Spring semester final according to the established district guidelines.

GRADING GUIDE:

Regular Classes:

TESTS	30%
UNIFORMS	25%
PT	25%
QUIZZES	20 %

Flight Commanders, Lieutenants, Sergeants:

LEADERSHIP	20%
UNIFORMS	25%
DRILL	20%
STATUS REPORTS	35%

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Chapter 1

Strategic Plan

1.1 Vision: To provide an environment that will help students grow into mature adults, mentally, physically, and morally.

1.2 Mission:

- A. To educate and train high school students in citizenship
- B. To promote community services and instill responsibility, character, and self-discipline.
- C. To improve physical conditioning and stamina
- D. To provide training to that will enable cadets to make sound moral judgments

1.3 Goals:

- A. Assist each student in developing their full academic potential
- B. Provide the highest quality instruction in and out of classroom
- C. Ensure academic excellence by achieving the highest grades possible
- D. Treat each student equally and specially
- E. Motivate all students to learn to their fullest extent.
- F. Teach students how to work in school
- G. Lead students to become model citizens
- H. Develop students intellectually, physically, and morally
- I. Provide a safe, non-disruptive environment
- J. Foster a fair and humane treatment of everyone
- K. Seek integrity, honesty, and responsibility
- L. Make the learning environment pleasant and productive
- M. Show respect to everyone and insist on kindness to all
- N. Instill discipline into each individual

1.4 School Year Specific Goals and Objectives:

The Cadet Corps will develop goals and objectives each year. They will be posted on the bulletin board for all cadets to review.

Chapter 2

ADMISSION, TRANSFER, AND DISENROLLMENT OF CADETS

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

- A. Enrolled and attending Abilene High School
- B. A citizen of the United States
- C. Of good moral character
- D. Physically fit to participate in AFJROTC training

2.2 Transfers: Transfer of students from the Army, Navy, Marine Corps, or other Air Force JROTC units is encouraged with full credit for training already received.

2.3 Disenrollment: Cadets will not be disenrolled from the Air Force JROTC program without the approval of the SASI or ASI and the principal of Abilene High School. Cadets may be disenrolled for any of the following reasons:

A. Failure to maintain acceptable AFJROTC and TX081 standards which include but are not limited to proper attitude, academic excellence, appearance, and integrity.

B. Individual request for release and approval by a principal or counselor..

2.4 Readmittance: Cadets that quit can request readmittance to the Corps but will undergo a rigid interview process with the SASI, ASI, and Top 6 of the Corps before being allowed to reenter.

2.5 Compliance: Each cadet must comply with the rules and regulations of the Aerospace Science Department and must accept responsibility for care and maintenance of the Air Force uniform, textbooks and other US Government property.

Chapter 3

THE CADET HONOR SYSTEM

3.1 General: As a cadet, you set an example for others to follow. Your character must not only be above question, but also be strong enough to sustain you in stressful situations. Your words and actions must be above question because others will not follow someone they cannot trust. Doing what is right is not always easy. Sometimes you have to pay a high price for having the courage to stand by your convictions. You, the cadet, must believe in yourself and in what is right. Being a leader involves having to make tough decisions and being able to carry them out regardless of the circumstances.

3.2 Principles: The TX-081st Honor System functions with the following basic principles as guidelines:

- A. Dishonesty will not be condoned.
- B. Every cadet is honor bound to report any breach of honor to his/her Flight Commander.
- C. Complaining, evasive statements or technicalities in order to shield guilt are not tolerated.
- D. Violators of the Honor System are never granted immunity. Violations of the Honor System will result in disciplinary action and may be considered cause for immediate dismissal for the AFJROTC program.

3.3 Guidelines:

- A. No student shall give, receive, or use any unauthorized assistance in or out of the examination room during testing.
- B. The student must prepare all written assignments. Research, soliciting of ideas, and discussion of ideas are permissible.
- C. No student shall intentionally make a false report.

D. Any loss, destruction, or damage of government property for which the student is responsible will be reported to the student's instructor at the earliest opportunity.

3.4 **Standard:** The cadet Honor System is based on the Honor Code and is the cornerstone for the training. It is a **MINIMUM** standard from which a cadet can evaluate and build his moral character throughout the years. The Honor Code is stated below:

**“WE WILL NOT LIE, STEAL, OR CHEAT, NOR TOLERATE
AMONG US ANYONE WHO DOES.”**

Chapter 4

CONDUCT AND MILITARY COURTESY

4.1. **GENERAL:** Correct military conduct will be observed at all time by cadets to reflect favorably upon themselves, their parents, their military unit, and Abilene High School.

4.2. **CLASSROOM CONDUCT:** At the beginning of each class period, the flight sergeant will call the room to attention and command "REPORT". The element leaders will then respond in order, "SIR (MA'AM) _____ ELEMENT ALL PRESENT OR ACCOUNTED FOR. If there are cadets missing, continue with "WITH THE EXCEPTION OF CADET _____". The flight sergeant will record the absences and make a report to the flight commander. The flight sergeant will then command, " AT EASE", and "BE SEATED". Tardiness will not be tolerated and will result in application of school policy for tardiness. Cadets will not sleep or be inattentive to instruction. Classroom distractions will not be permitted.

4.3. **MILITARY COURTESY:** The practice of saying "YES SIR" and "NO SIR", to the SASI, ASI, and Cadet Officers is observed in the cadet program. The proper saluting rule will also be followed while in uniform. (SEE CHAPTER 8)

4.4. **GENERAL CONDUCT:** Cadets will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting or defaming remarks or obscene gestures. Cadets will not indulge in horseplay that frequently develops into undesirable behavior patterns. Cadets will not indulge in other forms of physical contact such as romantic hand holding, hugging, kissing, or embracing within the confines of the JROTC area or anywhere while in uniform. Cadets are expected to maintain high standards of conduct and behavior **AT ALL TIMES**.

4.5. **CADET DISCIPLINE:** Cadets that fail to maintain acceptable AFJROTC standards IAW AF regulations and the TX-081 Cadet Guide or fail to comply

with the Cadet Code of Conduct will be disciplined. Senior ranking cadets in the chain of command will insure the cadet is appraised of his/her violations through feedback channels. Normally this consists of verbal counseling for first time offenses, verbal reprimands for repeat offenses, and a letter of reprimand for further offenses or offenses of an egregious nature. (A template for giving a letter of reprimand is located in the Flight Commander's Guide.) All three of these feedback mechanisms should be exhausted before considering a Cadet Disciplinary Board (CDB). CDBs will be conducted by the Corps Commander or Deputy Corps Commander. Board members will consist of the Corps Commander, Deputy Corps Commander, the three Squadron Commanders, and the Senior Enlisted Advisor (SEA). The Flight Commander or Lieutenant or Sergeant of the cadet being boarded will accompany the cadet to the CDB. The SASI or ASI will be present during all CDBs.

4.6. SEVEN RESPONSES: ALL CADETS WILL MAKE USE OF THESE SEVEN RESPONSES DURING ANY MILITARY ORGANIZATION OR CEREMONY:

1. Yes ma'am or sir
2. No ma'am or sir
3. Sir or ma'am I do not know but I will find out.
4. Sir or ma'am may I ask a question?
5. Sir or ma'am may I make a statement?
6. Sir or ma'am there are no excuses.
7. Sir or ma'am I do not understand.

Chapter 5

PROPER WEAR OF THE UNIFORM

5.1. **General:** Each cadet of the Abilene High School Texas 81st Corps must wear the uniform properly once per week in accordance with (IAW) Air Force regulations. The importance of the following guidance cannot be overemphasized since our uniform is the same one worn by the members of the U.S. Air Force. The reputation of the U.S. Air Force as a professional military organization is known worldwide and has no equal. The uniform you wear is a symbol of that reputation. **WEAR YOUR UNIFORM PROUDLY!**

5.2. **Guidance:** There are five (5) items of clothing that are worn with both the summer and winter uniforms:

A. The flight cap is worn with the front crease pointing toward the lower center of the forehead. It will be placed firmly on the head but not pulled down tightly. If worn properly, the crest of the cap will be fully extended without a protruding tip at the back.

B. The belt is threaded through the belt loops to your left. (**Opposite for females**) When buckled, only the metal tip of the belt should show. The adjustable clamp on the buckle will permit adjustment of the length to allow proper wear.

C. The black shoes will be laced to the top at all times. The females may purchase low-heeled pumps (heels must be at least 1/2 inch in height) to wear in place of the oxfords.

D. The socks must be BLACK. No other dark colors will be permitted.

E. The T-shirt is part of the male uniform and must be worn at all times. When a tie is not worn with the short sleeve shirt, the **T-shirt cannot show at the neck and must be white in color.**

F. Members of the Special Operations Team (SOT) may be allowed to wear a beret with their uniform when approved by the SASI/ASI.

5.3. Grading: Cadets will receive a weekly uniform wear grade. Required uniform wear day will be Wednesday of each week. The uniform will be worn for the entire school day including to and from school (exceptions must be approved by SASI or ASI). It will not be taken off after the JROTC class period. If a cadet is absent from school on the designated uniform wear day, he/she will wear the uniform on the next school day and report to the drill pad at 1545 for an in ranks inspection. Failure to wear the uniform three (3) times during a six week grading period will result in a failing grade for the marking period and could result in expulsion from the JROTC program. Grading starts at 100 points.

5.4. Uniform Do's and Don'ts:

- A. Do not leave uniform items in unlocked lockers or other unattended places in school.
- B. Do not lend uniform items to other cadets or persons.
- C. Do not permit another cadet or person to turn in uniform items.
- D. If not being worn, the cap should be carried with your books or placed in your backpack.
- E. Place your name on all uniform items. (on a tag)
- F. Return any found items to the SASI or ASI.
- G. Return any items that become worn or otherwise unserviceable to the SASI or ASI. If the condition is due to normal use, the items will be replaced at no cost. Any item that does not fit properly should also be returned as soon as possible.
- H. Deal only with the SASI or ASI when returning or exchanging items.
- I. **Do not use a washing machine to clean the service dress coat, wind breaker, trousers, skirts or slacks. They must be dry cleaned only!**
- J. When not being worn, the beret will be placed under the left shoulder applet.

5.5. Pride: The Air Force uniform is the symbol of a proud and honorable service. Wear the uniform with the pride and care it deserves.

Chapter 6

APPEARANCE OF CADETS

6.1 **General:** Objectionable behavior in public while in uniform can create an unfavorable reaction toward the AFJROTC program and the military. Any such behavior will NOT BE TOLERATED!

6.2 **Guidelines:** As an AFJROTC cadet you must constantly strive to present a neat, clean, well-groomed appearance. Cadets will adhere to the following guidance:

- A. **Male** cadets must be clean shaven with their hair trimmed and tapered to preclude its touching the ears or collar. Beards and goatees are not permitted. Side burns may be worn but they must not extend below the lowest part of the exterior opening of the ear. They must be of even width (not flared) and end in a clean shaven horizontal line. Hair in front must be groomed so that it does not fall below the eyebrows and will not protrude below the front of the cap when worn. Mustaches are permitted but must be neatly trimmed and cannot extend beyond the corners of the mouth. Male cadets are prohibited from wearing earrings while in uniform, in the classroom, or on the drill pad.
- B. **Female** cadets will have their hair worn in a clean and neat manner to present an attractive feminine appearance. Hair of female cadets will not extend below the bottom of the collar or shoulder level in uniform. Hair ornaments such as ribbons will not be worn. Pins, combs, or barrettes similar in color to the individual's own hair may be worn. Hair nets WILL NOT be worn. Earrings of gold, pearl, silver, or diamond are permitted if they do not extend dangle below the bottom of the ear lobe. Earrings must be spherical and of plain design. Other jewelry worn will be in accordance with current Air Force directives. These standards must be complied with while in uniform, in the class room, and while on the drill pad.

C. **All** cadets are reminded that the uniform must be properly worn at all times. It must be clean and well pressed. Buttons must be fastened. **CADETS FAILING TO MEET THE UNIFORM OR GROOMING STANDARDS WILL HAVE THE UNIFORM RECALLED AND WILL RECEIVE A FAILING GRADE IN THE COURSE.**

D. **Changing out of uniform during the school day:**

Any cadet wanting to change out of uniform because he/she is concerned his previous /following class may soil his or her JROTC uniform must:

1. Have a signed note from a teacher stating there is no other alternative to perform in class objectives while in a JROTC uniform.
2. If you do get authorization to change out of your uniform, it will be for only a specific class and not the rest of the school day. You will change back into your JROTC uniform before you go to your next class. Failure to follow these procedures will result in a uniform grade of zero and disciplinary action.

Chapter 7

CLOTHING AND EQUIPMENT ACCOUNTABILITY

7.1. **General:** Protecting government property is everybody's responsibility. All uniform items, with the exception of the shoes and socks, are issued on a loan basis by the Air Force. These items remain the property of the Abilene High School as well. Each item of uniform equipment **MUST BE ACCOUNTED FOR AT ALL TIMES.**

7.2. **Accountability:** One complete uniform with all accessories and insignia will be issued to each cadet. At the time the uniform is issued, each cadet will be required to sign a custody receipt form and initial on each line for individual items of uniform and equipment issued. Each item then becomes the personal responsibility of the cadet. All items issued except shoes and socks, will be returned or paid for at the end of the school year. If a cadet should lose or willfully or negligently destroy any part of the uniform, that cadet will be required to pay for replacement. The price will be the cost of replacement of the item. Grades and/or transcripts **WILL NOT BE RELEASED** by the registrar's office until all JROTC equipment has been returned or paid for. In addition, all legal measures may be used to recover government property.

Chapter 8

SALUTING RULES

8.1. **General:** The salute, in its various forms, is a courteous exchange of greeting and is considered a military greeting the world over. In many countries as in our nation, it is a symbol of respect. Military personnel considered the salute as a courteous and respectful greeting between members. It is one of the oldest traditions binding military professionals together.

8.2. **Rules:** There are special rules at Abilene High School governing the salute and saluting areas with which you must become completely familiar. These rules are:

A. All cadets will salute the SASI and senior cadet officers when outdoors. Cadet airmen, NCOs, and lower-ranking officers will initiate the salute which will be courteously returned by the cadet officer or the SASI.

B. Saluting at Abilene High School will be required when in uniform and outdoors. This will include all covered walkways and the drill pad unless told otherwise.

C. Saluting will be required when reporting to the SASI or ASI. The proper sequence of reporting includes saluting upon entering the room and stating, "SIR, CADET (Last Name) REPORTS AS ORDERED". Hold the salute until it is returned or otherwise acknowledged by the SASI or ASI. When the meeting is concluded, the cadet again salutes then exits the office.

D. Saluting will be required when on field trips at military installations when in uniform.

E. Cadets will render the salute when indoors and participating in a ceremony.

F. If a cadet observes the American Flag being raised or lowered from any flag pole, he/she will assume the position of attention, render the hand salute (if in uniform) and hold the salute until the flag has reached its summit or base of the staff. If the cadet is in civilian clothing, he/she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing headgear, he will remove it and hold it to his left shoulder so that

the right hand is over the heart.

G. Cadet officers and NCOs should correct saluting violations in a courteous and helpful manner when such violations are made by cadets junior to them.

H. Cadets that are late for a formation must report in to the cadet in charge and request permission to fall into ranks.

Chapter 9

CADET GRADING

9.1. **General:** Cadet grading is broken down into three parts:

D. **ACADEMIC PERFORMANCE:** This grade is simply a measure of how he/she is performing in course or academic work. This portion makes up 50% of your grade and is a direct result of test and quiz scores and daily classroom participation. The final exam will count for 20% of semester grade.

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- 2) Attitude, military bearing, leadership capability, classroom participation, and co-curricular involvement.
- 3) Performance of the basic military drills procedures.

C. **PHYSICAL TRAINING (PT):** This area is based on participation in PT and wear of the AFJROTC issue T-shirt and shorts (sweat shirt/pants on inclement weather days). It comprises 25 % of the your grade. A Physical Fitness exam will be schedule during each six week period so cadets can gauge and track their level of fitness during the course of the school year. Seniors will take the Air Force fitness test while all other cadets will take the Army fitness test.

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- b. Max push ups in 1 minute
- c. Waist measurement
- d. Time in the 1.5 mile run

4. **Army Fitness Test Requirements:** (Max score is 500 points)

- a. Max curl ups in 2 minutes
- b. Max push ups in 2 minutes
- c. Standing broad jump
- d. Max pull ups or hang time (female)
- e. Time in the 1 mile run

D. **MAKE UP WORK:** For each class absence, a student is allowed one class period to complete missed assignments for full credit. Uniform make up will be on the school day following the uniform miss. Cadets will report to the Drill Pad at 1545 for inspection. The uniform must be worn for the entire make up day! The inspection will be conducted by the Corp commander for her/his designated officer.

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F. **RETESTING:** Students who fail a major test will be given the opportunity to retake the test with a maximum grade of 70. It is the responsibility of the student to make arrangements with the instructor to retest within 3 school days after receiving the failing grade.

G. **SEMESTER EXEMPTIONS:** Seniors (and those designated by the principal) have the opportunity to be exempt from the Spring semester final according to the established district guidelines.

Chapter 10

PROMOTION / DEMOTION OF CADETS

10.1. **General:** The promotion system in the JROTC is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. It provides constant challenge and motivation to members of the active duty Air Force. Experience has shown that promotion also commands attention and respect from members of the AFJROTC. This attention and respect is proper since the insignia of promotion reflects visible evidence of progression and standing among the fellow cadets. It should also be noted that the insignia is evidence of growing maturity, leadership, and willingness to accept additional responsibility. As in the active Air Force, promotion will be based on the "whole person" concept with consideration given to each of the following qualities:

A. Academic Leadership - how well does the cadet performs on quizzes and examinations, on class projects, and presentations in class. Are projects and assignments completed on time and in a thorough manner?

B. Organizational Leadership - how well the cadet functions in positions of leadership in the organization. Does the cadet command the respect of subordinates? Does the cadet give proper consideration for subordinate?

C. Responsibility - the most evident measure of responsibility for AFJROTC evaluation purpose will be the promptness in arriving for classes and formations. Also, the degree to which the cadet is prepared to respond to assignments, duties and problems related to development of leadership.

D. Service - how active is the cadet in service to the school, community, and the cadet organization?

E. Attitude- how is his or her attitude toward the corps? Is it good/bad Do they want to help work toward the well being of the corps?

10.2. **Policy:** The following policies govern appointments and promotions withinour AFJROTC Corps:

A. The SASI and ASI will select the Corps Commander and the Flight Commanders, Lieutenants, and Sergeants. The Corps Commander will select the rest of the "Top Six" which consists of the Deputy Corps

Commander, three Squadron Commanders, and the Senior Enlisted Advisor. He/she will consult with the SASI and ASI prior to releasing that information. The Top Six will then select qualified cadets to fill all Corps positions. The SASI and ASI will review and approve the nomination list. The Commander will publish a special order for each list of appointments, promotions, and demotions.

A. To be eligible for an appointment to a Corps position, a cadet should possess at least a passing average in all school curriculum courses. Also, he/she must demonstrate an exceptional attitude, military bearing, and effective leadership potential to assume positions of much higher responsibility. Normally, JROTC 4 cadets will fill the senior Corps leadership positions and senior NCO positions will be filled by JROTC 3 cadets and/or exceptional JROTC 2 cadets. Permanent ranks will be based on the following as a minimum:

1. Cadet Airman – Freshman
 - (a). Six weeks as a Cadet Airman Basic (minimum)
 - (b). Grade of 90 in JROTC
 - (c). Know all the TX-081 Chain of Command
 - (d). Perform all facing, flanking, and column movements properly.
2. Cadet Senior Airman – Sophomore
 - (a). Six weeks as Cadets Airman (minimum)
 - (b). Grade of 90 in JROTC
 - (c). Know all AF rank and insignia
 - (d). Demonstrate knowledge of proper respect to the US flag
 - (e). Demonstrate knowledge of proper handling of the US flag
 - (f). Perform all facing, flanking, and column movements properly
3. Cadet Technical Sergeant – Junior
 - (a). Six weeks as a cadet Airman First Class (minimum)
 - (b). A grade of 90 in JROTC
 - (c). Explain all the cadet functions
 - (d). Demonstrate proper facing movements using another Cadet

- (e). Demonstrate proper marching commands using another cadet
- 4. Cadet 2nd Lieutenant – Senior
 - (a) Six weeks as a Cadet Senior Airman
 - (b) A grade of 90 in JROTC
 - (c) Pass the officer test (minimum grade of 90)

10.4 Cadets will start each semester with the rank specified for initiation of the applicable school year. Additional rank will be assigned IAW the applicable position of responsibility and authority.

10.5 **Leadership School promotions:** Cadet who attend and graduate from summer leadership school will start the school in the following ranks (as a minimum):

- A. Sophomores: Cadet Staff Sergeant
- B. Juniors: Cadet Master Sergeant
- C. Seniors: Cadet 1st Lieutenant

10.6 Demotion of cadet officers and NCOs: Cadets officers and NCOs may be reduced in rank prior to completion of their “tour of duty”.

Reasons for demotion include:

- A. Failure to maintain a passing grade in JROTC.
- B. Failure to satisfactorily perform job descriptions in the Cadet Handbook.
- C. Failure to satisfactorily perform additional duties as required by the Commander, Deputy commander, or the SASI/ASI.
- D. Unauthorized absence from cadet staff meetings.
- E. Unsatisfactory conduct in other classes that result in being assigned to RAC or ISS.
- F. Conduct unbecoming a cadet as defined by the Cadet Code of Conduct and/or Chapter 4 of this guide.
- G. Three or more uniform misses

PROMOTION GUIDE

<u>CLASS</u>	<u>RANK</u>	<u>COMMENTS</u>
Freshman	C/BASIC	Start school year
	C/AIRMAN	After six weeks (if pass the freshman promotion test)
	C/A1C C/SRA	After 3 rd six weeks By exception
Sophomore	C/SRA C/SSGT	Start school year Leadership school graduate
	C/TSGT C/MSGT	Designated staff position By exception
	C/TSGT C/MSGT	Start school year Leadership school graduate Key staff position
Junior	C/CMSGT/SMSGT 2LT/1LT	Key staff position By exception (must pass officer test)
	C/SMSGT	Start school year (If do not pass officer test)
Senior	C/2LT	Start school year (must pass officer test)
	C/1LT	Leadership school graduate
	C/MAJ/LT COL C/COL	Key senior staff position Corps Commander

Chapter 11

CO-CURRICULAR PROJECTS

11.1. **General:** Abilene High School AFJROTC cadets will have the opportunity to participate in co-curricular projects to help further the aspects taught in the classroom. Such projects may include field trips to operational Armed Forces facilities, flights on military aircraft, field trips to facilities related to the military such as NASA, and/or visits by military active duty members. Co-curricular activities require academic eligibility in order to participate.

11.2. **Policy:** During co-curricular projects, all cadets are expected to be in uniform unless otherwise instructed. Proper military customs and courtesies, such as saluting, will be practiced. Regulations require parental approval and supervision by the SASI or ASI and selected chaperones on each trip to include traveling to and from the event and while at the event. Cadets will not be released at the event site without prior written approval from the parent or guardian.

11.3. **Disciplinary Action:** Cadets failing to follow the above policy may face restriction from further trips, demotion, and/or dismissal from the Corps. The SASI, ASI, and Corps Commander may impose further restrictions as the situation dictates.

Chapter 12

CLUB AND TEAM ACTIVITIES

12.1. **General:** To build spirit and cohesion within the TX-081st, the Cadet Corps will organize and maintain specified Club and/or Team activities. The programs are designed to help cadets gain a better understanding of certain aspects of JROTC and the Air Force. They also serve to develop military technical skills. Such activities may include, but are not limited to:

A. **Model Rocketry Club:** Cadets build and launch their own rockets. Participation can lead to the awarding and wearing of the Rocket Badge.

B. **American Model Aircraft Club:** Cadets build models of aircraft from the past, present, and future. Cadets then share their models in an instructive "show and tell" classroom presentation. Participation and passing the prescribed test can lead to awarding and wearing of the Model Aeronautics Silver Wings.

C. **Drill Team:** Cadets polish the basic skills learned in the classroom and often perform in parades and drill meets. Participation can lead to a drill competition/drill ribbon, wearing a team beret as part of the uniform, and awarding of associated patches or pins.

D. **Color Guard:** Cadets present, post, and retire the U.S. National and State colors at many school and community functions. Participation can lead to a Color Guard ribbon. And pin.

E. **Honor Guard:** Cadets that participate in the daily raising and lowering of the flag will be awarded an Honor Guard pin.

F. **Awareness Presentation Team Badge** – awarded for participation on an Awareness Presentation Team presentation. The presentations usually consist of drug or alcohol awareness discussions/skits, discussions or presentations on life at Abilene High with emphasis on the JROTC program, or presentations on flag etiquette. Cadets must participate in 2 presentations in a year to earn the badge.

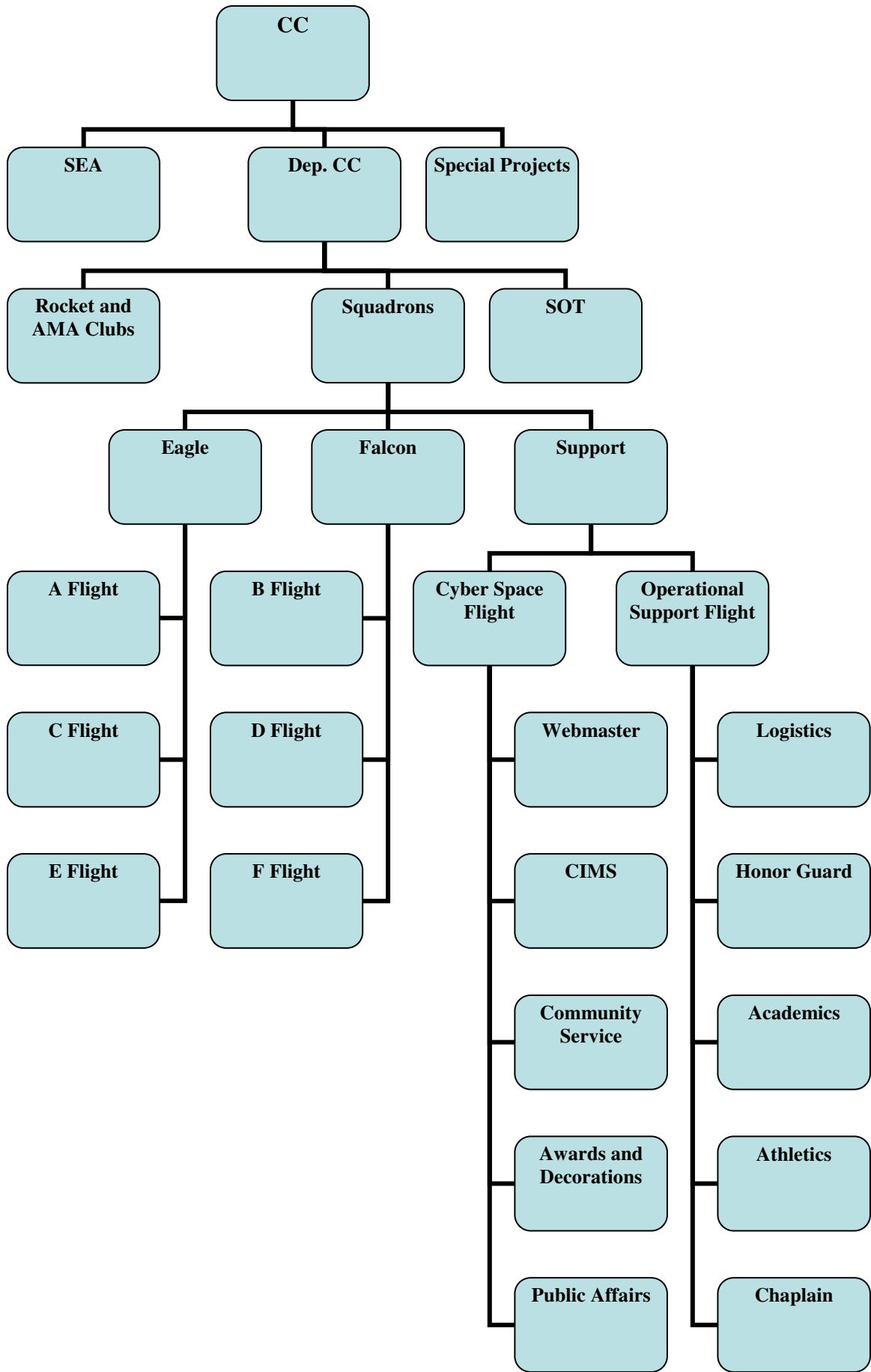
G. **Saber Team:** Cadets participate in saber events as requested by school officials and community entities. Participation can lead to a saber ribbon and pin.

H. **Academic Team:** Cadets participate in the annual Academic Bowl competition. Member will be awarded an Academic Ribbon.

I. **Cyber Space Security Team:** Cadets will form the nucleus of the JROTC cyber space security warriors. They will compete in the annual AFA Cyber Patriot competition.

12.2. **Approval:** To participate in these programs, all cadets are required to obtain a permanent parental /guardian approval and maintain passing grades in all classes. The SASI or ASI will supervise each club activity and either the SASI or ASI or both will accompany those that require overnight stays. The SASI or ASI will specify the uniform to be worn and the proper military customs and courtesies to be practiced.

12.3 **Growth:** Other clubs may be started by cadets within the Corps if approved by the SASI or ASI.



Chapter 14

UNIT MANNING DOCUMENT (UMD)

<u>POSITION</u>	<u>RANK</u>	<u>NUMBER</u>
Corps Commander	C/Colonel	1
Deputy Corps Commander	C/Lt. Colonel	1
Special Projects Officer	C/Captain	1
Senior Enlisted Advisor	C/SMSgt	1
Squadron Commander	C/Major	3
Web Master	C/2 nd Lt	1
Web NCOIC	C/MSgt	1
Web Specialist	C/SrA	2
Videographer	C/SSgt	3
CIMS Officer	C/1 st Lt	1
CIMS NCOIC	C/MSgt	3
CIMS Specialist	C/SrA	2
Logistics Officer	C/1 st Lt	1
Logistics NCO	C/SMSgt	3
Logistics NCO	C/TSgt	1
Logistics Specialist	C/SrA	2
Public Affairs Officer	C/1 st Lt	1
Public Affairs NCOIC	C/TSgt	1
Public Affairs Specialist	C/SrA	2
Awards & Decorations NCOIC	C/SMSgt	1
Awards & Decorations NCO	C/TSgt	1
Awards & Decorations Specialist	C/SrA	1

Athletics Officer	C/2 nd Lt	1
Athletics NCO	C/TSgt	1
Academic Officer	C/1 st Lt	1
Academics NCO	C/MSgt	1
Community Service NCOIC	C/SMSgt	1
Community Service NCO	C/TSgt	1
Community Service Specialist	C/SrA	1
Chaplain	C/MSgt	1
Special Operations Team Commander	C/Capt (Sr); 2 nd Lt (Jr)	1
Deputy SOT	C/SMSgt	
	1	
Flight Commander	C/Capt (Sr.)	7
	C/2 nd Lt (Jr)	
	C/SMSgt (So)	
Flight Lieutenant	C/2 nd Lt	5
Flight Sergeant	C/TSgt	5
SOT Logistics NCOIC	C/SMSgt	1
SOT Logistics NCO	C/TSgt	1
SOT Logistics Specialist	C/SrA	2
Armed Drill Team (ADT) Commander	C/SMSgt	1
Saber Drill Team Commander	C/SMSgt	1
Honor Guard	C/1 st Lt	1
Daily Flags	C/TSgt	1
Color Guard Sporting Events	C/TSgt	1
Color Guard Community Events	C/TSgt	1
Rocket Club Director	C/MSgt	1
AMA Club Director	C/MSgt	1

Chapter 15

Job Descriptions

15.1 **General.** As with the active Air Force, rank increases with increased responsibilities and duties. Each cadet is expected to prepare for assuming additional responsibility and higher positions as he/she progresses through high school. The following job descriptions outline the major duties of each leadership position.

A. The **Cadet Corps Commander** is responsible for:

- (1) Command and control of the Corps.
- (2) The appearance, discipline, and training of the unit.
- (3) Assisting the instructors in the conduct of leadership training.
- (4) Establishing goals to be met by the Corps.
- (5) Inspecting and evaluating all staff functions.
- (6) Convening and presiding at cadet disciplinary boards as required.
- (7) Administering group activities according to Air Force principles and procedures.

B. The **Cadet Deputy Corps Commander** is responsible for:

(1) Assuming command of the Corps in the absence of the Cadet Corps Commander.

- (2) Assisting the Cadet Corps Commander as directed.
- (3) Coordinating the Cadet Corps staff
- (4) Presiding over cadet disciplinary boards as required.
- (5) Oversees selection training and execution of SOT.
- (6) Formation and Operation of Rocket and AMA club.

C. The **Cadet Special Projects Officer** is responsible for:

(1) Planning, coordinating, and executing all Corps extracurricular activities and field trips including APT

(2) Supervise all detail commanders to make sure they turn in detail completion lists in a timely matter by Monday.

D. The **Senior Enlisted Adviser (SEA)** responsible for:

(1) Providing the Corps Commander insight on the morale and spiritual well being of the Corps.

(2) Counseling cadets on proper behavior, personal issues, proper wear of the Uniform.

(3) Observing all Corps activities to gain an insight on the mood of the Corps.

(4) Actively participate in Top Six meetings to include Cadet Disciplinary Boards and regular administrative meetings.

(5) Keeping records of Top 6 Meetings.

E. The **Cadet Special Operations Team (Drill) Commander** is responsible for:

(1) Recruiting qualified cadets for the armed, unarmed, saber, color guard, Academic, and regular administrative drill team.

(2) Training the cadet drill and saber teams in regulation and exhibition drill routines.

(3) Training the cadet color guard, and academic teams.

(4) Commanding the cadet drill team at competitive drill meets.

(5) Write a report every 6 weeks to Deputy Corps Commander.

F. The **Cadet Operational Squadron Commander** are responsible for:

(1) Appearance, discipline, efficiency, training, and conduct of his/her squadron.

(2) Being in charge of the squadron at all mass formations.

(3) Reviewing and knowing AFJROTC Regulations.

(4) Writing a squadron status report every three weeks for submission to the Deputy Corps Commander.

G. The **Cadet Operational Flight Commanders** are responsible for:

(1) Appearance, discipline, and military training of the flight and for conduct of flight members during leadership training.

(2) Advising the instructors on matters pertaining to the cadet flights.

(3) Leading and directing the cadet flight at all cadet formations.

(4) Advising the squadron commander of discipline issues or other problems within the flight.

(5) Writing and submitting a flight status report to the respective squadron commander every three weeks.

(6) Keeping a standardized record of attendance, grades, discipline issues, and uniform inspections.

(7) Keeping up with actions going on in their flight.

H. The **Cadet Operational Flight Sergeants** are responsible for:

(1) Running the cadet flight for leadership training.

(2) Preparing the cadet flight for personal inspections.

- (3) Assisting the cadet flight commander as required.
 - (4) Serving as cadet flight commander when required.
 - (5) Assisting in the training of cadets.
- I. The **Cadet Guidon Bearer** is responsible for:
- (1) Leading the direction of march for the flight.
 - (2) The guidon care and welfare.
 - (3) Training the cadet flight guides in the Manual of the Guidon.
 - (4) Assisting in training cadets for drill and ceremonies.
- J. The **Cadet Element Leaders** are responsible for:
- (1) Leading the cadet element during leadership training.
 - (2) Assisting the cadet flight commanders and flight sergeants.
- K The **Cadet Support Squadron Commander** will
- (1) Oversee operations of the Corps web page, training of the webmaster and specialists, and training/scheduling of the videographers.
 - (2) Oversee operations of Logistics, Honor Guard details, Chaplain, Academic Officer, and Athletic Officer.
 - (3) Writing and submitting a squadron status report to the Deputy Corps Commander every six weeks.
- L. The **Cadet Cyber Space Flight Commander** will:
- (1) Oversee operations of the Corps web site to include keeping the material on it current and relevant.
 - (2) Insure the CIMS data is updated on a regular basis; decoration, promotion, and demotion orders are cut in a timely manner
 - (3) Insure community service hours are posted in a timely manner on both the HQ data log and the cadets personal file.
 - (4) Insure the cadet awards and decorations are distributed in a regular basis and posted on the cadets' personal file.
 - (5) Insure that Corps newsworthy items and pictures are sent to the local news paper; current pictures are posted on the bulletin board on a frequent and regular basis, and the videographers are present to capture pictures at major Corps functions.
 - (6) Be responsible for forming the Cyber Space Security Team and preparing for the annual Cyber Patriot competition
- M. The **Cadet Operational Support Flight Commander** will:
- (1) Over see logistics operations in support of the Corps and the SOT.
 - (2) Assist the SASI/ASI with the receipt issue and accountability of all items of uniform, equipment, and supplies related to the operation of the Cadet Corps.

(3) Assist the SASI/ASI in maintaining cadet supply records in accordance with AFJROTC 67-2.

(4) Organize and supervising the maintaining, repairing, and cleaning of AFJROTC facilities, uniforms, supplies, and equipment.

(5) Assist the instructors with inventories as directed.

(6) Establish a viable cadet grade tracking and tutoring program to ensure cadets who need help to pass their classes are getting that help.

(7) Establishing a sound physical fitness program for the Corps to include daily PT, Friday PT and game routines, and the oversight of the training for the drill PT team.

(8) Support the development and execution of a viable spiritual program for the Corp.

N. **Webmaster** is responsible for:

(1) All matters pertaining to AFJROTC web page.

(2) Updating the webpage with current data/pictures.

(3) Arranging for a cadet photographer using the Corps camera to be present at each AFJROTC activity.

O. The **Videographer** is responsible for taking video or pictures of all AFJROTC events.

(1) Will be responsible for insuring the video equipment is operable and in place for capturing major Corps events

(2) Will down load all pictures to the master data base in a timely manner.

P. The **Cadet Information Management Systems (CIMS) Officer** is responsible for:

(1) Keeping minutes of Cadet Corps staff meetings.

(2) Authenticating, publishing, distributing, and filing all cadet squadron publications (special orders, regulations, etc.)

(3) Maintaining cadet files.

(4) Maintaining current logs of special order numbers and a copy of each special order published during the school year

(5) Keeping the cadet group organizational chart current with correct names, ranks, etc.

(6) Drafting special orders regarding personnel actions (promotions, assignments, etc.)

(7) Training NCOs and Airman in the duties and responsibilities of this position

Q. The **Community Service Officer** is responsible for maintaining an electronic and paper log of all cadet's community service hours served during the school year.

R. The **Awards and Decorations Officer** is responsible for:

- (1) Validating proper awarding all medals/ribbons.
- (2) Updating clusters to ribbons prior to submitting orders to CIMS.
- (3) Monitoring community service hours for awarding of appropriate ribbons.

S. The **Cadet Public Affairs Officer** is responsible for:

- (1) Coordinating all matters of AFJROTC publicity with the ASI.
- (2) Coordinating with the school yearbook staff regarding AFJROTC publicity.
- (3) Preparing appropriate AFJROTC publicity for the following:
 - (a) the local public to include local newspapers, radio and TV stations.
 - (b) The school staff and attendees (students, teacher.)
 - (c) The national public (Air Force Times. Air Force Magazine, etc.)
- (4) Maintaining a unit history reflecting the accomplishments and activities of the cadet group, including clippings and filing excerpts from local news media and the Abilene High School newspaper.
- (5) Preparing school displays of AFJROTC activities.

T. The **Cadet Logistics Officer** is responsible for:

- (1) Assisting the SASI/ASI with the receipt issue and accountability of all items of uniform, equipment, and supplies related to the operation of the Cadet Corps.
- (2) Assisting the SASI/ASI in maintaining cadet supply records in accordance with AFJROTC 67-2.
- (3) Organizing and supervising the maintaining, repairing, and cleaning of AFJROTC facilities, uniforms, supplies, and equipment.
- (4) Assisting the instructors with inventories as directed.
- (5) Providing guidance to the cadet staff on proper supply discipline.
- (6) Training younger cadets in the logistics operations.

U. The **Cadet Honor Guard Commander** is responsible for:

- (1) Sports events and community events color guard details to include all details (color guard, big bertha, security) assigned for home football and basketball games.
- (2) Training personnel to participate in color guard details.
- (3) Training, monitoring, and tracking all personnel who participate in the daily flag detail.
- (4) Keep a login record of all color guard details.

V. The **Cadet Academics Officer** is responsible for:

- (1) Tracking grades for each Corps member.
- (2) Setting up an effective tutoring program
- (3) Training the academic NCOs.

W. The **Cadet Athletics Officer** is responsible for:

- (1) Preparing cadets to compete in drill meets.
- (2) Coordinating all physical training tests.
- (3) Preparing all Leadership School bound personnel through physical fitness.

- (4) Standardizing weekly PT warm-up and calisthenics routines.
- (5) Performing other duties as assigned.

X. The **Cadet Chaplain** is responsible for:

- (1) The spiritual welfare of the Group.
- (2) Provide invocations, spiritual guidance, and prayer for Corps members as requested/needed

Y. The **Rocket Club Director** is responsible for:

- (1) Operations of the Rocket Club to include building, safe handling, and launching of rockets.

- (2) Conducting weekly Rocket Club meetings

- (3) Training club members in proper safe handling and launching procedures

- (4) Launching rockets to augment major Corps functions to include parades, middle and elementary school visits, and major Corps events

- (5) Criterion for awarding the Rocket Club badge includes:

- a. Passing a basic test on the safe handling, launching, and recovering of rockets

- b. Successfully building and launching of three model rockets

- c. Approval by the SASI or ASI

Y. The **American Modeling Association (AMA) Club Director** is responsible for:

- (1) Operations of the AMA club to include building, reporting on, and hanging up of all model airplanes.

- (2) Determining which models the club wants to make and provide a list for the ASI so he can procure them.

- (3) Monitoring the status of each individual to determine if they earned the AMA club wings. The wings are earned by:

- a. Building three models

- b. Reporting on models built to members of the club (the report includes the name of the aircraft, its nick name; its function, what armament or cargo capability it has; the size of its power plant; who makes it; what command it belongs to)
 - c. Hanging the models in the classroom.
- (4) Conducting weekly AMA club meetings.

Chapter 16

CADET STAFF PROCEDURES

16.1. **General:** The cadet staff will meet under the direction of the Corps Commander or the ranking officer in the case of his/her absence. The cadet staff will meet as often as required...normally at least once a month. Cadet performance will be reviewed at these meetings. All cadets considered as marginal or below standard performers will be recommended for review board action.

16.2. **Record:** The Support Squadron Commander will keep the official record of all meetings to include the minutes of those meetings. The minutes will be typed and submitted within three school days to the Commander, SASI, and ASI for review and action as required.

A. Each squadron commander will be asked to report on the status of his/her squadron. The commander will give a complete report and have the material available to support the report.

B. Each squadron commander must be represented at each staff meeting. If the squadron commander is unable to attend, it is his/her responsibility to get a representative to attend the meeting.

16.3. **Removal:** Being a member of the cadet staff is a privilege. Failure to adequately carry out your duties or live up to the Cadet Code of Conduct is cause for removal from the staff and possible demotion in rank.

Chapter 17

AWARDS AND DECORATIONS

17.1 Categories: A number of distinctive and coveted awards are authorized for wear by AFJROTC cadets based upon demonstrated performance of academic and leadership excellence or valor. These awards and decorations will be on display in the Aerospace Science Classroom throughout the year. There are two categories of awards, some of which have accompanying medals and certificates. The two categories are:

A. **National Awards:** presented to cadets who are selected by the SASI and ASI and approved by the principal.

B. **AFJROTC Awards:** authorized by AFROTCR 900-9 and presented to cadets elected by the SASI and ASI and approved by the principal.

17.2 Proper Wear: Ribbons will be worn above the left breast pocket from wearer's left to right in the sequence depicted on the poster in the classroom. Ribbons will be centered immediately above the pocket with no more than four ribbons per row. Medals may be worn in addition to ribbons on the semi-formal dress uniform (or when authorized by the SASI or ASI). Ropes are worn on the left shoulder. Other awards, such as badges, are worn in accordance with the appropriate AFJROTC Instructions.

17.3 Presentation: The presentation of awards will be accompanied by appropriate ceremonies. Proper advance publicity will be arranged by the Public Affairs Officer and, where possible, the families of the recipients will be invited to attend.

17.4 Ribbon Summary: The following is a brief summary of the AFJROTC ribbons a cadet can compete for:

- **OUTSTANDING CADET RIBBON** - the outstanding cadet from each grade level will be awarded this ribbon at the end of the school year.
- **ACHIEVEMENT RIBBON** - awarded for a significant achievement as deemed by the SASI. Limit this ribbon to 5% of the Corps. Individuals may not receive more than one ribbon during a one year period. "Honor Flight" commanders and sergeants will be considered for this ribbon.

- **SUPERIOR PERFORMANCE RIBBON** - Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10% of the Cadet Corps to ensure recognition of achievements and services which are clearly outstanding achievements and accomplishments of other cadets. Candidates include cadets who have successfully run a project that involves less than 30% of the corps. Cadets who serve as co-project officer positions, and have not earned the co-curricular ribbon. Members of the support squadron staff who have done a superior job will also be considered.
- **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 have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in the Cyber Campus HQ Library Distinguished Unit Award folder.
- **AEROSPACE AND TECHNOLOGY HONORS CAMP RIBBON**- Awarded for attendance at Honors Camp. This award consists of a Leadership School Ribbon with an "H" device and will be provided by HQ AFJROTC at the Honors Camp site.
- **TOP PERFORMER AWARD**- The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance.
- **ACADEMIC RIBBON** - awarded for academic excellence of at least an "85" grade point average for one semester and a "90" or above in AFJROTC.
- **LEADERSHIP RIBBON** – awarded for outstanding performance in a position of leadership as an AFJROTC cadet in Corps training activities. Limit this ribbon to 5% of the eligible Corps to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Candidates include "Honor Flight" commanders/sergeants, and the top squadron commander.

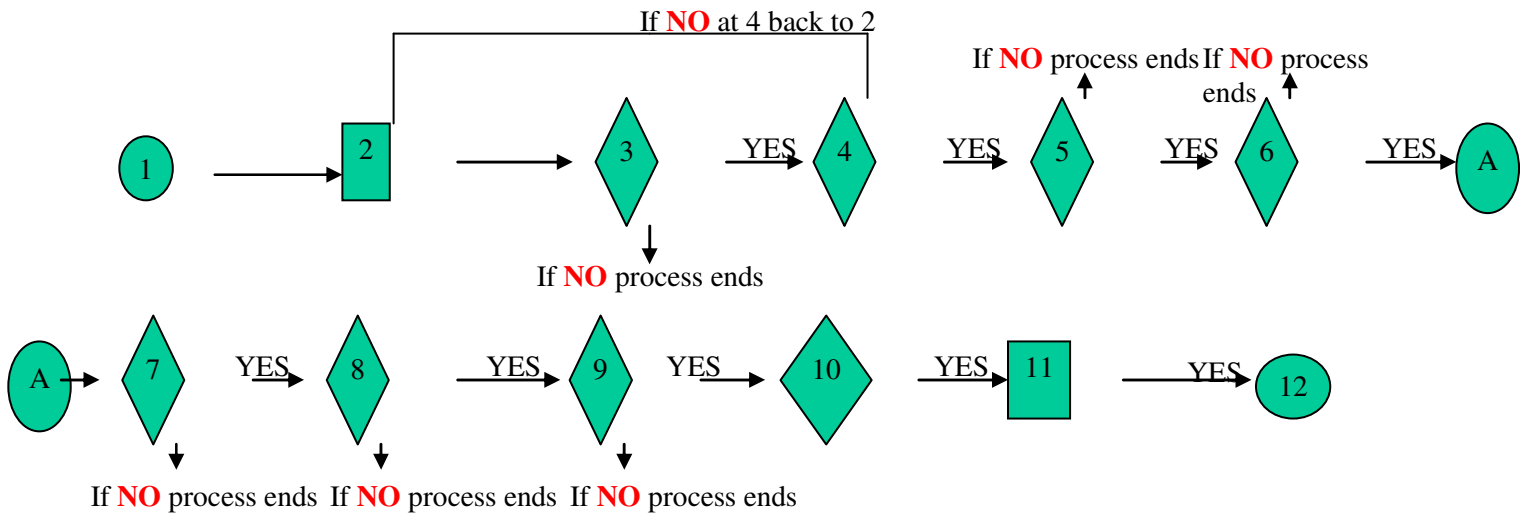
- **OUTSTANDING HONOR FLIGHT RIBBON** – awarded each semester to members of the outstanding flight as selected by the SASI or ASI. It is based on all aspects of participation in the corps including both academic and leadership aspects by all flight members.
- **LEADERSHIP SCHOOL RIBBON**-Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.
- **DRILL 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**- Awarded to team members for placing first, second, or third place in an orienteering meet or participating in a sanctioned land navigation exercise.
- **OUTSTANDING UNIT AWARD RIBBON** - awarded to all cadets who are in AFJROTC during the period for which the ribbon was earned. This award is determined by HQ AFJROTC.
- **CO-CURRICULAR RIBBON** - awarded for leadership in AFJROTC co-curricular activities. This award can be earned a maximum of four (4) times. To earn this ribbon you must successfully run the following: dining out, military ball, pass- in-review, change-of-command, promotion ceremony, or any project involving 30% or more of the cadet corps. (This award may be awarded to co-project officers if warranted).
- **DRILL TEAM RIBBON** - awarded to those that participate in drill team events. The Special Operations Team (SOT) Commander and SASI/ASI will determine the criteria.
- **COLOR GUARD RIBBON** - awarded to those that participate in color guard events. The ribbon will be awarded for participating in 10 color guard events in during the year or 75 % of all the color guard details, whichever is more. A cluster will be awarded for each additional 5 events.
- **SABER TEAM RIBBON** - awarded to those that participate in 75 % of all saber team activities during the year or 5 saber team events

- whichever is more. The SOT Team Commander and SASI/ASI will determine the criteria.
- **SERVICE RIBBON-** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.
- **EXTREME EXCELLENCE CHALLENGE (E2C) RIBBON-** Awarded by the SASI for participation in the Extreme Excellence Challenge (E2C) physical fitness program. All cadets who participate in the E2C program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 80-89 percentile in the E2C program. If a cadet earns a percentile score of 90-99 they will wear a Silver Star. If they receive a perfect score of 100 percent they will wear a Gold Star on the ribbon. The percentiles are computed automatically under E2C Assessment in Cyber Campus. You have to load the initial baseline exercises and then the end of semester/year exercises.
- **RECRUITING RIBBON** - awarded for outstanding effort in support of unit recruiting activities. To earn this ribbon you must recruit at least 2 new cadets or be a member of APT and participate in at least 3 APT events.
- **ACTIVITIES RIBBON** - awarded for participation in co-curricular activities
such as parades, community events, or school activities, etc.
- **ATTENDANCE RIBBON-** Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term (may also be applied to class tardiness at the SASI's discretion).
- **GOOD CONDUCT RIBBON-**Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.
- **DRESS AND APPEARANCE RIBBON-** Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI.
- **LONGEVITY RIBBON** - awarded for completion of each year of AFJROTC enrollment.

- **CAP AWARDS-** Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Bill Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>
- **COMMUNITY SERVICE RIBBON** - awarded for distinctive performance in school, community or AFJROTC service projects. The ribbon is awarded for the first 10 hours of accumulated service. A cluster will be awarded for each additional 20 hours of service.
- **SUMMER LEADERSHIP SCHOOL RIBBON** - awarded for completion of an approved summer leadership program of at least five days.
- **PHYSICAL FITNESS RIBBON** - awarded for scoring a 375 or higher on the physical fitness test (75% for seniors taking the AF PT test).
- **FLIGHT SOLO BADGE** - awarded to any cadet who has completed a solo flight certified by an instructor pilot
- **FLIGHT CERTIFICATE BADGE** - awarded to any cadet who has a private pilot's certificate.
- **AWARENESS PRESENTATION TEAM BADGE**— awarded for participation on an Awareness Presentation Team presentation. The presentations usually consist of drug or alcohol awareness discussions/skits, discussions or presentations on life at Abilene High with emphasis on the JROTC program, or presentations on flag etiquette. Cadets must participate in 2 presentations in a year to earn the badge.
- **KITTY HAWK AIR SOCIETY BADGE** – awarded to any sophomore, junior, or senior who has spent one previous semester in the TX-081st. The cadets must have a scholastic average of at least 95 in Aerospace Science and an average of 90 in other classes with no failures. The SASI and ASI must recommend cadets for membership.
- **AMERICAN MODELING ASSOCIATION (AMA) WINGS** – Awarded to cadets who are members of a local AMA chartered model airplane club, have completed at least three models, and passed the AMA Club test.
- **ROCKET BADGE-** Awarded to cadets who are part of the club, and have built and successfully flown five rockets.

- **AEROSPACE EDUCATION FOUNDATION(AEF) BADGE**-Awarded to rising junior and senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.

Awards and Decoration Process



1. Process starts
2. Cadet earns award or decoration
3. POC submits list of awards/decorations candidates to the Awards & Decorations (A&D) officer/NCO
4. A&D officer validates qualifications for award and decorations IAW the applicable regulation and # of ribbons/clusters earned.
5. A&D officer compiles list of qualifying cadets and submits it to Cadet Information Management Systems (CIMS) (ie. R/1C/2C/3C)
6. CIMS officer/NCO cuts order for award of decoration and submits to Corps/CC for signature (make two copies)
7. Corps CC or Deputy CC signs order(s)
8. CC gives signed list to CIMS officer/NCO for CIMS book; places second copy in Flt/CC book
9. CIMS officer/NCO files copy in CIMS book
10. Flight/CC monitors Flt/CC book and awards decoration during class period
11. Cadet presented award.
12. End

Cadet Ranks

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

CADET ENLISTED RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

AIR FORCE JUNIOR ROTC BADGES

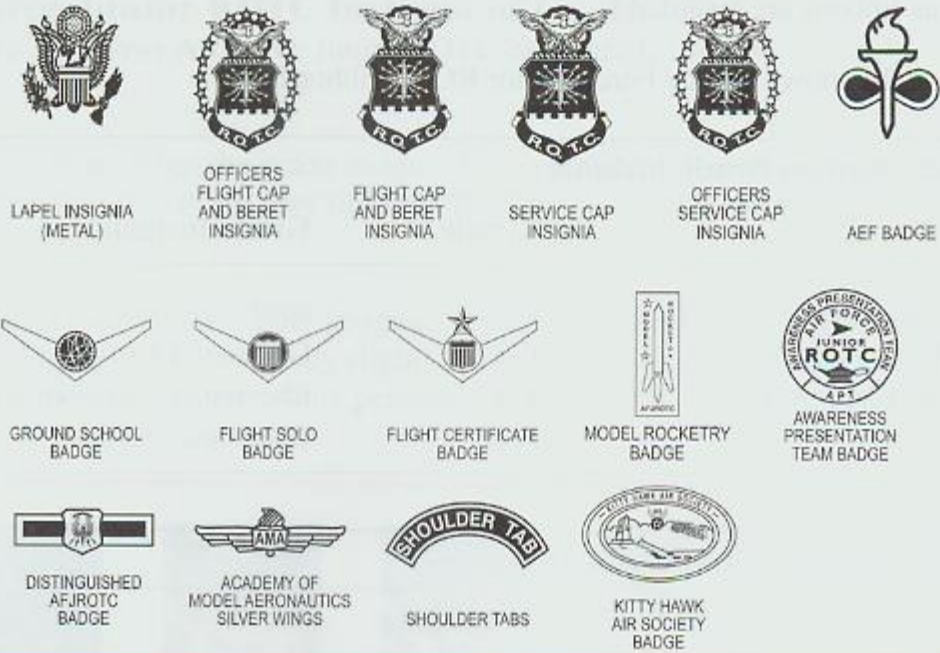
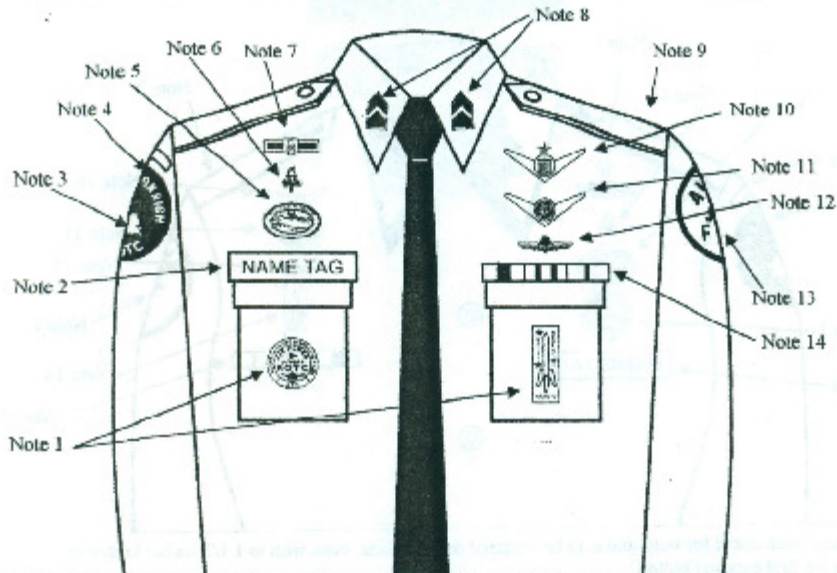


Figure 1-10

CADET MALE BLUE SHIRT



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

