

**AIR FORCE JUNIOR ROTC (UNIT MI-931)
CADET HANDBOOK
AY 2024-25**



**ANCHOR BAY HIGH SCHOOL
6319 COUNTY LINE RD
FAIR HAVEN, MI 48023**

Table of Contents (cadets create your own :)

Welcome to Air Force Junior ROTC Unit MI-931! Both SMSgt Quintana and I are pleased to have you on our team, and we look forward to a rewarding school year ahead. Each year of school and life is filled with challenges, but with cadets and instructors working together we can ensure a supportive and fun environment in which we become ever closer to our best selves and accomplish more than we ever thought possible. Moreover, being part of JROTC is your opportunity to develop so many new friendships and skills that will prove useful for the rest of your lives. No matter what you choose to do during or after high school, there is always a need for people to step forward and lead with character. We are here to help you grow into your own confidence so that you can be one of those people within our local community and beyond that can lead with courage, compassion, and creativity. We aim to help you do that by providing unique and fulfilling experiences as well as plenty of hands-on practice of leadership skills so you can start making a difference in yourself and others right away. The more you put into this program the more you will get out of it, so come ready to dive right in!

Additionally, for those who are new (congrats to our incoming first-year students!) and to those who are new to me (all others since this is my first year with Unit MI-931), here is a brief peek at your two JROTC Instructors here at Anchor Bay High. Both of us are retired Air Force members with a lot of real-world experience in effective leadership, followership, and teamwork. SMSgt Quintana spent 26 years in the Air Force in Air Transportation and was responsible for moving passengers and cargo to many destinations world-wide on several types of military and civilian aircraft. I spent 20 years in Air Force intelligence assessing and communicating military and political threats to our military and national leadership. In each of our cases, we have worked in a variety of environments with varying sizes of teams and often in high paced situations. We look forward to telling you more about our experiences in the Air Force during class discussions.

Finally, SMSgt Quintana and I do not run this program on our own. As those returning know, it is very much a cadet led program in that we have various job positions that cadets fill from the MI-931 Cadet Commander to Flight (Class) leaders. Our cadet top leadership this fall consists of Cadet Lieutenant Colonel Landon Davis (Commander) Cadet Major Olivia Piesko (Director of Operations) and Kitty Hawk Honor Society Commander Cadet Captain Brenden Wolf. They will be a big part of your development in the corps of cadets and will be more than willing to help you when help is needed.

We look forward to the new school year and can't wait to see the veteran cadets utilizing their leadership skills and meeting our new cadets of the 2024-25 school year. We are here for you and want to help you succeed in this class and all your others so don't hesitate to reach out to us for help or assistance.

Lieutenant Colonel Laskowski,
Senior Aerospace Science Instructor (SASI)

Senior Master Sergeant Quintana
Aerospace Science Instructor (ASI)

Greetings, and welcome to Anchor Bay High School's Air Force Junior ROTC Unit MI-931! I am very grateful to have the opportunity to meet and work with each and every cadet this year. Whether this is your first, second, third, or fourth year in the program, this year will provide numerous opportunities for each and every cadet to become all that they can be.

I can attest to all of the support and growth I have received through this program. The program has given me awesome opportunities like no other program at the high school could. I've not just improved as a student with my JROTC knowledge, but I have improved as a citizen of the United States all around. Making friendships and acquaintances with people who I will hopefully never forget, while in some of the most exciting places I've ever been while in high school.

In short, as this year's Corps Commander, I highly encourage each and every cadet to make the most of their time in the program. To get involved in the program outside of the typical school day. For I believe it is with the extracurricular events where our program truly shines. To be consistently striving to build each other up and become greater teammates in the process. To seek to become a little better every single day you walk into this classroom. Now, let's make this year one to remember.

Cadet Lt Col Landon Davis
Cadet Corps Commander 2024-25

1.0 Cadet Expectations.

1.1 Students must submit a completed Memorandum of Agreement and completed Photo Release, Cadet Access, and Wellness forms in order to join, remain in, and participate in our program. Students who choose not to submit these forms by the assigned due dates are subject to disenrollment from the program.

1.2 Submission to Authority. The Air Force core values are Integrity First; Service Before Self; and, Excellence in All We Do. The Air Force Junior ROTC (AFJROTC) mission is to "Develop citizens of character." Both the core values and the AFJROTC mission require cadets to submit to authority. Some examples of submitting to authority include driving on the correct side of the road; obeying the directions of civil authorities; and, remaining in class until excused by the bell. In our Program, the most visible indicator that a cadet is willing to submit to authority is the proper and regular wearing of the uniform. The goals of cadet leadership and effective management of our program require that we all have knowledge and understanding of the concept of "submitting to authority."

1.2.1 Submitting to authority is a vital part of leadership training. Any organization, military or otherwise, must have it to function efficiently. Each cadet who hopes to lead can do so only after **learning to follow**...something they can do only if they are willing to accept the authority of their leaders.

1.2.1.1 Each cadet will be subject to regulations and instructions issued by the instructors and by cadet commissioned and noncommissioned officers. In any organization, there is a chain of command, or authority.

1.2.1.2 Initially, new cadets will be closely supervised until they prove they can assume certain responsibilities.

1.2.1.3 The first year AS-1 cadets will learn through closely-supervised detail-oriented procedures.

1.2.1.4 In the second through fourth years, the AS-2, AS-3, and AS-4 cadets should be ready to lead, guide, and instruct others what to do in greater and greater detail as they gain experience.

1.2.1.5 The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and submitting to authority.

1.2.2 Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, and/or leadership potential.

1.2.2.1 Please bear in mind that each cadet--and each instructor--is learning from each other, regardless of rank or position. Because of their earned authority and the responsibilities entailed, the leader is entitled to respect and courtesy from subordinates, those younger, and/or less experienced.

1.2.2.2 Therefore, junior/younger/lesser-ranking cadets should show respect to senior/older/higher-ranking cadets by recognizing their presence and by employing a courteous bearing and mode of speech toward them.

1.2.2.3 No cadet should abuse their rank or position.

1.2.3 Cadet leaders are responsible for providing a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is required to be absent, he/she will notify the next in command to take charge and explain his/her specific duties.

1.2.4 Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have **no authority to excuse them from scheduled formations or classes** or to change or modify existing orders without specific orders and/or approval from the SASI/ASI.

1.3 Titles of Address. Civilian adults are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word “cadet” so as to not confuse with active duty grades), or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet officers may also be addressed as Sir or Ma’am.

1.4 Saluting. The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in the Leadership Education I book and in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI. Salutes are not required when cadets are not in uniform

1.4.1 When to Salute. Active duty officers, retired officers, and cadet officers will be saluted outside when in uniform at Anchor Bay High School when outside in an uncovered area, and at all times when off campus and outside, such as, but not limited to, parades, drill meets, promotion ceremonies, etc. When in doubt, salute. Remember, your conduct, manner and attitude reflect the image of our program.

1.4.2 A salute will be rendered during the raising or lowering of the US Flag, the playing of the “National Anthem” or “Taps.”

1.5 Attitude. Cadets should work up to their potential through active participation in our activities. Under all circumstances, cadets should be courteous, respectful, and seek responsibility. Cadets are expected to be considerate, mature young men and women.

1.6 Academic Standards. Your sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. While there is no requirement for you to pass other classes to remain a part of this program, you will be expected to do so, and your progress will be monitored. Cadets who demonstrate academic problems will be guided and offered assistance. Academic eligibility is a requirement for most of our activities and field trips. Promotion is also based on academics. A continued lack of academic performance may be consideration for removal from the program. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.

1.7 Standards. After joining the Corps, new cadets must meet established standards. If a cadet cannot or will not meet the standards, the individual may be dis-enrolled from the Corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that, as soon as our standards are known and understood, each cadet should meet or exceed them.

1.8 Competition. Healthy competition in academics, leadership, wellness, and other activities is a vital part of the promotion and awards system. Keeping this in mind, overly-aggressive and physically-threatening

behavior will not be tolerated and will be dealt with within the discipline guidelines of our program (found in the Policy Letter binder) and school (found in the Code of Conduct and school handbook).

1.9 Public Displays of Affection (PDA). The policy on PDA is detailed in a policy letter. Cadets are strongly advised to review this policy in the Policy Letter binder.

1.10 Inappropriate Behavior. Inappropriate behavior, in or out of uniform, is prohibited while participating in our class or activities. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedience to authority), disrespect, verbal threats, and physical attacks. **In addition, the SASI reserves the ability to consider these types of behaviors outside of our class or activities for promotions, placement in leadership positions, participation in activities, and continuation in our program.**

1.11 Verbal or Physical Discipline or Hazing is strictly forbidden. It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.

1.11.1 Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.

1.11.2 Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned or tolerated.

1.12 Disenrollment. Cadets may be disenrolled from our program for academic reasons (see paragraph 1.6), including non-wear of the uniform; inappropriate behavior (1.10); hazing or physical discipline (1.11); or, any other reason that the SASI determines detracts from the AFJROTC mission or places persons at risk. Disenrollment will be sought in consultation with the ASI; school and district staff; and, the individual cadet's parents/guardians; however, the final disenrollment decision is the sole responsibility of the SASI.

2.0 Things Every Cadet Must Know.

2.1 Chain of Command. A chain of command is a structure of decision-making responsibilities from higher levels of authority to the lower levels. Below is the operational chain of command:

President of the United States (Commander-in-Chief): _____

Secretary of Defense: _____

Secretary of the Air Force: _____

Chief of Staff of the Air Force: _____

Unit MI-931 Senior Aerospace Science Instructor: _____

Unit MI-931 Aerospace Science Instructor: _____

Cadet Commander: _____

Director of Operations: _____

Squadron Commander: _____

Flight Commander: _____

Flight Sergeant: _____

2.1.2 Classroom. During classroom instruction, the flight commander and the flight sergeant are the cadet leaders, regardless of the rank of any other cadet in the class.

2.1.3 Drill Team. During drill team practice and drill meet activities, the Support Squadron Commander and Assistant Support Squadron Commander are the cadet leaders, regardless of any other cadet present. For greater detail on this situation, see the Policy Letter binder.

2.1.4 All Other Times. During all other times (non-classroom activities and events, parades, trips (excluding drill meet activities), the Cadet Commander, Director of Operations, etc., chain-of-command is followed. Note that cadets in the positions of Group Advisor, Inspector General, and Special Project Officer are not in the chain of command, regardless of rank.

2.2 AY 2024-25 Corps Goals

2.2.1 70% of cadets perform a minimum of 2.5 hours of community service each month during the 2024-2025 school year.

2.2.2 The unit assists at least one local organization each month during the 2024-2025 school year.

2.2.3 Retain 90% of all cadets currently enrolled in JROTC from the 2024-2025 school year.

2.2.4 Partner with 10 different school groups for various events for the 2024-2025 school year.

2.2.5 An average of all cadets maintain an average GPA of 3.0 or higher.

2.2.6 70% of cadets receive an outstanding citizenship grade in their core classes each semester.

2.3 Core Values. The Air Force core values are Integrity First; Service Before Self; and, Excellence in All We Do. These must be known, **word for word, and in this specific order.**

2.4 AFJROTC Mission. The AFJROTC mission is to "To develop citizens of character" This must be memorized **word-for-word.**

2.5 AFJROTC Cadet Creed. We encourage all cadets to memorize the cadet creed.

I am an Air Force Junior ROTC Cadet.

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

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

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

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

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

2.6 30-Count Drill Sequence

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

2.7 Phonetic Alphabet

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-Ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

2.8 24-Hour Time Encode/DeCode

<u>24 hr</u>	<u>12 hr</u>	<u>24 hr</u>	<u>12 hr</u>
0000 – Midnight		1200 – 12:00 pm	
0100 – 1:00 am		1300 – 1:00 pm	
0200 – 2:00 am		1400 – 2:00 pm	
0300 – 3:00 am		1500 – 3:00 pm	
0400 – 4:00 am		1600 – 4:00 pm	
0500 – 5:00 am		1700 – 5:00 pm	
0600 – 6:00 am		1800 – 6:00 pm	
0700 – 7:00 am		1900 – 7:00 pm	
0800 – 8:00 am		2000 – 8:00 pm	
0900 – 9:00 am		2100 – 9:00 pm	
1000 – 10:00 am		2200 – 10:00 pm	
1100 – 11:00 am		2300 – 11:00 pm	

2.9 DCID: Drill Fundamentals

Dress: Align yourself with the person to your right.

Cover: Align yourself directly behind the person in front of you.

Interval: The space between individuals placed side by side. A normal interval is an arm's length. A close interval is 4 inches.

Distance: The space from front to rear between individuals. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them.

3.0 Grading Procedures.

3.1 The Aerospace Science portion grade counts for 40% of the overall AFJROTC grade.

3.2 The Leadership Education portion grade counts for 40% of the overall AFJROTC grade. Each uniform inspection, quiz, test, form that is to be returned, Homecoming, Memorial Day Parade, and Anchor Bay Drill Meet participation are weighted equally.

3.3 The wellness portion counts for 20% of the overall AFJROTC grade. Returning the signed wellness permission form accounts for 50% of this grade. Participation each week accounts for the remaining 50%. Cadets cannot participate until the permission form is returned, and they will lose participation points each Friday until the signed form is returned. Signed forms from the first semester will remain valid for the second semester. Each wellness class day, cadets may earn up to 10 participation points. Unexcused absences or improper clothing/footwear forfeit all points for that day.

3.4 The Aerospace Science and Leadership Education final exams each count 50% of the final exam grade. There is no wellness portion final.

4.0 **Policy Letters.** There are policy letters that address areas not included in this cadet handbook and/or that provide additional details for areas included in this cadet handbook. These policy letters are not included in this cadet handbook due to size considerations. Cadets should refer to the Policy Letter binder in the classroom to review these policy letters.

5.0 Uniform Wear and Grooming Standards.

5.1 Cadets are issued Air Force uniforms free-of-charge. Cadets are responsible for the care of these uniforms, and will be charged for lost items. Shirts may be laundered. Coats, trousers, slacks, skirts, hats, and ties must be dry-cleaned. These uniform items must be returned when a cadet leaves the program, or the cadet will be financially liable for replacement. On Wednesdays, cadets wear their uniform the entire school day. Cadets must meet all personal appearance and grooming standards (hair, shaving, ear rings, piercings, etc.) as contained in the Cadet Handbook. Cadets may change only for classes such as gym, or where the uniform could be soiled. During AFJROTC class, cadets receive a grade based on correct uniform wear and proper grooming. Occasionally, due to holidays, breaks, teacher professional development days, etc., the uniform wear day may be slipped to the next school day. In the event of a weather-related school cancellation on a Wednesday, the next school day is a uniform day. The uniform must be worn on assigned days to get full credit. *Uniform makes up will be as follows: Make up on the Thursday following the Wednesday uniform day will receive a 10-point deduction. Make up on next week Monday following the previous Wednesday uniform day will result in a 20-point deduction. Make up on Tuesday a 30-point deduction. If you do not make up the uniform wear before the next Wednesday uniform wear you will receive a zero.* Excused absences can be made up without penalty as long as you wear the uniform upon your return to school. Any advance wears must be coordinated with the instructors.

5.2 Honor the Uniform. Our cadets generally wear the same uniform, the standard Air Force service uniform, as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform, to wear it properly and with pride. The uniform is an important aspect of our program. Whenever you wear the uniform, during indoor and outdoor training periods, at cadet social functions, and during base visits, you represent the unit and the school. How you wear the uniform exposes you, the school and the Air Force to praise or criticism from fellow cadets, fellow students, and society at large.

5.3 Cadet Uniform Standards:

5.3.1 Uniform Wear Restrictions. Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. However, cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI. For more information on these types of activities and uniform wear, talk to your SASI.

5.3.2 Uniform wear standards for cadets are based on three directives: Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel; Air Force Junior ROTC Instruction (AFJROTCI) 36-2010, Air Force Junior ROTC; and, the Air Force Junior ROTC Operational Supplement.

5.3.3 Fitting the Uniform. The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form-fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention. Note: If the uniform does not fit properly, the cadets should see the SASI/ASI. Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

5.3.4 Uniform Do's and Do not's. Here are a few general do's and do not's about wearing the uniform.

Do's

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

Do not's

- Do not swear or use profanity while in uniform.
- Do not wear the uniform with other clothing.
- Do not hug, kiss, hold hands with your significant other while in uniform. PDA is not allowed.
- Do not allow articles such as wallets, pencils, pens, watch chains, lanyards, checkbooks, handkerchiefs, and combs to be visible.
- Do not wear earphones or headphones while in uniform, unless required for duty.

- Do not chew gum in uniform.
- Do not carry pagers or cell phones, unless required for duty. (When required for duty, they must be clipped to the waistband or purse or be carried in the left hand when not in use.)

5.3.5 Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.

5.3.6 During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times, unless pre-approved by the SASI due to classroom activities. **Changing out of uniform before the end of the day will result in a grade of zero.**

5.3.7 Hats will be worn with the uniform outside at all times.

5.3.8 Airman Battle Uniforms (ABUs) or Operational Camouflage Pattern (OCP). The uniform combination for the week will be announced on the Monday of that week or earlier. ABUs & OCPs are wash & wear and do not have to be dry cleaned.

5.3.9 Special Team Uniforms. Any Anchor Bay High School special team uniform must be approved by HQ AFJROTC. Color guard, POW/MIA and sabre teams may wear white gloves. These items will only be worn when performing as a member of the drill team or color guard.

5.3.10 Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this handbook. Only authorized rank, badges, insignia, ribbons, medals, etc., may be worn. For the lightweight blue jacket, note that officers and enlisted wear miniature ranks on the collar, parallel to the side of the collar, and 1-inch from the front of the collar. **For the all-weather coat, officers and enlisted wear miniature ranks centered on the epaulet, 1-inch from the edge of the coat.**

5.3.11 Shoulder Patches. Wear of the AFJROTC official shoulder patch (left sleeve) and Anchor Bay High School patch (right sleeve) is mandatory on all items except the AWC.

5.3.12 Shoulder Cords. Cadets are authorized to wear shoulder cords on their Service Dress Uniform, ABU or OCP, based on specific leadership positions or roles. Refer to the specific Policy Letter for details.

5.3.13 Name Tags. The official silver Air Force name tag must be worn on the service coat at all times, except to the annual military ball. The official blue plastic Air Force name tag must be worn on the blue short- or long-sleeve shirt at all times, except to the annual military ball.

5.3.14 Summer Dress. This consists of the short sleeve shirt and blue pants. Name tag and ranks are the only required items for this uniform. Neck tab/tie and ribbons are optional; however, if neck tab/tie is not worn, the top button on the shirt is not buttoned.

5.3.15 Service Dress Uniform. This uniform consists of the service coat, long or short sleeve shirt, tie or neck tab, and pants/skirt. All insignias, name tag, ribbons, and badges are to be worn on the service coat. The service coat must be buttoned at all times.

5.3.16 Belt. The belt is threaded through the loops to the left (for males) or the right (for females) around the body. When buckled, only the metal tab on the tip of the belt will show beyond the buckle.

5.3.17 Socks. Cadets will wear plain black socks only. Absolutely no other color socks are to be worn.

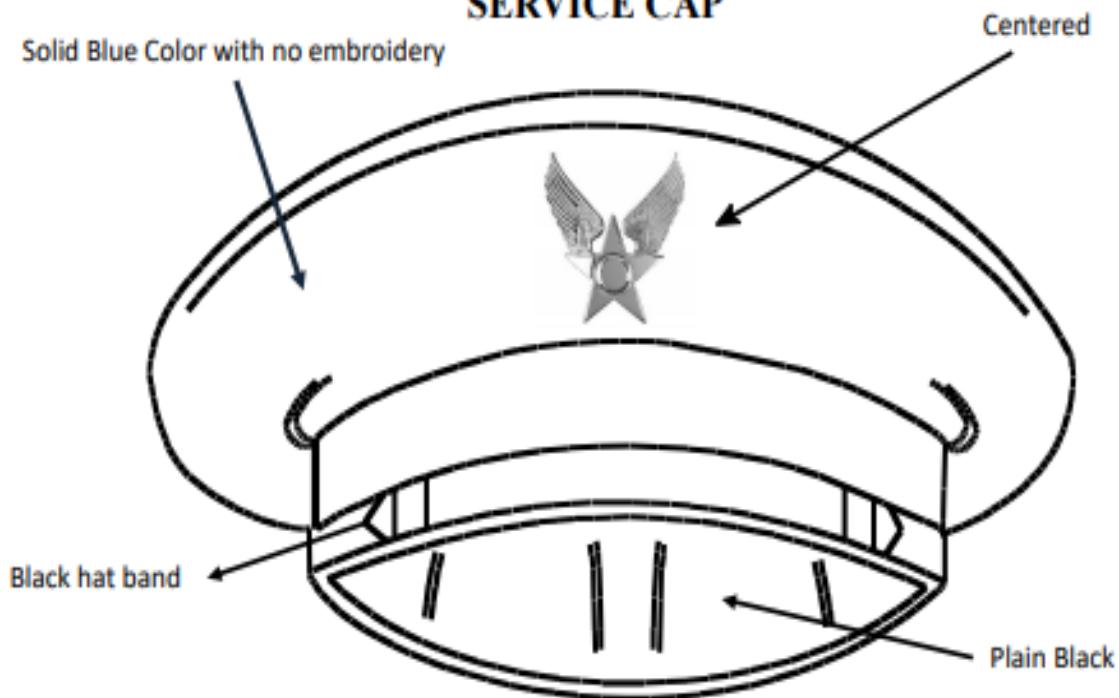
5.3.18 Gig Line. The gig line is a straight line aligning the shirt seam, belt buckle and fly seam of the pants.

5.3.19 All loose threads should be trimmed off uniform parts

5.3.20 The following diagrams show how to place items on the AFJROTC uniform, as well as how to tie a tie.

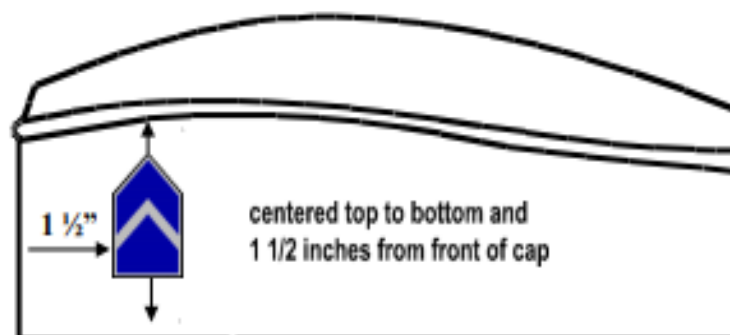
CADET MALE HEADGEAR

SERVICE CAP



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

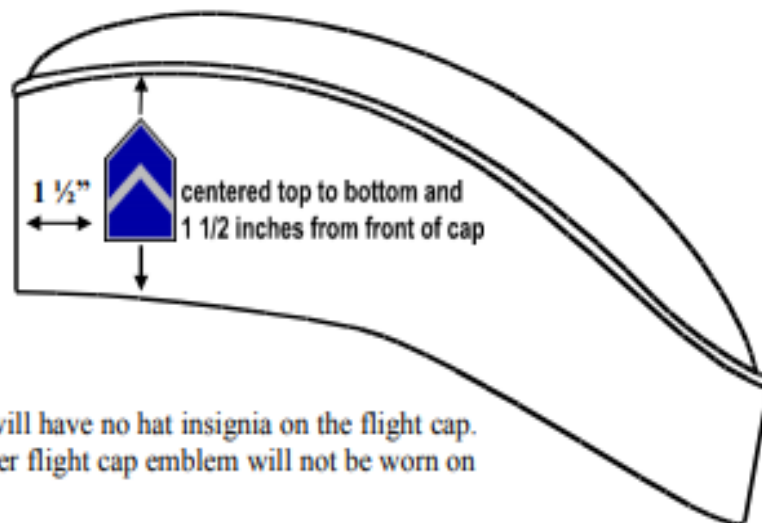
SERVICE CAP

Solid Blue Color with no embroidery



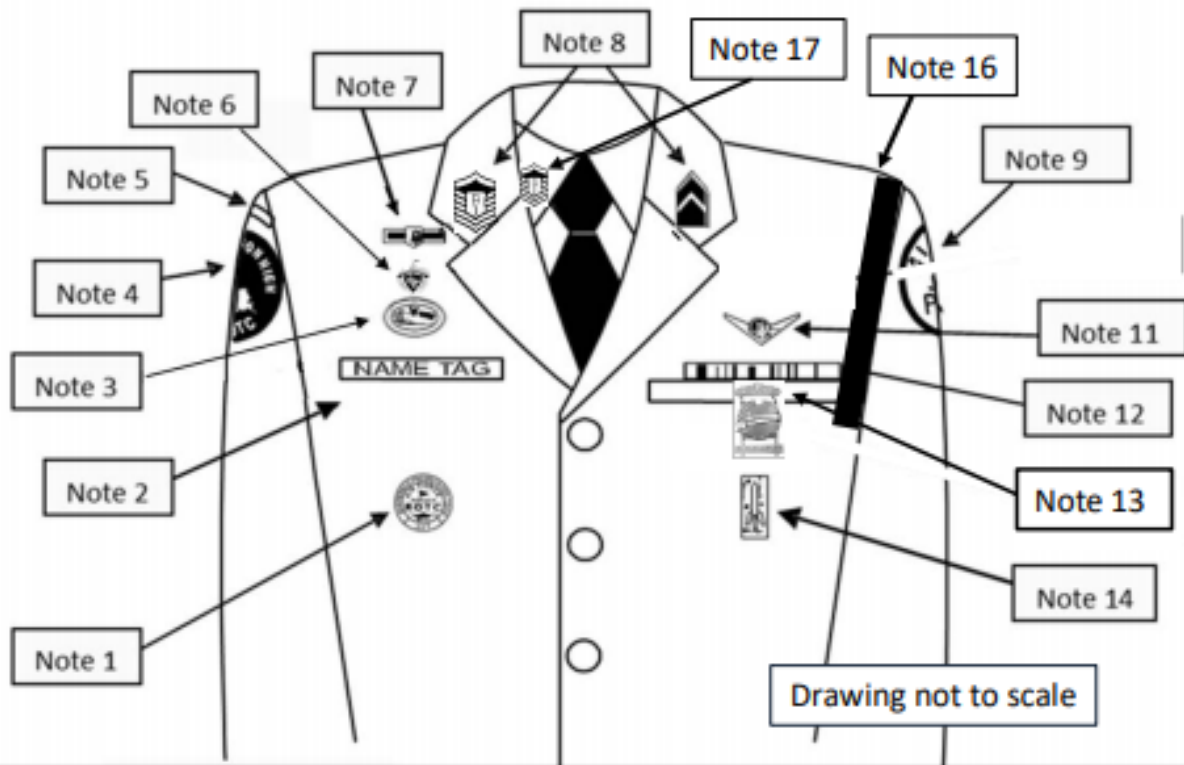
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



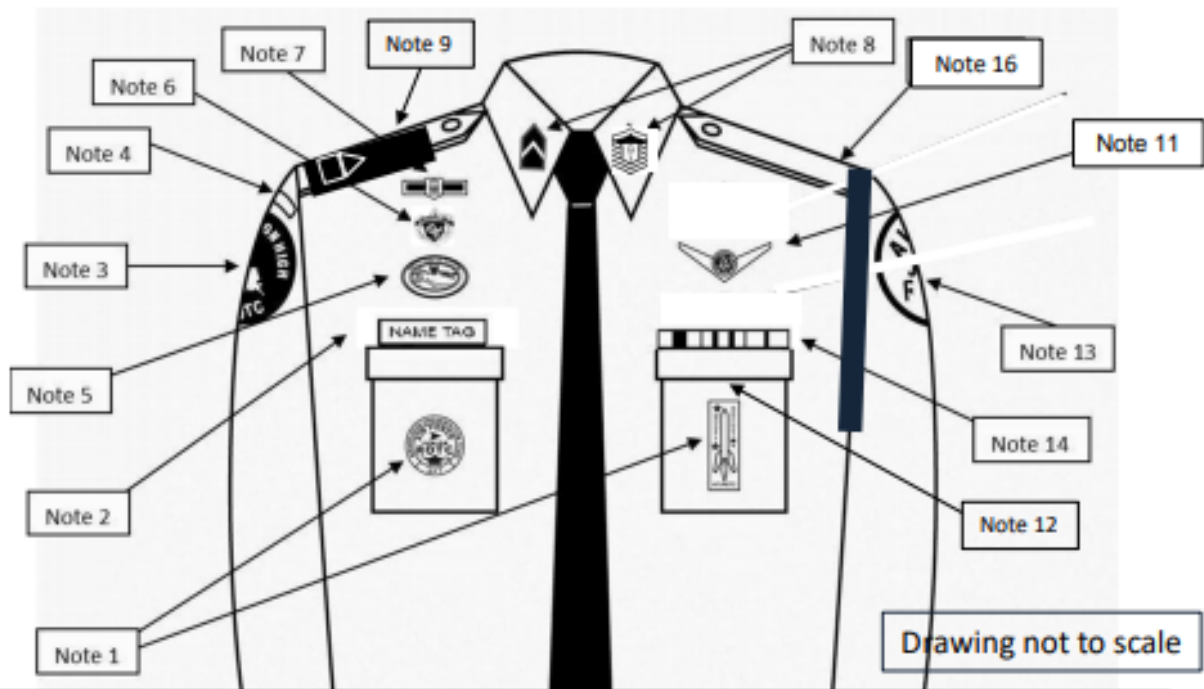
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET MALE SERVICE DRESS



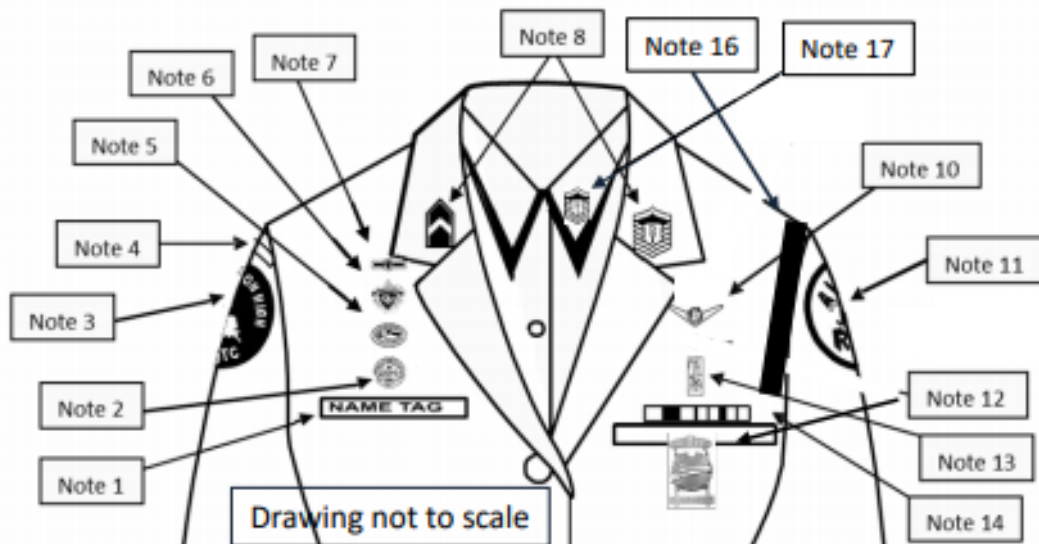
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET MALE BLUE SHIRT



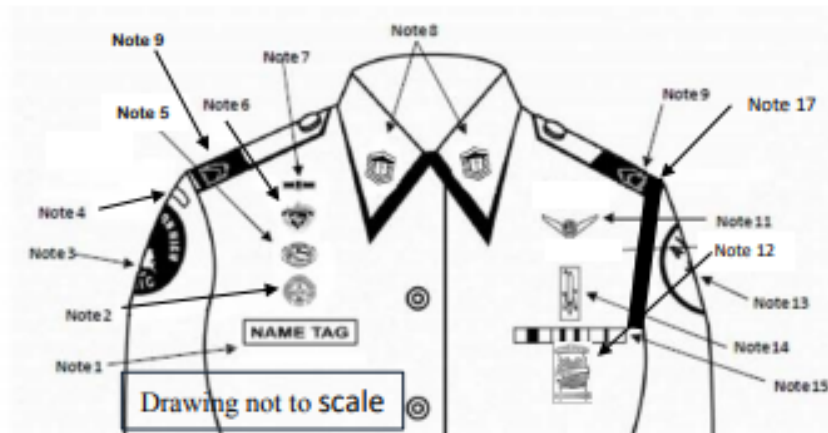
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE SERVICE DRESS



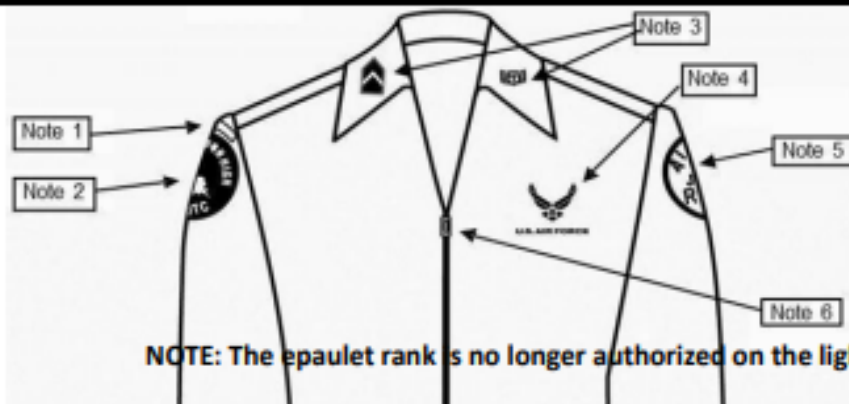
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET FEMALE BLUE SHIRT

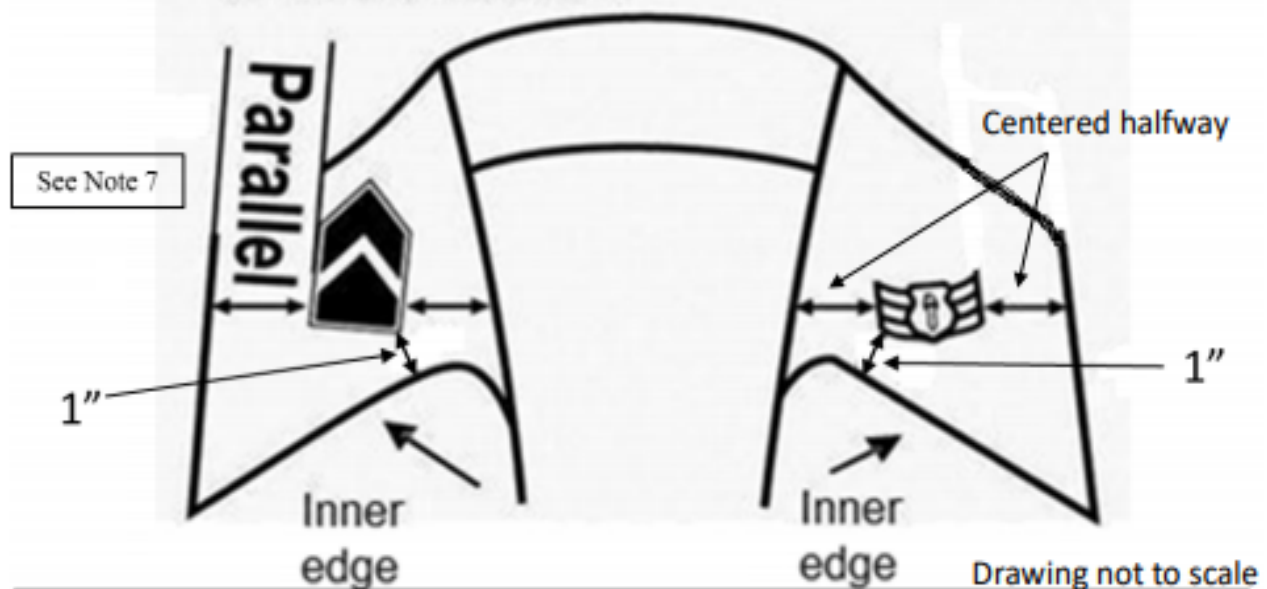


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

CADET LIGHT WEIGHT BLUE JACKET

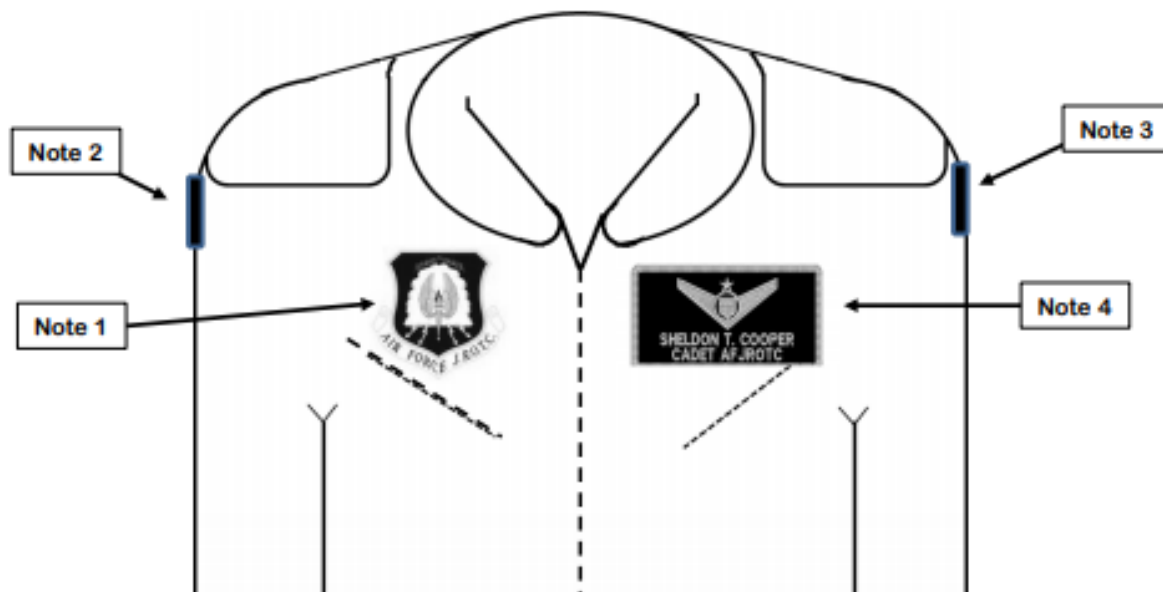


NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.



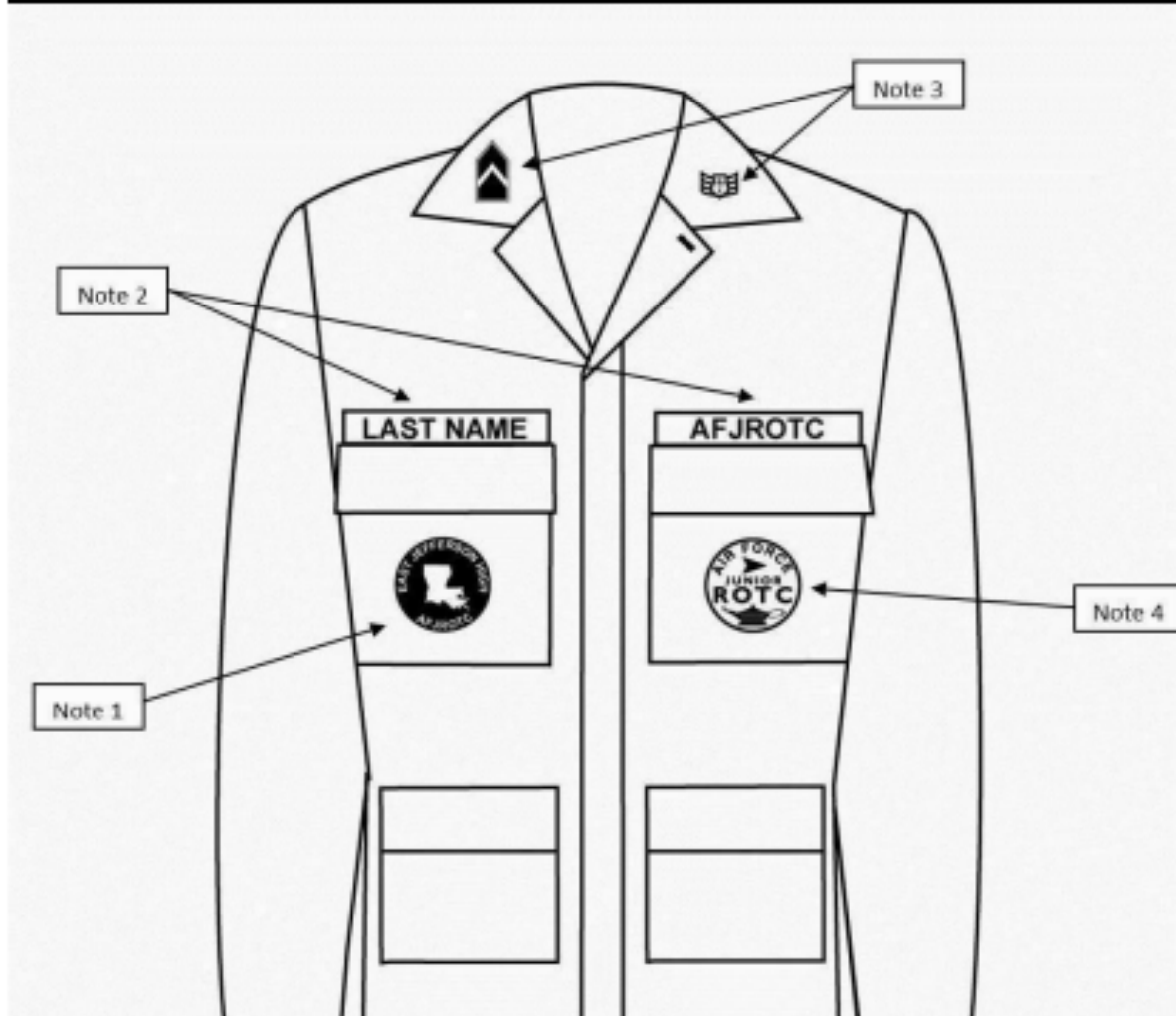
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
5. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)

CADET ABU Male and Female

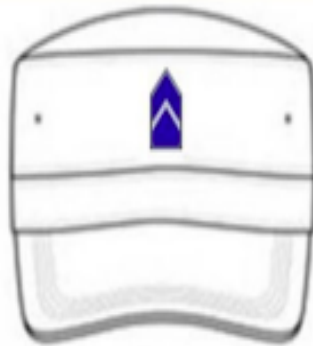


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



Officers will wear rank insignia on the ABU/OCP cap.

No other style of head gear is authorized for wear with ABUs/OCPs.

Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover.

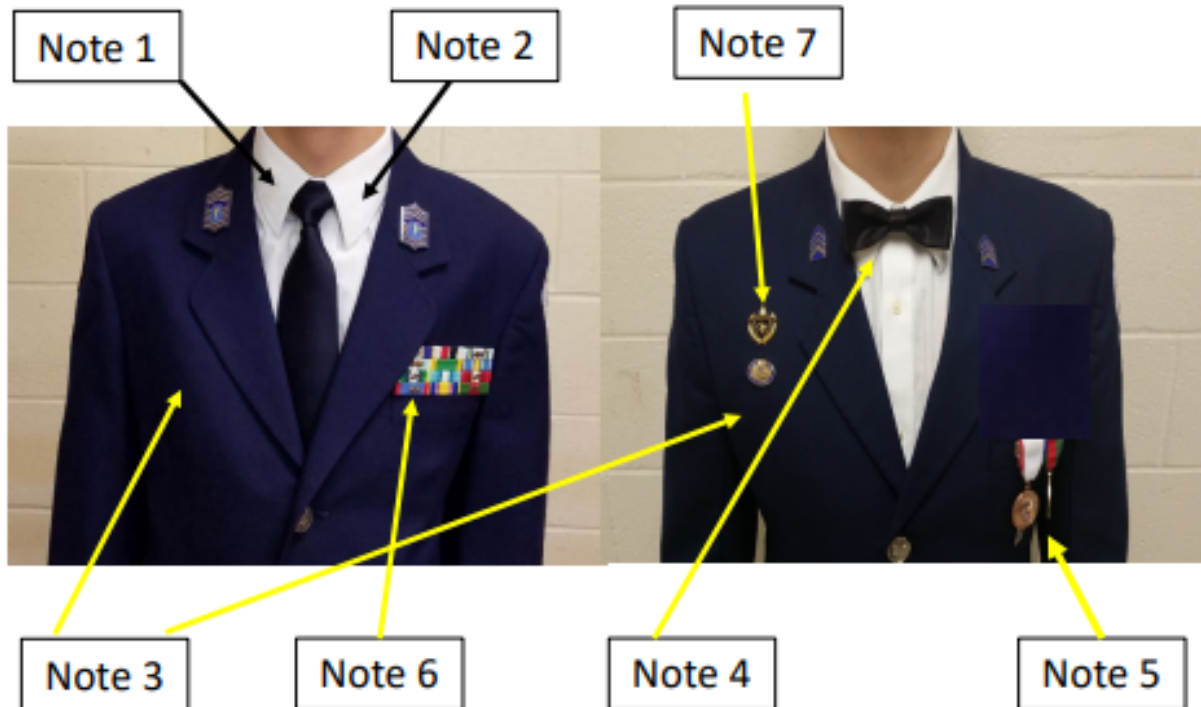
Attachment 7-6b

CADET OCP Male and Female



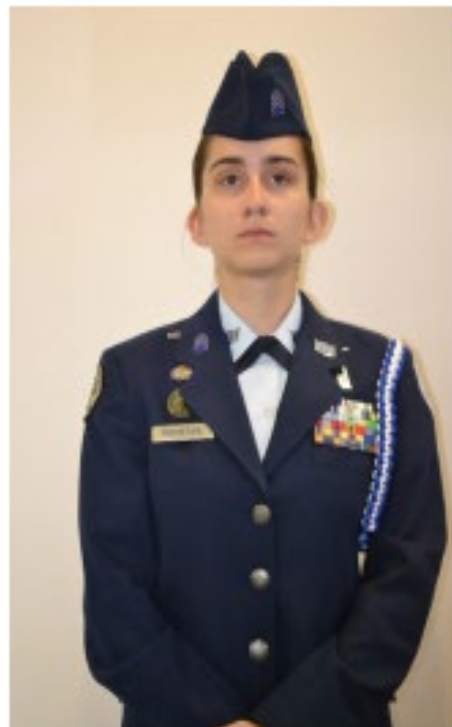
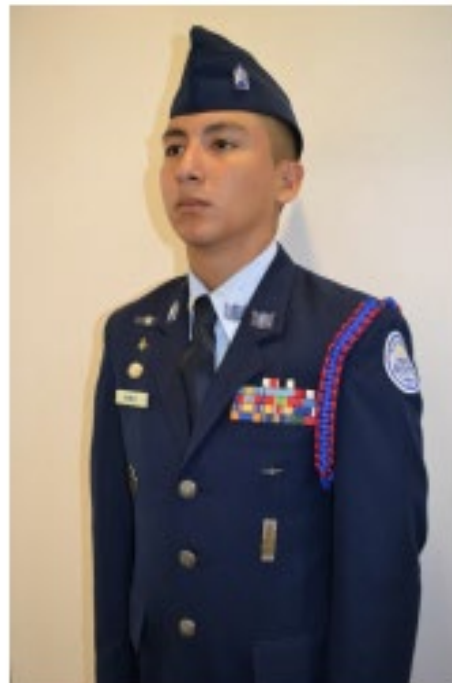
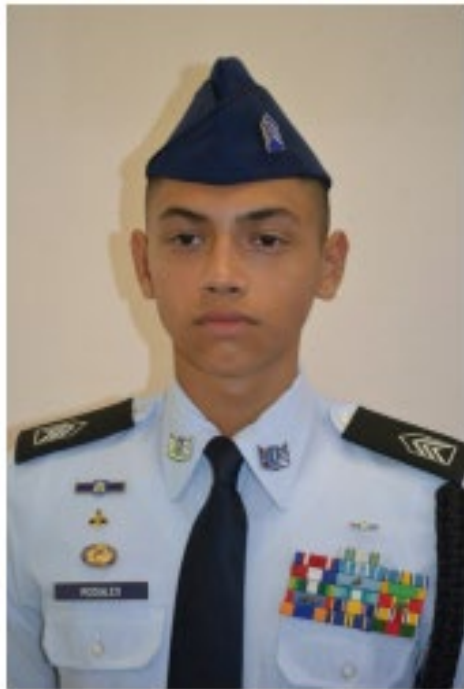
1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American flag.
4. Last name tape (mandatory – must be cadets name). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
5. AFJROTC/SFJROTC tape (mandatory). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
6. Grade insignia (officer or enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC/SFJROTC patch (mandatory) (white/black circular lamp of knowledge patch) will be attached centered on Velcro area on left sleeve attached by Velcro.
8. Berets, ascots, and shoulder cords will NOT be worn with OCPs.
9. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant before reissuing OCP boots. (Black boots will not be worn with OCPs).
10. Tan rigger belts will be worn with OCPs.
11. OCPs may be bloused; the trouser leg will not extend past the third eyelet from the top of the boot.

Semi-Formal Dress Uniform



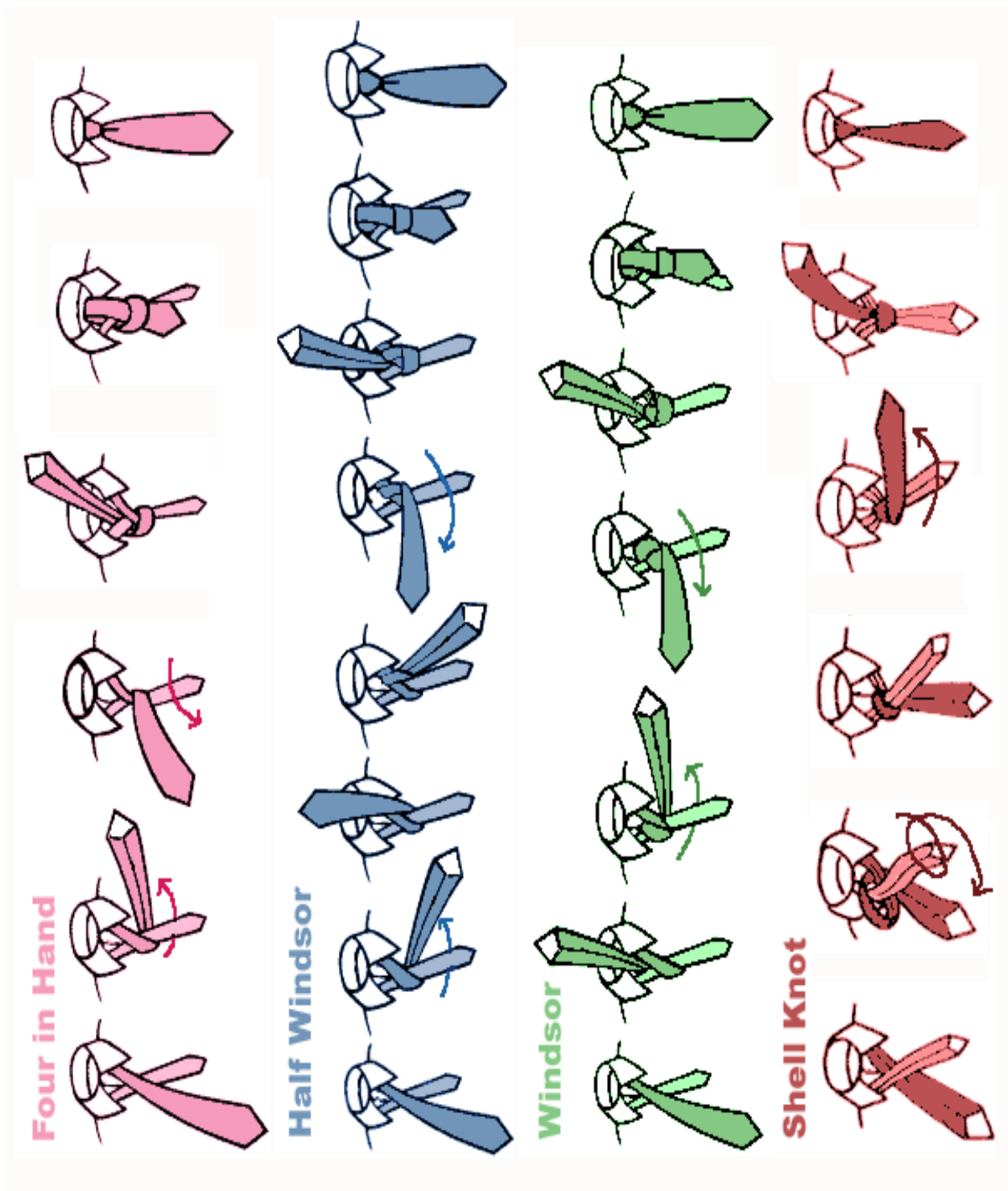
1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat $\frac{1}{2}$ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

Sample Uniform Pictures
Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only



Sample Uniform Pictures





How to tie a tie

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

5.4.1 Jewelry.

5.4.1.1 Wristwatch and Rings. While in uniform, you may wear a conservative wristwatch and rings, but no more than three rings at any one time. Thumb rings are allowed in uniform.

5.4.1.2 Bracelets. You may wear one bracelet if it is neat and conservative. The bracelet must be no wider than ½", in gold or silver color only, and must not contain any pictures or writing. Also, the bracelet must not detract from military image, and must not subject anyone to potential injury. Colored bracelets that support a cause are not allowed nor are string style, rubber bands, hair ties, or colored shaped rubber bracelets.

5.4.1.3 Earrings. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical or square (diamond, gold, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

5.4.1.4 Necklaces, etc. Necklaces must be hidden. You may not wear ornaments on your head or around your neck.

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

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

5.4.4 Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear one pair of conservative earrings, pierced or clip style, in their earlobes. See 5.4.1, above, for details.

NOTE: Getting a new piercing in an unauthorized body part (i.e., ear cartilage, belly button, lips, nose, etc.) that will require healing time, WILL NOT make it authorized to be worn in uniform, even if it is allowed by the school district dress code. These items will have to be removed or the uniform will have to be taken off and the cadet will be given a zero for that uniform wear. The missed uniform wear may be made-up, per the applicable make-up policy.

5.5 Specific Female Cadet Grooming Guidelines. These guidelines apply to all cadets in any uniform.

5.5.1 Hair. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. See pages 30-34 for examples of female hair standards. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

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

5.5.3 Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or 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 hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy). When worn in uniform, your hair should be no longer than the bottom edge of the collar at the back of the neck. The maximum bulk is 4" from the scalp.

There is no minimum length. Bangs must not touch your eyebrows. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear the uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn't need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines. Hair will not touch the eyebrows. Hair color/highlights/frosting must not be faddish. Examples of "natural-looking" for human beings: Blonde/Brunette/Red/Black/Grey. Micro-braids, cornrows, locs, braids, twists, French braids, and Dutch braids are authorized for women. Long hair will be secured with no loose ends.

5.5.4 Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. Nylons, if worn, choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

5.5.5 Fingernails. Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme color included, but are not limited to, purple, gold, blue, black, bright (fire engine) red, and fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed ¼-inch in length beyond the tip of the finger, and must be clean and well-groomed.

5.6 Specific Male Cadet Grooming Guidelines. These guidelines apply to all cadets in any uniform.

5.6.1 Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. Your hair should not exceed 2.5 inches in bulk regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No faddish hair styles are allowed.

5.6.2 Shaving. You must present a clean-shaven appearance whenever in uniform. Mustaches are permitted, so long as they comply with AFI 36-2903.

Figure 3.2. Female Hair Style Examples

Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

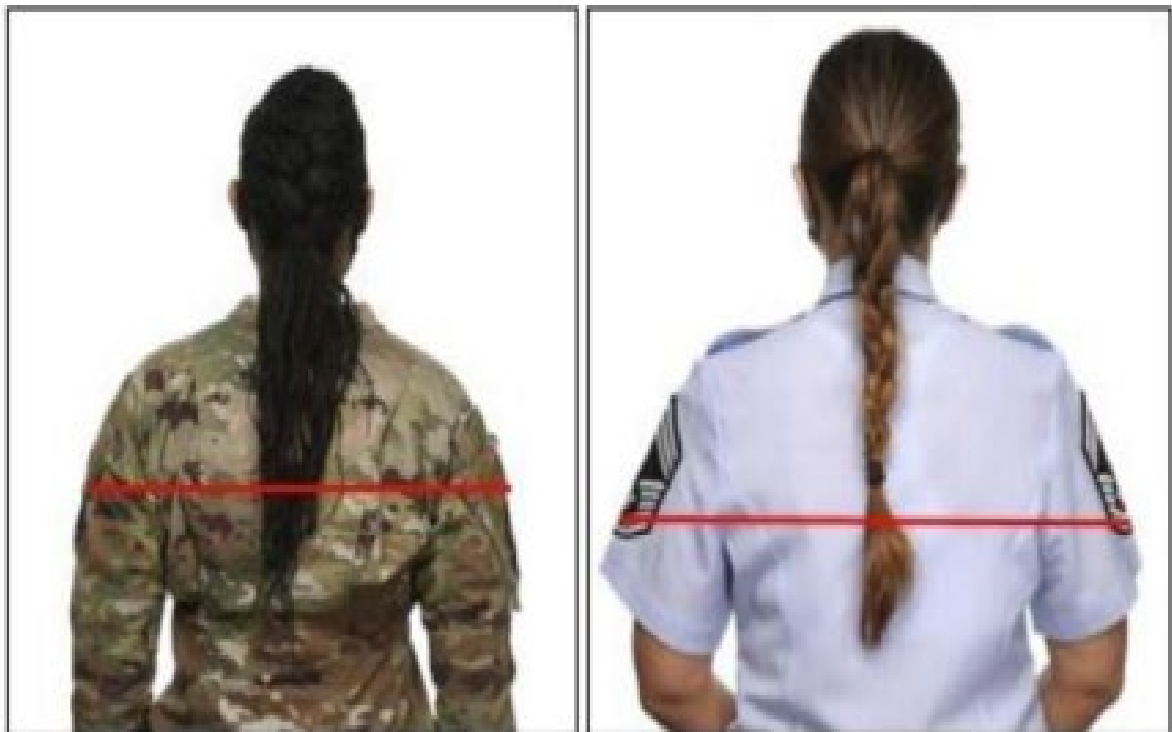


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples



Braids

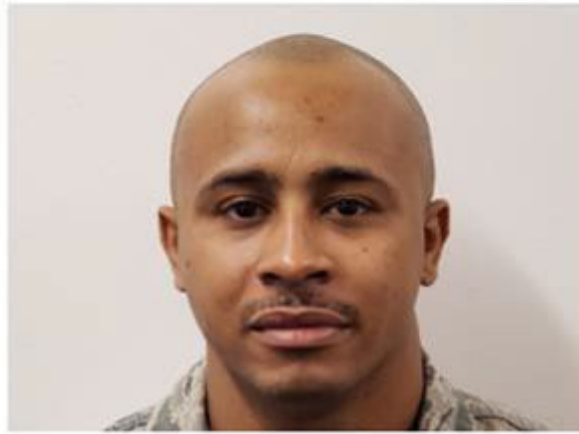


Twists



Locs

Male Hair Grooming Examples



6.0 Cadet Grade and Rank.

6.1 The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. You will see by the grade chart that cadets are divided into three categories; airman, non-commissioned officer, and officer. This three-way division is also true among active duty personnel.

6.2 Airman grades include airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.

6.3 The noncommissioned officer (NCO) grades start are staff sergeant and technical sergeant. NCO insignia is worn on the collar/lapel of the uniform.

6.3.3 The senior noncommissioned officer (SNCO) grades are master sergeant, senior master sergeant and chief master sergeant, the highest authorized for NCOs in our program. SNCO insignia is worn on the collar/lapel of the uniform.

6.4 You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest, colonel, authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform and on garrison/ABU hat.

7.0 Uniform Standard Exceptions. Because Anchor Bay High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus ONLY.

7.1 Hat Area. The issued Air Force hat will be worn at all times while outside in uniform, on and off campus. Cadets are reminded that they wear the same uniform as active duty Air Force members, and that the Anchor Bay area is a military community and the population is very conscious of people in uniform. If someone tells you to put your hat on...put it on!

7.2 Service Coats/Lightweight Blue Jackets—Because of the varying temperatures in school classrooms, cadets may remove their service dress coat and neck tie/tab while in classrooms. Cadets must have their blue name tag on, and cadet officers must have on epaulet ranks. Upon leaving the classroom for any reason, if summer dress was not authorized, the cadet must return to full service dress. Additionally, although designed as an outer garment, for the same reason, when summer dress is authorized, the lightweight blue jacket may be kept on while in classrooms, **but will be removed for uniform inspections**. When worn, the lightweight blue jacket will be zipped at least half-way. The sleeves on the lightweight blue jacket may not be pushed up the arms.

8.0 Cadet Promotion Opportunities.

8.1 Cadets are given an initial rank based on their school grade when they enter our program.

- 9th Graders – Cadet Airman Basic until they pass the basic test - Cadet Airman
- 10th Graders – Cadet Airman First Class
- 11th Graders – Cadet Senior Airman
- 12th Graders – Cadet Staff Sergeant

8.2 Cadets below the rank of Cadet Chief Master Sergeant may request a one-rank promotion when they return in the Fall.

8.3 Cadets below the rank of Cadet Senior Master Sergeant may request a one-rank promotion after completing three (3) months of at least 2.5 hours of community service in a row.

8.4 Cadets who are appointed to a leadership position by the Senior Aerospace Science Instructor **may** be promoted based on the current rank and the position.

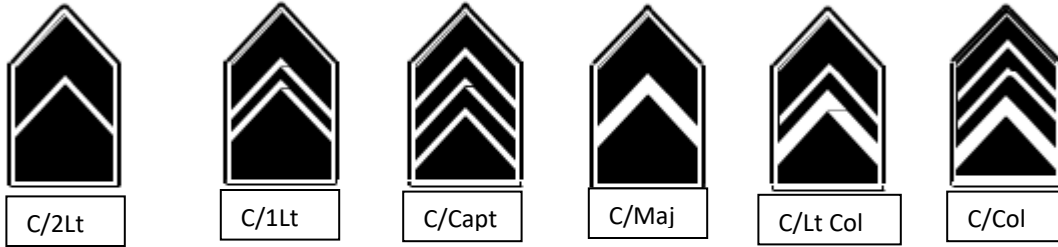
8.5 Cadets below the rank of Cadet Captain may request a promotion for recruiting a cadet in according with applicable Policy Letters.

8.6 The Senior Aerospace Science Instructor (SASI) may also promote cadets based on merit; i.e., accomplishments or actions.

8.7 Consult the Policy Letter binder for full details on promotions.

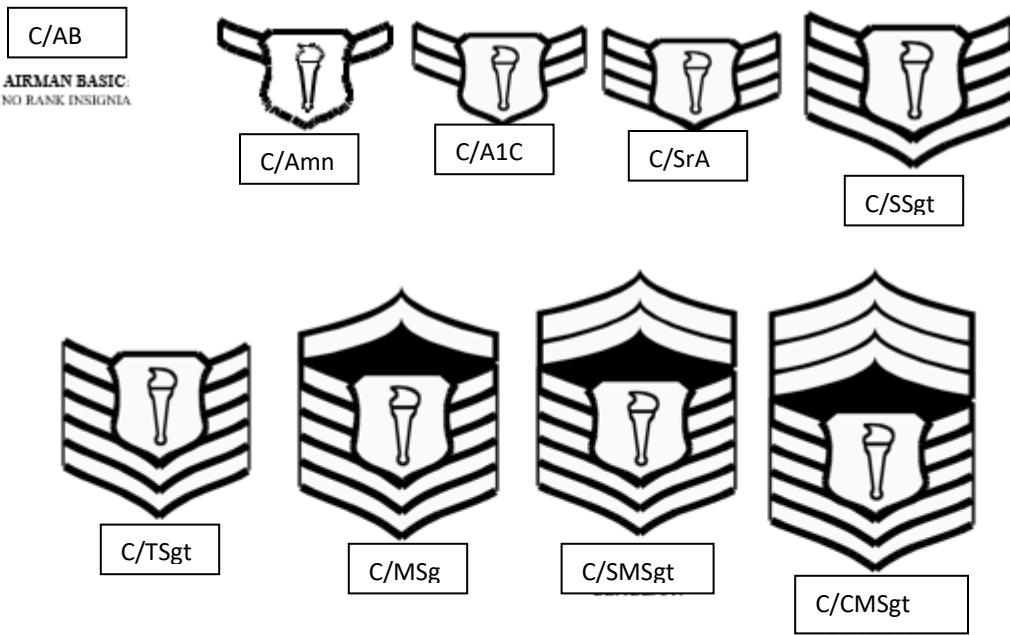
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



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

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

9.0 Program Opportunities.

9.1 Post-Graduation Benefits.

9.1.1 Advanced Enlistment. In accordance with Department of Defense instructions, JROTC cadets may be eligible for enlistment at a higher grade in any military branch. This means more stripes and more money. For specifics, contact individual services' recruiters.

9.1.2 Senior (College-level) ROTC. There are significant advantages to JROTC cadets competing for Senior ROTC college scholarships for any military branch. Also, a student completing at least two years of JROTC may be entitled to credit in any Senior ROTC program.

9.1.3 Service Academy Nominations. When a JROTC unit is inspected by headquarters and earns a Distinguished Unit Award, the SASI is able to nominate current JROTC cadets for consideration for acceptance at the Air Force, Army, and Navy (including Marine) service academies. This can be significant as another route for selection to one of these prestigious, highly-selective service academies.

9.2 Kitty Hawk Air Society. Kitty Hawk Air Society is a group of goal-oriented cadets who strive to better the Corps. Kitty Hawk plans and coordinates cadet events such as game nights, local after-school trips/events, and lock-ins. Kitty Hawk holds a recruiting session once a semester in which new cadets who meet membership requirements have an opportunity to join the organization. Rules and requirements for joining can be found in the cadet pledge packet.

9.3 Competition Drill Teams and Color Guards. We provide after-school training for drill team and color guard competitions. In the past, we have traveled to Chicago, Washington, D.C., Ohio, and competitions within Michigan. While preference will be given to cadets on the drill teams and color guards, all cadets are welcome to attend based on space availability, academic eligibility, discipline, etc. All equipment is provided. Cadets must meet all uniform wear, academic grade, community service, etc., eligibility requirements to participate.

9.4 Color Guards. We provide Color Guards for Anchor Bay High School varsity sports events, some professional sports events, and many community activities. All equipment is provided. All cadets with the blue Air Force uniform and meeting all uniform wear requirements are eligible to participate.

9.5 Curriculum-In-Action (CIA) Trips. We take many CIA trips that will further our cadets' education. In the past, we have traveled to Chicago, New York, Washington, D.C., Florida, and Mackinac Island, as well as many trips in the region and local areas.

9.6 Marksmanship. A marksmanship program provides cadets opportunities to learn weapons safety and operation and to compete in marksmanship competitions. Cadets are only permitted to use pellet rifles which meet program requirements. A marksmanship program is offered based on range and safety personnel availability.

9.7 Model Rocketry. Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. A model rocketry program provides an exciting introduction for cadets to concepts of aerospace engineering and design and the basic concepts of flight and space.

9.8 Academic Bowl. Academic Bowl is the chance for a small group of cadets to show their knowledge in a team setting, competing for the highest scores of all participating Air Force Junior ROTC units worldwide. Teams may advance to higher-level competitions, including amongst other military services' teams. An Academic Bowl team is typically offered each year.

9.9 Raider Team. A Raider Team is a group of cadets who work together as a team to challenge other Junior ROTC units' teams in a number of challenges, including land navigation; building a one-rope bridge; a fitness challenge; etc. The number and type of events will vary from one meet to another. A Raider Team may be formed based on interest levels and the availability of meets.

9.10 Cyber Patriot. Cyber Patriot is a National Youth Cyber Defense Competition. Cyber Patriot puts teams of high school and middle school students in the position of newly-hired information technology (IT) professionals tasked with managing the network of a small company. A Cyber Patriot team may be formed based on interest levels.

9.11 Community Service. Our cadets provide thousands of hours of community service every year. This service is a cornerstone of our efforts to build better citizens. In addition, completing community service is a requirement for promotions, maintaining rank, and holding Corps' leadership positions.

9.12 Corps Operational and Functional Areas. Cadets should refer to the Job Description binder for details on the Corps organizational structure; operational and functional areas; and, job descriptions.

9.13 Booster Club. An active Booster Club is critical to our program's success. The Booster Club organizes and executes events, activities, trips, and fundraisers for our cadets. We highly encourage parents/guardians to join and add to the tremendous value of our program. In addition, some level of parent/guardian support/participation and/or fundraising may be required for your cadet to participate in certain activities like our competition drill teams.

10.0 Awards and Badges. The following pages show the various awards/ribbons and badges cadets may achieve.

Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period

Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an “A” in JROTC and “B” for all other classes in one academic term (semester) (cadet may only receive one award annually).

Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.

Orienteering Ribbon. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).

Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations cumulative).

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

Saber Team Ribbon. Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative).

Marksmanship Team Ribbon. Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event.

Joint Leadership Academic Bowl (JLAB) Ribbon. Cadets must be a member of the JLAB team.

Cyber Patriot Ribbon. Cadets must be a member of the Cyber Patriot team.

StellarXplorers Ribbon. Cadets must be a member of the StellarXplorers team.

Raiders Team Ribbon. Cadets must be a member of the Raiders Team.

Military Model Building Team Ribbon. Cadets must be a member of the Military Model Building Team.

Unmanned Aircraft Systems (UAS) Ribbon. Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles.

Robotics Ribbon. Cadets must be a member of the Robotics club/team.

Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (semester) (cadet may only receive one award annually) to be eligible to qualify for this award.

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

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

Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart.

Dress and Appearance Ribbon: Awarded to cadets that have not missed a weekly uniform grade and have received at least a 90% on all uniform wears.

Attendance Ribbon: Awarded to cadets with no more than three absences in a semester. Can only be awarded once a year.

Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC school year. Cadets may only receive one award annually.

Bataan Death March Memorial Hike Ribbon. Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

Patriotic Flag Ribbon: Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Raising or lowering the school flag in the morning or afternoon will count as one event each for every 5 raising or lowering.

Attachment 7-1



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



Kitty Hawk Honor
Society Badge



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

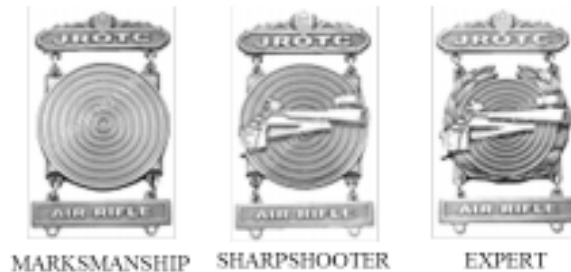
Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

If earned choose only one – **CADETS MAY ONLY WEAR ONE on their uniform.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge. Do not wear Marksmanship badges with medals



Marksmanship
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

Air Force and Space Force JROTC Ribbon Chart

					
1. Gold Valor Award	2. Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service w/Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
					
7. Daedalian Award	8. Daughters of the American Revolution Award	9. American Legion Scholastic Award	10. American Legion General Military Excellence Award	11. Reserve Organization of America (ROA) Award	12. Military Officers Association Award
					
13. Veterans of Foreign Wars (VFW) Award	14. National Society United States Daughters of 1812	15. National Sojourners Award	16. Scottish Rite, Southern Jurisdiction Award	17. Military Order of the Purple Heart	18. Sons of the American Revolution Award
					
19. Military Order of World Wars Medal	20. American Veterans Award	21. Air Force Sergeants Association	22. Tuskegee Airman Inc. Award	23. The Retired Enlisted Association Award	24. Celebrate Freedom Foundation Award
					
25. Air Commando Association Award	26. Distinguished Unit Award w/Merit	27. Distinguished Unit Award	28. Outstanding Organization Award	29. Outstanding Flight Ribbon	30. Top Performer Award
					
31. Outstanding Cadet Ribbon	32. Leadership Ribbon	33. Superior Performance Ribbon	34. Achievement Ribbon	35. Academic Ribbon	36. Cadet Leadership Course Ribbon
					
37. Special Teams Placement Ribbon	38. All-Service National Competition Ribbon	39. Air Force Nationals Competition Ribbon	40. Orienteering Ribbon	41. Leadership Development Requirement (LDR) Leadership Ribbon	42. Drill Team Ribbon
					
43. Color Guard Ribbon	44. Sabre Team Ribbon	45. Marksmanship Ribbon	46. USAA Education Foundation JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
					
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
					
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
				64-68. CAP Ribbons	
	61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. Resiliency Ribbon	64-68. CAP Ribbons	

Version: 1 Sep 2023

The Air Force Song

History

In 1937, after the [U.S. military](#) had been developing airplanes for more than a decade, the Assistant Chief of the Air Corps, Brigadier General Henry Arnold, thought the Army Air Corps needed a fight song similar to the Army, Navy, and [Marine Corps](#).

In 1938, Liberty Magazine offered a \$1,000 prize in a contest for composers to come up with a suitable song for the Air Force. A committee of Army Air Force wives selected Robert MacArthur Crawford's composition, which was officially introduced at the Cleveland Air Races in 1939. The Air Force actually did not exist as a separate branch of the U.S. military until 1947.

Lyrics (1st Verse)

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em, now, Give 'em the gun!

Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing will stop the U.S. Air Force!