



CADET GUIDE

AdalWolves

"Noble Wolves"



Vista Ridge High School

September 2023

CO-20171

INTRODUCTION

This Cadet Guide outlines the Vista Ridge High School Air Force Junior Reserve Officer Training Corps (AFJROTC) program and policies.

You can find a digital copy of the cadet guide at the unit “Adalwolf” Google site, <https://sites.google.com/d49.org/vrhs-afjrotc/home>, and on Schoology.

This guide provides each cadet with the necessary tools to become the best possible citizen. During the program you’ll learn behaviors that will help guide your personal and professional success. You can do your part to improve our unit and cadet corps by learning the contents of this guide, adhering to established rules and procedures, and putting forth your best effort every day. Remember, the “right thing” to do is rarely the “easiest thing” to do.

Your achievements and accomplishments in AFJROTC and your development as a leader and responsible citizen will depend on you and the spirit in which you abide by the provisions of this cadet guide.

Be on time, on task, and help your fellow cadets – Attitude is Everything!

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CHAPTER 1: CORE VALUES, MISSION, AND GOALS

Core Values

(24/7, everywhere, in or out of uniform)

INTEGRITY FIRST

The willingness to do the right thing, even when it's hard or has consequences

SERVICE BEFORE SELF

Professional duties take precedence over personal desires

EXCELLENCE IN ALL WE DO

A sustained passion for continuous improvement

1.1. AFJROTC Mission.

The mission of Air Force Junior Reserve Officers Training Corps (AFJROTC) is to “Develop Citizens of Character, Dedicated to Serving Their Nation and Community.” Every cadet is expected to know and contribute to the unit’s mission.

1.2. AFJROTC Goals.

The goals of the AFJROTC program are to instill in high school cadets the values of:

- 1.2.1. Citizenship.
- 1.2.2. Service to the United States.
- 1.2.3. Personal responsibility.
- 1.2.4. A sense of accomplishment.

1.3. AFJROTC Objectives.

The objectives of AFJROTC are to educate and train high school cadets in:

- 1.3.1. Citizenship

1.3.2. Promote Community Service

1.3.3. Responsibility, Character and Self-Discipline

1.3.4. Fundamentals of Air and Space Science

1.4. Unit Patch Description.



Figure 1.4. CO-20171 Adalwolves Unit Patch

1.4.1. The “wolf logo” on the unit patch is the official logo of Vista Ridge High School and represents our commitment to contribute to the school community.

1.4.2. The three stars represent “Integrity, Service, and Excellence.” The stars are in Air Force yellow to represent “the sun” and the excellence required of Air Force personnel.

1.4.3. The school logo rests on the top of a silhouette of a mountain, representing Pikes Peak as seen from Vista Ridge High School and the unit’s desire to attain the peak of excellence.

1.4.4. The light blue background represents the look of the sky with a setting sun behind Pikes Peak, and symbolizes persistence and perseverance as the unit chases the setting sun.

1.4.5. The Air Force ultramarine blue around the outside border represents “the sky,” the primary theater of Air Force operations.

1.4.6. CO-20171 is our VRHS AFJROTC assigned unit number. “CO” stands for Colorado, “2017” was the year of our founding, and the final “1” represents that our unit was the first unit established in Colorado in 2017.

1.4.7. “Adalwolves” is the unit nickname and translates to “Noble Wolves.” Noble means “of an exalted moral or mental character of Excellence.”

1.5. Cadet Oath.

Cadet Oath

"I pledge that I will serve faithfully in the Junior ROTC Program, and that I will participate actively, respect my classmates and instructors, wear my uniform properly, and advance my education and training, to prepare myself to be of service to my nation, community and unit

1.6 Cadet Honor Code.

Cadet Honor Code

A cadet will not lie, cheat or steal, nor will he/she mislead or deceive anyone as to known facts. A cadet will be truthful, trustworthy, honest and forthright in all things.

Every cadet is presumed to be honorable and to possess moral integrity in the fullest sense and will be treated accordingly, unless a cadet proves otherwise by his/her words or actions.

A cadet should neither permit nor accept anything which is not just, right or true. He/she must do the right thing because it is right, not because of fear of punishment or peer pressure.

CHAPTER 2: UNIT OPERATIONS

2.1. Organization.

2.1.1. The Vista Ridge High School AFJROTC unit has been designated “Colorado 20171” (CO-20171) and was established in the year 2017.

2.1.2. The cadet corps is organized as a group with supporting squadrons.

2.1.3. The students of each block period comprise a flight (e.g. AFJROTC4, 1st period, will be “A Flight,” etc.).

2.1.4. An organizational chart is depicted in Section 6 of this guide. Duty positions are characterized as either command positions or functional positions. Job descriptions are found along with the Unit Manning Document (UMD) at Attachment 3 of this guide.

2.2. Corps Management.

2.2.1. Leadership and management of the corps is the responsibility of the cadets.

2.2.2. The SASI/ASI are responsible for the overall function of the unit, teaching in accordance with established curriculum, and providing the framework and guidance under which the corps operates.

2.2.3. The cadets are assigned positions of responsibility in a variety of areas and presented with leadership challenges designed to give them valuable management and decision making opportunities.

2.3. Eligibility.

VRHS is open to all Vista Ridge high school students (9-12 grade), home schooled students living within the Vista Ridge boundaries, and other students eligible to attend classes at Vista Ridge High School.

2.4. Transfers.

Transfer students coming from sister service JROTC programs (Army, Navy, Marine, etc.) and Civil Air Patrol will be evaluated on a case-by-case basis for placement (class, curriculum, rank) in the Vista Ridge AFJROTC program.

2.5. Communication.

2.5.1. Cadets are expected to advocate for themselves and communicate program information to their parents/guardians.

2.5.2. Primary program communication is amongst the SASI/ASI, Cadet Group Leadership, and cadets, within the framework provided in this cadet guide.

2.5.3. Parents/Guardians will have access to program information and updates through the AFJROTC Schoology account (curriculum and assignments), PowerSchool (grades and attendance), the VR AFJROTC message service (program alerts; sign up at rmd.at/VRAAFJROTC, or text “@VRAAFJROTC” to 81010), the AFJROTC site on the school website (under “classes and activities”), and the unit Google Site at <https://sites.google.com/d49.org/vrhs-afjrotc/home>.

2.6. Cadet Applications and Contracts.

2.6.1. All prospective cadets will complete a Cadet Application, available online at the unit Google Site (<https://sites.google.com/d49.org/vrhs-afjrotc/home>). This agreement details the standards of the program to include academic, behavioral, financial, and uniform wear requirements.

2.6.2. After approval and signature this application becomes the cadet contract and is filed in the cadet’s personnel file.

2.6.3. Cadets must also complete the Cadet Health/Wellness Program Consent Form with Health Screening Questionnaire prior to participation in any Physical Training activities.

CHAPTER 3: CURRICULUM AND CLASSROOM MANAGEMENT

3.1. Academic Program.

Vista Ridge High School AFJROTC offers a four-year curriculum. The curriculum includes Aerospace Science (AS), Leadership Education (LE), and Health and Wellness (H&W) components. AS, LE and H&W materials are blended within each course, with AS and LE comprising 80% of the curriculum, and H&W comprising 20%. All students will be granted academic elective credit toward graduation requirements for successful completion of AFJROTC courses. **Cadets MAY convert this elective credit into a Physical Education credit through their school counselor.**

3.1.1. Aerospace Science (AS). AS acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of space flight, principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, the science of flight, astronomy, geography, survival and the study of cultures across the world.

3.1.2. Leadership Education (LE). LE develops leadership skills and acquaints students with the practical application of life skills. The LE curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, and drill and ceremonies.

3.1.3. Health and Wellness (H&W). The Health and Wellness Program provides a standardized, facility variations minded curriculum offering substantial individual health improvements. The objective is to motivate cadets to lead healthy, active lifestyles. H&W provides leadership opportunities, builds esprit de corps, and increases cadet confidence.

3.2. Curriculum Plan.

The curriculum plan ensures a cadet will not take the same course, with the same material being taught, more than once. Cadets are not allowed to take the same course twice. Course syllabi can be found on the VRHS AFJROTC web page.

3.2.1. AFJROTC Aerospace Science/Leadership Education I (AS100, LE100). AFJROTC I emphasizes followership, character development, and good citizenship. Aerospace Science is “A Journey into Aviation History.” Students learn the origins of flight, early growth of aviation in the U.S., the progress of flight and use of airpower

during World War I, the Golden Age of Aviation, World War II, the Korean War, the Vietnam War, Desert Shield/Storm, Kosovo, and the Global War on Terror. In Leadership Education, students learn about the customs, courtesies, traditions and history of the military.

3.2.2. AFJROTC Aerospace Science/Leadership Education II (AS200, LE200). AFJROTC 2 emphasizes flight and introduces important fundamentals of leadership. Aerospace Science is “The Science of Flight: A Gateway to New Horizons.” Students learn the fundamentals of flight and are exposed to weather and its effects on flight, human physiology of flight, basic aeronautics and navigation. In Leadership Education, students learn about communication, preparing for leadership and understanding groups and teams.

3.2.3. AFJROTC Aerospace Science/Leadership Education III (AS300, LE300). AFJROTC 3 introduces Space and prepares cadets to assume NCO leadership roles. Aerospace Science is “Exploring Space, The High Frontier.” Students learn about the Earth, the Moon and the planets, the latest advances in space technology and the continuing challenges of manned flight. In Leadership Education, students learn about life skills, personal finances, aiming towards college and pursuing a career.

3.2.4. AFJROTC Aerospace Science/Leadership Education IV (AS400, LE400). AFJROTC 4 prepares cadets to lead the cadet corps as cadet officers. Enrollment in AFJROTC 4 is by invitation only. Aerospace Science focuses on leading the cadet corps, to include planning, organizing and leading LDR activities, Community Service Projects, CIA trips, etc. In Leadership Education, students learn about the fundamentals of leadership and management, to include study of project management.

3.3. Course Completion Certificates.

Passing grades in every credit-granting period of AFJROTC constitutes successful completion of the AFJROTC Academic Program. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

3.3.1. Certificate of Training. Awarded to cadets for successful completion of 2 academic program years of AFJROTC.

3.3.2. Certificate of Completion. Awarded to cadets for successful completion of 3 or 4 academic program years of AFJROTC.

3.4. Classroom Management.

Table 3.1. Classroom Startup Procedures.

Classroom Startup Procedures	Command
1. Approximately one minute before class is scheduled to begin, the Flight Sgt will direct all cadets to stand next to their desk at the position of “Parade Rest.” The Flight CC will be at the front of the room. The Flight Sgt will be positioned near the door.	“FALL IN, (pause) come to attention... Parade Rest”
2. At the class start time, the Flight Sgt will close the classroom door and the Flight Commander will call the room to attention.	“Flight, Trench Hut! (Attention)”
3. The Flight CC will instruct the flight to turn towards the US Flag.	“Please Face the Flag”
4. Flight CC will then give the command to place your hand over your heart (or remain at the position of attention if in uniform).	“Present Arms”
5. The class will recite the Pledge of Allegiance	none
6. After the Pledge is complete, the Flight CC gives the command for the cadets to return to (or remain at) the position of attention.	“Order Arms”
7. Flight CC directs the flight to face the front.	“Please face forward”
8. Flight CC then gives the command to take roll. The Flight Sgt will record the Roll on the attendance record.	“Attention to Roll Call, Report”
9. Each Element Leader (in order) will salute and report the attendance for the cadets in their respective elements (hold the salute while making the report). The Flight CC acknowledges each Element Leader with a Hand Salute. Once the Flt CC drops the salute, the Element Leader drops theirs and the next Element Leader reports.	“Sir/Ma’am, ___Element, all present” or... “Sir/Ma’am, ___Element, (#) cadet(s)absent, Cadet(s)/Last name(s) absent”

10. After roll call the Flight CC will direct the class to take their seats and will then make any announcements (as required). Flight Sgt reports the Roll Call to the SASI/ASI. This is known as Flight Time and is limited to 5-10 minutes after class start time.	“At Ease, take your seats”
11. When the Flt CC is finished with announcements and/or the SASI/ASI is ready to enter the classroom, the Flt CC will ready the flight for class to begin – cadets will have their books, notebook, “Devices”, and pen/pencil out and ready and all other items put away.	“Flight, prepare for class”
12. When the flight is ready, the Flt CC will call the room to attention.	“Flight, Tench Hut! (Attention)”
13. The Flight CC will salute and report to the SASI/ASI.	“Sir/Sergeant, the class is ready”
14. The SASI/ASI will return the salute and have the class take their seats.	“At Ease, take your seats”

Table 3.2. Classroom Dismissal Procedures.

Classroom Dismissal Procedures:	Command
1. About two minutes before the end of the period, the SASI/ASI will direct the Flt to prepare for dismissal.	N/A
2. The cadets will cease class work and put books and classroom materials away. The Flight Sergeant is responsible for making sure the room is in order (desks are straight, trash picked up, etc.) Element leaders ensure the cadets in their element police their areas.	N/A
3. At the official end of the class period, the Flt CC will direct the Flt Sgt to dismiss the class. They exchange salutes, Flt CC departs first.	“Flight Sergeant, dismiss the flight”

4. As the Flt CC departs, the Flight Sergeant will call the class to attention.	“Flight, Trench Hut! (Attention)”
5. After the Flt CC has left the room, the Flt Sgt will give the order to dismiss the class.	“Dismissed”

Table 3.3. Classroom Late Entry Procedures.

Classroom Late Entry (Tardy) Procedures	Command
1. If you arrive after the beginning of class startup (door is closed), you must not enter until given permission. Wait at the door, knock once and remain at the position of attention. Avoid interrupting the Pledge. If you are with a group of other cadets, form up in a single file line in the hallway and one cadet will initiate the late entry procedure for the group.	Knock once at the classroom door
2. The Flt CC or the SASI/ASI will direct the Flt Sgt to answer the door. The Flight Sgt will ask the cadet for their note/tardy slip or excuse and will update the attendance record.	“Flight Sgt, please go to the door”
3. The Tardy Cadet will report directly to the Flt CC or SASI/ASI, assume the position of attention (books/bag in left hand/arm), render a salute and request permission to join the class.	“Sir, Cadet/Last Name requests permission to join the class”
4. The Flt CC or SASI/ASI will return the salute and direct the cadet to take their seat.	“Granted, take your seat(s)”

Note: When the flight returns to class, after leaving during the period, all students should stand at their desk at parade rest. The flight commander will then call the flight to attention and have them take their seats.

Table 3.4. Distinguished Visitor (DV) Procedures.

DV Procedures	Command
BEFORE/AFTER CLASS	
1. If a DV comes to the door, the first cadet to notice them will greet the visitor.	“How may I help you, Sir/Ma’am”
2. Report the DV arrival to the SASI/ASI if they are not in the classroom. Knock once, then report.	“Sir/Sergeant, you have a visitor”
3. The greeter will escort/remain with the DV until dismissed by the SASI/ASI.	“Thank you, carry on”
DURING CLASS	
1. If a DV arrives during class time, the Flt CC or the SASI/ASI may use an alternate command to call the room to attention for our civilian supervisors (e.g. Principal, Asst Principal).	“Ladies and Gentlemen, The Principal” (stand and come to attention) “At Ease” (remain seated, no talking)
Note: It is a sign of respect to stand when a DV enters the room. It is not necessary to call the room to attention but <u>cadets should stand any time an adult enters the classroom</u> . Greet them and be respectful.	

3.5. Classroom Expectations

3.5.1. Be Prepared

- 3.5.1.1. Get a good night's sleep on nights before school
- 3.5.1.2. Be on time for class; conduct restroom breaks before class
- 3.5.1.3. Wear your uniform on the prescribed day
- 3.5.1.4. Check whiteboard for assignments and notices

3.5.2. Be Courteous

- 3.5.2.1. Be considerate of others and treat them with dignity and respect
- 3.5.2.2. Always address instructors by proper title, (i.e. "Colonel" or "Sergeant")
- 3.5.2.3. Be a good listener and request permission to speak by raising your hand
- 3.5.2.4. Remain in your seat during class and ask permission to get up
- 3.5.2.5. Have a good attitude – Attitude Is Everything!

3.5.3. Be Responsible

- 3.5.3.1. Follow directions the first time
- 3.5.3.2. Raise hand to be recognized before speaking
- 3.5.3.3. Coordinate make-up work and tests with the instructor
- 3.5.3.4. Turn in assignments prior to or on due date

3.5.4. Be Respectful

- 3.5.4.1. Sit up straight and keep your feet on the floor
- 3.5.4.2. Remove hats and sunglasses when in class
- 3.5.4.3. Do not use vulgar or obscene language
- 3.5.4.4. Do not engage in horseplay or any other disruptive behavior

3.5.4.5. Do not wear your backpack while seated at your desk. Take off your backpack with the command “Fall In.” Don’t put it on until “Prepare for Dismissal.”

3.6. Classroom, Storage Areas, and Instructor Offices.

The following are prohibited in the Classroom, Storage Areas, and Instructor Offices.

3.6.1. Chewing gum, suckers

3.6.2. Eating or Drinking (other than water, except when approved by the SASI/ASI or during a lunch period)

3.6.3. Use of cell phones/electronic devices, headphones, or earphones (except before/after school, at lunch, or as allowed by the SASI/ASI)

3.6.4. Sitting on tables, desktops, or backs of chairs (Think SAFETY)

3.7. Hall Passes.

3.7.1. One cadet is allowed out of the classroom at a time

3.7.2. You must leave your cell phone in the classroom

3.7.3. Sign out an e-hall pass, and complete the log. Sign out with your name and the time out. Sign in with the time when you return.

3.7.4. Cadets returning on a hall pass do not have to follow the late entry procedure. Just enter quietly, return the pass, sign in and take your seat.

3.7.5. Lingering in the hallways or disrupting other students/classes while on a hall pass for ANY class (not just AFJROTC) brings discredit upon yourself and the program and will result in loss of AFJROTC pass privileges for no less than one month and other disciplinary actions.

3.8. Off Limits Areas.

Cadets accessing or attempting to access off limits areas **without permission and direct supervision** will be subject to disciplinary action. Areas include:

3.8.1. Instructor’s office, desks, computers and personal belongings

- 3.8.2. Supply rooms and any locked cabinets or safes
- 3.8.3. Television, teacher computer, and white boards
- 3.8.4. Personal items belonging to other cadets
- 3.8.5. Ask permission, or leave alone...*NEVER SURRENDER YOUR HONOR*

CHAPTER 4: LDR PROGRAMS AND ACTIVITIES

4.1. Optional Activities.

Optional cadet Leadership Development Requirement (LDR) activities supplement the aerospace and leadership curriculum. These cadet-led activities bring cadets with common interests together, build esprit de corps, create lasting friendships, and guarantee a good time to participants. Involvement teaches leadership, responsibility, teamwork, and cooperation. LDR activities are also a positive, visible way to publicize our core values to the school and community. Cadets select and lead activities and not all activities are offered every year.

4.2. Safety and Instructor Supervision.

4.2.1. When conducting any AFJROTC activity, inside or outside of normal school hours, on or off school property, the program must comply with (and document when applicable) all school district safety, risk management, and supervision rules and policies.

4.2.2. Cadets must be under direct SASI/ASI supervision during all AFJROTC activities.

4.3. Award of Ribbons and Badges.

Participation in LDR Programs and Activities by cadets is acknowledged with various special ribbons and badges for wear on the cadet uniform. See Attachment 7 and the *Air Force Junior ROTC Consolidated Operational Supplement* for further details.

4.4. Varsity Letter Program.

Participation in LDR Activities by cadets contributes towards the possible award of a Vista Ridge High School Varsity Letter. Cadets are required to track their own progress towards a Varsity Letter. Attachment 6 lists eligible activities, requirements, and the process and deadline for applications.

4.5. Curriculum In Action (CIA).

CIA is a term used to describe school-sponsored activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. CIA trips are sponsored and approved using the same procedures as any other class/organization in the high school by the appropriate school authority. Maximum participation is encouraged and expected.

4.6. Visits to Air Force Installations.

Groups of AFJROTC cadets, under the supervision and control of an AFJROTC instructor, are authorized to take part in visits to Air Force installations to enhance the AFJROTC program. Visits serve as motivational activities for cadets and provide practical experiences complementing theoretical knowledge supplied in the AFJROTC curriculum.

4.7. Cadet Flight Programs.

4.7.1. Local Orientation Flights. Cadet flight programs are school-sponsored activities similar to any other AFJROTC activity and must be approved by the principal according to local guidelines. Cadets must have signed parental and principal permission. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin, usually in association with the Civil Air Patrol or “Young Eagles” programs.

4.7.2. Summer Flight Academy Scholarships. AFJROTC offers select cadets the opportunity to attend the Summer Flight Academy and potentially earn their private pilot’s license. A board will consider the results of the Aviation Qualification Test, SASI recommendation, Counselor Recommendation, and prior flight experience to select cadets for this competitive program.

4.8. Cadet Leadership Course (CLC).

This week-long summer program offers select cadets an opportunity to refine leadership and communications skills in a tightly controlled and monitored training environment. Cadets will live, eat meals, and attend class on-campus at the Air Force Academy Prep School campus. Training slots are limited and competitive.

4.9. Leadership Development Requirement (LDR) Activities.

4.9.1. STEM based LDR Activities. A STEM based LDR Activity has a Science, Technology, Engineering, and Mathematics (STEM) or academia related base and has an outside partnership or includes a national level competition.

4.9.1.1. JLAB Knowledge Bowl Team. This team competes in the annual JROTC Leadership and Academic Bowl (JLAB) competition. The team organizes, plans, and practices for the competition.

4.9.1.2. Aerospace Science Club. This club operates and maintains the unit’s drones and other remotely controlled aircraft in accordance with Air Force and

District policies and in accordance with FAA regulations. Cadets learn the leadership and management principles of an Air Force flight program, perform community outreach, and provide multimedia support for school programs and activities.

4.9.1.3. Model Rocketry Club. Model rocketry is the designing, building, and flying of rockets that are made of paper, plastic, balsa wood, or any other lightweight material. The model rocketry club provides an exciting introduction for cadets to concepts of aerospace engineering and design and the basic concepts of flight and space. It can motivate cadets to attain a greater knowledge of aerospace studies and arouse interest in aerospace careers.

4.9.1.4. StellarXplorers. StellarXplorers is an AFA sponsored program that inspires and attracts high school students to pursue studies and careers in science, technology, engineering, and mathematics (STEM) through a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus.

4.9.1.5. CyberPatriot. CyberPatriot is a National Youth Cyber Education Program sponsored by the Air Force Association (AFA) to inspire high school students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services.

4.9.2. Activity based LDR Activities. An Activity based LDR Activity is any LDR that may or may not have a STEM or academia related base but does have an outside partner and/or local level or above competition.

4.9.2.1. Competitive Drill Team. Our team competes and performs in local and area wide drill competitions and demonstrations. Participation requires an extra commitment from cadets to learn the manual of arms, perfect teamwork, practice standardized movements, develop “free-style” movements, and maintain uniforms to the highest standards. Students are awarded a 0.5 PE credit for full season participation.

4.9.2.2. Cadet Color Guard. Our elite cadet group presents and posts the United States Flag, the Colorado State Flag, the Air Force and other Service Flags, and our unit colors. Our team performs at unit and school functions and many community events, and competes in drill meets alongside the drill team. Due to the high visibility of this elite group, the Color Guard Commander selects team

members that display the highest levels of discipline, appearance, and attention to detail.

4.9.2.3. Kitty Hawk Air Society (KHAS). KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. In order to be admitted, an instructor will review your eligibility. The minimum is a 3.5 cumulative GPA and an "A" in AFJROTC. (Limited to approximately the top 20% of cadets).

4.9.2.4. Raiders/Fitness. This team competes in Raider/Fitness competitions, leads the Presidential Youth Fitness Program requirements, and coordinates and leads unit Health and Wellness activities.

4.9.3. Unit based LDR Activities. A Unit based LDR is any LDR that is local level only and that primarily benefits the cadet corps, school and/or local community.

4.9.3.1. Awareness Presentation Team. APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum. This team performs outreach by organizing, preparing, and delivering presentations to K-12 schools, and leads tutoring sessions at our feeder middle school. Presentation topics include anti-bullying, leadership, core values, etc. All presentations must be cleared and approved by the SASI/ASI and the school principal.

4.9.3.2. Pledge/Announcements Team. This team ensures the Pledge of Allegiance is delivered throughout Vista Ridge High School at the beginning of every school day. The team also delivers announcements to the student body under the direction of the counseling section secretary.

4.9.3.3. Flag Team. This team ensures all flags are appropriately displayed in the school, to include raising and lowering of flags. The team also folds flags for special occasions and retires flags in accordance with United States Code.

4.9.3.4. Military Ball Planning Team. This team is responsible for planning, organizing, and executing the annual military ball.

4.9.3.5. One-Pitch Kickball Committee. This team is responsible for planning, organizing, and executing the annual CO-20171 One Pitch Kickball Tournament.

4.10. Community Service.

4.10.1. In an effort to produce well-informed and helpful citizens VRHS AFJROTC requires its cadets to get involved in their local communities. This aspect of AFJROTC is one of the most rewarding and fun. The number, type, and size of cadet service projects are limited only by imagination.

4.10.2. Cadets are required to complete five hours of service each quarter (10 hours per semester). Three of the five hours each quarter must be through JROTC-organized events or volunteering with staff at school (custodial, teachers, etc). Community Service counts for approximately 10% of the class grade.

4.10.3. Cadets are required to log hours in the Adalwolves volunteer tracker form and may earn the President's Volunteer Service Award (see Attachment 7). The community service grade rubric (available in Schoology) details individual requirements for community service. Once hours are entered into the volunteer tracker, the cadet must take a screenshot of their hours and submit them via email to their flight community service representative. The flight community service representative will confirm all hours and report them to the instructor(s).

4.11. Military Ball.

One of the highlights of the year is the unit Military Ball. This is an event you'll remember for a lifetime. Dress is semi-formal. The Military Ball consists of a formal ceremony, guest speaker, a catered dinner, with the rest of the evening reserved for socializing and a dance.

4.12. AFJROTC Awards Night.

The end of the year awards night is held in late April or early May. Cadets receive many AFJROTC and National Awards for their efforts and achievements during the academic year. See Attachment 7 for a list of possible awards and requirements.

4.13. Other Events and Activities.

Unit Commander's Calls/Changes of Command, Veterans Day Parade, Holiday Party, Field Day/BBQ, Fundraising, and more.

CHAPTER 5: ENLISTMENT AND COMMISSIONING OPPORTUNITIES

5.1. Advanced Enlistment.

In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade after successful completion of two or more years of AFJROTC. For specifics, refer to Table 2.1 of Air Force Recruiting Service Instruction (AFRSI) 36-2001, *Recruiting Procedures for the Air Force*.

5.2. Senior Reserve Officer Training Corps (Senior ROTC).

A student completing at least two years of JROTC may be entitled to credit in the college level Senior ROTC program. See AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, for specifics. ROTC scholarships are Senior ROTC controlled. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to HQ AFROTC/RRUC, 551 E Maxwell Blvd, Maxwell AFB AL, 36112.

5.3. Service Academy Nominations.

Title 10 USC sets aside up to 20 nominations per Service Academy for “honor graduates of honor schools.”

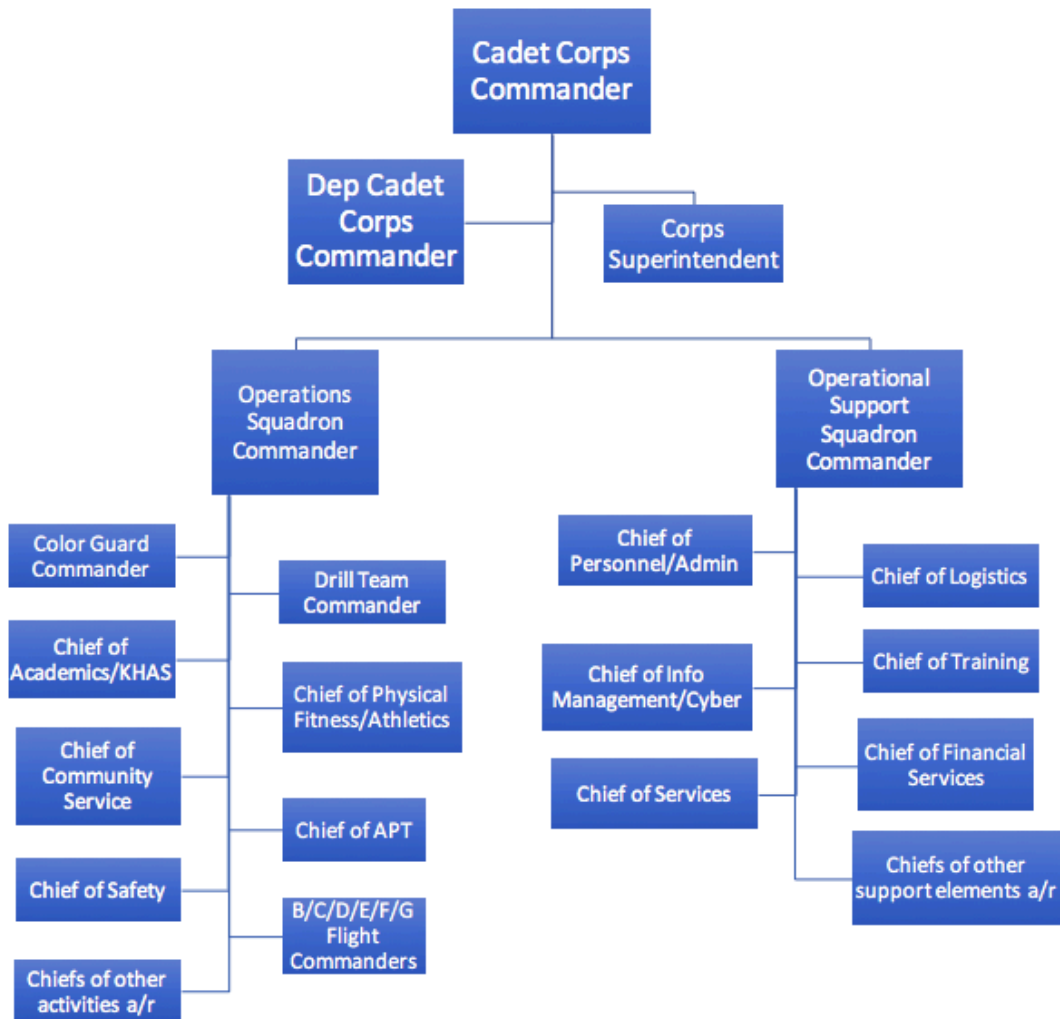
5.3.1. Process. Members of high school honor Air Force Junior Reserve Officer Training Corps units may also apply in this category. Five students from each detachment may be nominated to compete for the authorized vacancies. Students should apply for a nomination to their Senior Aerospace Science Instructor (SASI) who will recommend nominees to the head of the institution. Cadets must pursue other nomination sources to increase their opportunity for nomination and appointment.

CHAPTER 6: UNIT ORGANIZATION AND POSITION ROTATION

6.1. Unit Organizational Chart.

CO-20171 is organized as a Cadet Corps/Group, with two squadrons, seven academic flights (A/B/C/D/E/F/G), and additional support elements. See UMD (Attachment 3) for complete details and Job Descriptions.

Chart 6.1. CO-20171 Cadet Squadron Organization



6.2. Chain of Command and Cadet Authority.

The chain of command starts at the cadet (responsible and accountable for own actions), and works its way up through the cadet corps structure to the cadet corps commander, to the SASI/ASI and Principal, to the Air Force, all the way to the President of the United States! Cadets will always try to resolve issues and problems at the lowest level of command. Unit issues must be advanced through the cadet chain of command for action prior to a decision by the SASI/ASI.

6.2.1. **Cadet Officers.** Cadet officers provide the leadership for an effective and efficient organization. They serve as role models for other cadets, have normally shown their potential as cadet NCOs, and will not accept other cadets violating AFJROTC orders, rules, or instructions. Cadet officers provide subordinates with written job descriptions that detail exact responsibilities and duties. They provide timely and consistent feedback on expectations, performance, and progress toward meeting goals and fulfilling duties.

6.2.2. **Cadet NCOS.** Cadet NCOs assist cadet officers in executing the unit's mission. They provide leadership and communicate the commander's intent through the organization. Cadet NCOs continue to develop personal leadership skills in preparation for increased responsibility. They serve as role models and are responsible for the appearance, discipline, and behavior of their flight members. Cadet NCOs must address deviations from standards with an offending cadet immediately as they occur.

6.2.3. **Cadet Authority.** Cadet leaders have authority over junior ranking cadets within command relationships and over all cadets under their supervision during functional activities. Cadet leaders are responsible for junior ranking cadet actions and are authorized to give them direction and hold them accountable. **However, cadet leaders do not have authority to assign grades, change leadership positions, change organization or seating charts, excuse other cadets from classes or formations, or to change any existing order, directive, or instruction.**

6.2.4. **ALL Cadets.** Responsible for politely advising other cadets, regardless of rank, if they are out of uniform or displaying unacceptable conduct. If the conduct is not corrected, the discrepancy should be reported up the chain of command. All cadets are obligated to be respectful of other cadets, regardless of rank or position.

6.3. Cadet Leader Selection.

The SASI/ASI select cadets for leadership positions based on squadron needs, leadership potential, demonstrated performance, cadet leadership recommendations, year group, and

participation in squadron activities. Squadron needs may result in cadet assignment to a position for which they did not apply. The cadet's responsibility is to do the best job possible in their assigned position to ensure the effectiveness and efficiency of the entire cadet corps.

6.3.1. Position Rotation. Positions may rotate each semester to provide opportunity for all cadets to develop and demonstrate leadership abilities.

6.3.2. Academic Requirements. Cadets in leadership and functional positions must maintain at least a "B" average in their aerospace science courses and an overall "C" school grade point average (2.0), with no course failures. Cadets who are unable to meet these standards may be removed from a leadership position and/or the cadet corps. This is not a punitive measure; it is an opportunity for the cadet to focus on maintaining overall academic achievement.

6.3.3. AFJROTC 4 is the class that leads the cadet corps. The course is by invitation only, and limited to seniors who have previously demonstrated the highest levels of Attitude, Discipline, and Respect. These cadets have demonstrated successful leadership as NCOs or project officers.

6.4. Promotion and Position Assignment Orders.

The Chief of Personnel/Administration will publish and distribute promotion orders and job assignment orders. Position assignment and grade change amendments to correct errors and to assign and change jobs will be published as required.

CHAPTER 7: CADET MANAGEMENT

7.1. Cadet Classification and Rank Assignment.

Rank is evidence of achievement, potential, and stratification amongst cadets. Rank is also evidence of a cadet's increase in maturity and willingness to accept additional responsibility. **The word “cadet” or an abbreviation (e.g. C/MSgt) must be a part of all references to cadet ranks.** The SASI/ASI may demote any cadet to their minimum permanent rank at any time.

7.1.1. AFJROTC Candidates. Candidates are “first year” students who are new to the AFJROTC program. Candidates receive training and instruction in the first few weeks of the AFJROTC I course. After successfully completing this initial orientation phase of instruction, and taking the cadet oath, “candidates” will be upgraded to “cadet” status at the rank of Cadet Basic. Candidates will be addressed as “Mr./Ms.” (last name)” until they upgrade to cadet status.

7.1.2. AFJROTC Cadets: Cadets have a permanent (minimum) rank determined by the years of AFJROTC successfully completed. Permanent ranks are as follows:

Table 7.1. Cadet Permanent Rank.

New cadets	Cadet Airman Basic (C/AB)
First year	Cadet Airman (C/AMN)
Second year	Cadet Airman First Class (C/A1C)
Third year	Cadet Senior Airman (C/SRA)
Fourth year	Cadet Staff Sergeant (C/SSgt)

7.2. Cadet Promotion Board.

A cadet promotion board is held each quarter to consider cadets for advancement in cadet rank. The board consists of the Cadet Corps Commander, Deputy Cadet Corps Commander, and the Corps Superintendent. The Chief of Personnel/Administration will serve as the administrator of the board. The SASI and ASI will serve as advisors to the board. Eligibility for promotion will be as follows:

Table 7.2. Promotion Opportunity.

Course	Midterm	End of Sem 1	Midterm	End of Sem 2
AFJROTC 1	Amn (FQ)	A1C (FQ)	SrA (10%)	SrA (50%)
AFJROTC 2	SrA (75%)	SrA (100%) SSgt (25%)	SSgt (70%)	SSgt (100%) TSgt (25%)
AFJROTC 3	TSgt (75%)	MSgt (50% elig) TSgt (100% elig)	SMSgt (6 elig) MSgt (75% elig)	CMSgt (3 elig) SMSgt (3 elig) MSgt (100% elig)
AFJROTC 4	1LT (FQ)	Capt (FQ)	Maj (60%)	Lt Col (60%) Major (100%)

Notes: Fully Qualified (FQ): Cadet is in good standing (displays positive attitude, discipline, and respect and has completed community service requirements) with passing AFJROTC grade

7.3. Restorative Practice and Disenrollment Process.

7.3.1. VRHS AFJROTC uses the restorative practices (RP) model to identify, communicate, and remediate cadet discipline issues. This aligns the VRHS AFJROTC program with VRHS, Falcon District 49, and the State of Colorado.

7.3.2. **To preserve the integrity and functioning of the cadet corps, the SASI reserves the right to disenroll any cadet, at any time, with no course credit awarded.** Falcon School District 49 and AFJROTC grant this authority to the SASI through a signed Memorandum of Agreement that establishes the AFJROTC program. **Serious misconduct (e.g. drug use, lying, cheating, stealing, fighting) can result in immediate dismissal from the cadet corps.**

7.3.3. If disenrolled within a semester the cadet will receive a grade of “Withdrawal/Fail” without course credit. Disenrollment will be coordinated with school counselors to minimize impact to the student.

7.3.4. The discipline process usually includes all or some of the following steps.

7.3.4.1. First Violation. Restorative Practices counseling as determined by the SASI/ASI or school administration. Reduction in weekly lab grade as determined by the SASI/ASI and documentation in student grade record (Powerschool). Possible restriction from activities and possible reduction in rank.

7.3.4.2. Second Violation. Restorative Practices counseling as determined by the SASI/ASI or school administration. Letter of counseling from SASI/ASI (signed by cadet and parent for acknowledgment) with required remedial actions permanently filed in cadet’s personnel file. Reduction in weekly lab grade to a maximum of 50% and documentation in student grade record (Powerschool). Restriction from participating in activities for a designated period of time, and reduction in rank.

7.3.4.3. Third Violation. Restorative Practices counseling as determined by the SASI/ASI or school administration. Letter of reprimand from SASI (signed by cadet and parent for acknowledgment) with restrictions, referrals, reduction in rank, or elimination from the program permanently filed in cadet’s personnel file. Reduction of weekly lab grade to “zero points” and documentation in student grade record (Powerschool).

7.4. Causes for Disenrollment.

Causes for disenrollment include, but are not limited to, the following.

7.4.1. Failing an AFJROTC course.

7.4.2. Failing to wear the uniform three times (not made up) during any semester.

7.4.3. Failing to maintain required personal appearance/uniform standards after attempts to correct deficiencies.

7.4.4. Failing to abide by Vista Ridge High School student rules of behavior and AFJROTC policies and procedures.

7.4.5. Failing to abide by Air Force Core Values, Honor Code, and Code of Ethics.

7.5. Reserve Cadet.

A Reserve Cadet is a student who either completed the entire AFJROTC Academic Program, or cannot participate in the AFJROTC academic program for that particular year. A student must complete one full academic year as a VRHS AFJROTC cadet prior to being considered for Reserve Cadet status.

7.5.1. Reserve Cadet Application. Prospective Reserve Cadets must fill out the CO-20171 application and annotate "Request Reserve Status" at the top of the application. The SASI will evaluate performance in AFJROTC, recommendation of the cadet corps commander, participation in LDR activities, and intent to enroll in AFJROTC when schedule permits (if student has not completed the entire program), prior to approving a cadet for reserve status.

7.5.2. Fees and Activities. Reserve cadets must pay the AFJROTC program fee and abide by all unit procedures and policies. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.) and may retain their uniforms. Reserve cadets remain eligible to earn ribbons and other awards based on leadership and participation.

7.5.3. Reserve cadets are not awarded any school elective credit towards graduation requirements. Time in reserve status also does not count towards the AFJROTC Certificate of Training or Certificate of Completion. Reserve cadets do not count toward Air Force minimum unit enrollment or for Air Force provided funding. For these reasons, placement into Reserve Status is rare and will be the exception.

7.5.4. Revocation of Reserve Status. The SASI may revoke cadet Reserve Status at any time for failure to maintain the standards and expectations of the cadet corps.

CHAPTER 8: CADET STANDARDS OF CONDUCT

8.1. Importance of Standards.

The nature of the JROTC mission, as well as its high visibility within the school and the community, requires its members to adhere to higher standards than might normally be found in the student population.

8.1.1. Impact on Self. Cadets are expected to maintain program standards and self-discipline at all times, in the classroom and off campus. Self-discipline is a hallmark of citizenship. Cadets are expected to define themselves as citizens of character who positively impact those around them. You will find many personal rewards to upholding the standards of the program, but you must first demonstrate them actively and consistently.

8.1.2. Impact on Unit. Cadet behavior reflects not only upon the individual, but also on their parents, Vista Ridge High School, the AFJROTC program, and ultimately the Air Force. Teachers and the community at large form opinions about the AFJROTC program based on the actions of individual cadets they observe. The great reputation our unit enjoys is based on the outstanding conduct of each of our cadets. Teachers have come to expect the best from cadets enrolled in the Vista Ridge AFJROTC program!

8.1.3. Evaluation. Behavior and adherence to standards is factored into promotion decisions, class grade (weekly lab grade, etc.), eligibility for LDRs and activities, and eligibility for continued enrollment in the AFJROTC program.

8.2. Respect of Property.

AFJROTC cadets respect property as well as individuals. **Our program considers the entire school campus to be part of the Corps' Area of Responsibility.** Cadets will ensure that they set the example for the remainder of the student body when it comes to such things as litter control, cleanliness, and maintenance.

8.3. Classroom and Supply Room Cleanliness.

The cadet classroom and supply room will be kept in a clean and orderly manner by the corps. Tables, desks, and chairs will be maintained in an orderly position. Books, equipment, and supplies will always be returned to their proper location. Uniforms will be neatly folded, organized, and stored. During class the flight commander and flight

sergeant are responsible for classroom cleanliness. Outside of class time (lunch, after school, etc.) the senior ranking cadet is responsible for cleanliness.

8.4. Ceremonial Rifles and Sabers.

8.4.1 Ceremonial Rifles and Sabers must be stored in a double locked secure area (e.g. locked safe/cabinet in locked limited access storage area) and will only be accessed under the supervision of the SASI/ASI. After opening/closing the safe, the senior ranking cadet will ensure the Security Container Check Sheet (SF 702) is dated and signed.

8.4.2. Ceremonial rifles and sabers will be transported to practice/performance locations in appropriate cases and sheaths. Rifles will always be handled and treated as loaded weapons.

8.4.3. If a rifle needs to be transported a **short** distance (e.g. through a hallway from one room to another), in lieu of putting the rifle in a case the cadet may march with the rifle at “Port Arms” or “Right Shoulder Arms.” If a saber is transported, the cadet will march with the saber sheathed.

8.4.4. Allowing a cadet or student not engaged in training or performance to handle a rifle/saber will result in severe disciplinary action. Horseplay, simulations, etc. will not be tolerated and will result in a cadet’s immediate removal from a team and/or leadership position, and may result in immediate disenrollment from the program.

8.5. Academic Requirements.

8.5.1. For leadership positions or to participate in special programs/activities, cadets must maintain a “B” (3.0 GPA) or better in AFJROTC and a “C” (2.0 weighted GPA) or better in all other classes.

8.5.2. To continue in AFJROTC 2/3, cadets must maintain a “C” (2.0 GPA) or better in AFJROTC and a “C” (2.0 weighted GPA) or better in all other classes. The SASI can waive this requirement in exceptional circumstances.

8.5.3. Approval to enroll in AFJROTC 4 (the invitation-only course that leads the Cadet Corps) is dependent upon a cadet’s leadership potential and prior demonstrated performance in a leadership position (NCO, project officer, etc.).

8.5.4. A semester final grade of “F” in AFJROTC will result in immediate removal from the program.

8.5.5. A cadet not meeting academic requirements, as determined by the SASI, will be required to attend mandatory tutoring/homework sessions run by Kitty Hawk Air Society.

8.6. Inappropriate Behavior.

8.6.1. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC activities.

8.6.2. This behavior includes, but is not limited to, consuming alcohol, drug use, tobacco/vapor pen use, horseplay, public displays of affection, fighting, disparaging remarks, vulgar language/profanity, insubordination, disrespect, verbal threats, physical attacks, and failing to follow directions issued by school officials and senior ranking cadets.

8.7. Hazing.

Hazing is strictly forbidden and will result in disciplinary action. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Misuse of authority will not be tolerated.

8.7.1. Physical Hazing. Requiring cadets to perform push-ups, run laps, or any other physical activity as punishment is forbidden. These activities may only be performed as part of a unit's regular physical training/wellness program.

8.7.2. Harassment and Bullying. Harassment or bullying, such as improper or abusive language, shoving or grabbing, or coercion of lower class cadets for personal gain, is strictly forbidden. Cyberbullying will not be tolerated!

8.7.3. Secret Societies. Unauthorized clubs and secret societies are expressly prohibited.

8.8. Customs and Courtesies.

Cadets will practice many customs and courtesies that may be new to them. Some originated with the Army, while others were developed in the Air Force. They play an important role in building morale, esprit de corps, and discipline. Customs and courtesies ensure proper respect for the chain of command and build the foundation for the self-discipline that is important and necessary in times of crisis. Your support and active observance of these customs will ensure you have a rewarding experience in the program.

8.8.1. Military Courtesy. The practice of saying "YES SIR" or "NO SIR", "YES MA'AM", or "NO MA'AM", is a common courtesy and a time honored military tradition. Cadets are expected to address instructors, teachers, and administrators in this manner. You may find this difficult at first, but it will soon become second nature. This is a good habit that helps define your character and demonstrates mutual respect.

8.8.2. Respect for Superiors. Cadets should actively listen and not interrupt the SASI/ASI, teachers, or superior cadets during lessons or skills demonstrations. Instructors will ask for questions at an appropriate time. If you have a timely input or urgent need, raise your hand and wait to be acknowledged.

8.8.3. Etiquette. The practice of saying "please" and "thank you" goes along with courtesy. Cadets will always be respectful to each other, their classmates, and all school officials, especially when wearing the uniform or other items that identify them as AFJROTC cadets. Cadets will present themselves as Ladies and Gentlemen.

8.8.4. Saluting. The salute is a traditional greeting between military personnel. It is a way of saying hello while showing mutual respect.

8.8.4.1. Procedure. The junior initiates the salute to the senior. The junior only drops the salute after a return salute from the senior. The junior should also verbally greet the senior with a "Good Morning/Afternoon/Evening, Sir/Ma'am!" as appropriate.

8.8.4.2. Outdoors. Cadets must salute all Commissioned Officers and ROTC Cadets in addition to service academy cadets

8.8.4.3. Indoors. Cadets only salute during formal indoor ceremonies, class roll call, when accepting an award from an officer, or when reporting to the SASI/ASI.

8.8.4.4. Civilians. With a few exceptions (e.g. The President of the United States) do not salute civilians or school officials. Be sure to render some appropriate greeting such as a hand shake, and stand whenever you are being addressed by an adult, especially if they approach you to shake your hand in greeting.

8.8.5. Position of Honor. According to military customs and courtesies, the position of honor is always to the right. When walking with an officer or cadet of a higher rank, the cadet will place him/herself to the left of the senior.

8.9. Reporting IN/OUT to Instructors (SASI/ASI).

It is important that cadets observe proper reporting procedures when reporting to the instructors. Cadets will follow the following procedures.

8.9.1. Routine Business. When returning paperwork, asking a question, etc., knock on the door once and wait for instructors to acknowledge you.

8.9.2. Directed to Report. Knock on the door once and wait for permission to enter. Enter and assume a position of attention and render a hand salute. Report in stating "Cadet (last name), reporting as ordered." Wait for the instructor to return your salute and then drop yours. When all business is finished, the instructor will state, "Dismissed." Come to attention, render a salute and state, "Thank you, Sir/Sergeant."

8.10. Protocol for addressing Military and AFJROTC Personnel.

Appropriate ways to address or refer to an individual.

8.10.1. SASI. "Sir" or "Colonel Breedlove" or "Colonel."

8.10.2. ASI. "Sergeant" or "Sergeant Thompson."

8.10.3. Administrators/Teachers/Other Adults. "Mrs. Sims," "Mr. Hun," or "Sir" or "Ma'am." Cadets will not address instructors, administrators, or any teachers/coaches or adults by first name or nickname!

8.10.4. Other Cadets (in class or when in uniform). Address a cadet as Cadet/rank and last name... or "Sir/Ma'am" for cadet officers. Do not address subordinates only by their rank; it can appear demeaning especially in certain disciplinary situations (i.e. "pulling rank").

8.11. Public Displays of Affection (PDA).

8.11.1. PDA is the term used to describe any form of physical contact between couples in a public setting. It includes everything from kissing and cuddling to holding hands or exchanging light touches, and other acts of physical intimacy in the view of others.

8.11.2. AFJROTC cadets will **not** engage in **public displays of affection (PDA)** while in uniform (anywhere/anytime) or when participating in official AFJROTC activities. In addition, cadets will not engage in PDA while in the JROTC classroom whether in uniform or not.

CHAPTER 9: UNIFORMS AND PERSONAL APPEARANCE

9.1. Higher Headquarters Guidance.

The Director of AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets. AFJROTC cadets are required to comply with the personal appearance and grooming standards prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and this Cadet Guide.

9.2. Uniform Description.

Cadets are issued the same Air Force service uniform worn by active-duty Air Force personnel, with a few exceptions. You are representing the Air Force, AFJROTC, and your school while wearing the uniform--**wear it proudly and correctly!** The uniform is the property of the United States Air Force and is provided to you on a loan basis.

9.3. Uniform Wear.

AFJROTC requires cadets to wear the uniform a minimum of once per week. Cadets new to the program will be given ample instructions on how to properly wear the uniform before they are required to wear it for the first time.

9.3.1. Uniform Day. Required uniform days and specific uniform requirements will be posted in the semester schedule of events. Uniform day is usually Friday unless otherwise directed.

9.3.1.1. On uniform day, a complete and correct uniform will be worn at all times and during the entire school day unless otherwise approved by the SASI/ASI. The SASI/ASI can approve a deviation with prior notice. Deviation approvals are rare and will involve a make-up period of uniform wear.

9.3.1.2. You must remain in proper uniform all day. Coats/jackets, when worn, are to be buttoned or zipped, shirts must stay tucked in, hats are to be worn when outside, ties are to be “run up” to the top of the collar, sleeves are to be down, and all buttons must remain buttoned.

9.3.1.3. On uniform day, any cadet with an unexcused absence, or showing to school not in uniform (without prior approval from the SASI/ASI), or not wearing the uniform for the full day, will receive zero points for the uniform grade. These grades are not allowed to be “made up.”

9.3.1.4. If a cadet has an excused absence for class on uniform day the cadet will wear the uniform on the next day of AFJROTC class. For a known excused absence, a cadet can wear the uniform on a day prior to the absence and “pay it forward.” It is the cadet’s responsibility to report to the instructor for inspection credit. **Failure to make up uniform wear by the Friday of the week following the missed uniform day will result in an “F” for that uniform grade. Missing 3 uniform days without makeup within a semester will result in immediate removal from the program.**

9.3.2. Prohibited While In Uniform.

9.3.2.1. Gum chewing, suckers, etc.

9.3.2.2. Wear or use of headphones, ear-buds, airpods, or other bluetooth headsets, except when approved by a teacher for academic instruction or as allowed by SASI/ASI (e.g. on an activity bus).

9.3.2.3. Using cell phones while walking.

9.4. Cadet Uniform Cold Weather Accessories.

9.4.1. Black gloves (leather, knitted, tricot, suede, all one color), black scarf, and black earmuffs may be worn with any Air Force uniform outer garment. Black gloves (only) can be worn with the service dress. For outdoor formations, parades, and formal ceremonies, only authorized cold weather accessories are permitted.

9.4.2. While transiting to/from school during extreme cold weather conditions, cadets may wear any combination/color of gloves, boots, coats, caps, earmuffs, etc. with the AFJROTC uniform. Once inside any building or arrival at an AFJROTC function, the cadet must immediately transition to the appropriate Air Force uniform.

9.5. Undergarments.

Appropriate undergarments (underpants, undershirt, bra) are required to be worn with all uniform combinations. Undershirts are required for all male cadets; bras are required for all female cadets. Male cadets (required) and female cadets (optional, but recommended) wear the white V-neck or athletic style tank top undershirt when wearing open collar service uniform. Cadets may wear the white V-neck, athletic tank top, or crew-neck style undershirt with closed collar uniforms.

9.6. Socks.

Plain black socks (without design, clean, and serviceable) will be worn with the Air Force service uniform.

9.7. Hosiery-Female.

Hosiery will be worn with formal dress, mess dress, semi-formal dress, and service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the Airman's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks; however, if not wearing hosiery with slacks, plain black socks must be worn.

9.8. Pumps-Female.

Will be worn with the formal dress, mess dress, and semi-formal uniforms (authorized with all blue maternity uniforms). Optional with the service dress and service uniforms. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finished.

9.9. Physical Training (PT) Uniform.

The unit PT uniform is a multi-purpose uniform required during Health and Wellness lessons/activities and for certain AFJROTC events (volunteer activities, picnics, field days, etc.). The unit PT uniform is not a substitute for the required weekly uniform (uniform days) unless directed by the SASI/ASI.

9.9.1. Description. The unit PT uniform consists of the issued unit T-shirt and unit shorts with athletic shoes. Personal black or gray athletic pants and black or gray shorts may be worn in place of the issued shorts. **The unit T-shirt can be tucked or un-tucked into shorts/pants.**

9.9.2. Standard Air Force PT gear may be mixed with local purchased PT gear as long as the unit is standardized. During the cadet leadership courses (CLC), cadets

may wear unit PT gear issued by the CLC host which may be mixed with Air Force fitness uniform.

9.9.3. Personal/Accessory Items. Long sleeve T-shirt/turtleneck (under unit T-shirt), socks (required), Hoody (unit Hoody preferred), coat/sweater (outdoors), watch cap (outdoors), ear warmers (outdoors), and gloves (outdoors) may be worn as part of the PT uniform. Preferred colors for personal/accessory items are black, gray, silver, or graphite. Socks can be white.

9.10. Airman Battle Uniform (ABU) and Operational Camouflage Pattern (OCP).

9.10.1. ABUs/OCPs may only be worn by authorized cadets according to their position or admission into the AS400 (JROTC 4) class. They may also be worn as a Drill Team, Color Guard, and Exhibition Uniform when authorized by the SASI/ASI. Berets, shoulder cords, ascots and gloves will not be worn with the ABU/OCP uniform.

9.10.2. Cadets may wear the Unit PT Shirt with the ABU/OCP uniform. The Unit PT Shirt will be standardized and a solid color. Unit PT shirts may be worn without ABU/OCP blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

9.10.3. ABUs will be worn only with the garrison ABU/OCP cap. ABU/OCP pants must always be properly bloused over the boots.

9.11. Semi-Formal Dress Uniform.

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

9.11.2. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.

9.11.3. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the

trousers. Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.

9.11.4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab may be worn with either the blue or white long-sleeved shirt. Men may wear the unit-issued dark blue bow tie with the long-sleeve white shirt as part of the semi-formal dress uniform only.

9.11.5. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.

9.11.6. AFJROTC instructors (SASI/ASI) may wear the Mess Dress Uniform. Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.

9.12. Uniform Care and Maintenance.

The following policies will cover the wear and maintenance of the AFJROTC uniform.

9.12.1. Cadet Responsibilities. The cadet is responsible for maintaining all uniform items in a clean and serviceable condition during the school year. Check your uniform on the day that you take it off (not the night before you wear it) to see if it needs special cleaning or repair. If it needs cleaning, get it done RIGHT AWAY! If it needs repair or alterations, talk to an instructor as soon as possible.

9.12.2. Care and Maintenance. Slacks, trousers, skirts, jackets, caps, ties, tabs, cloth rank (all **dark blue items**) must be **DRY-CLEANED**; the material will be damaged if washed/dried at home. Blouses, shirts (**light blue items**) and socks/undershirts may be laundered.

9.12.3. Uniform Return. Prior to return/exchange of any uniform items, the items must be professionally dry-cleaned or professionally laundered as appropriate and returned with the cleaning receipt. The cadet is financially responsible for lost or damaged items. **Upon leaving the program, at the end of the school year, or when directed by the SASI/ASI, you must professionally clean (at your cost) and return ALL loaned uniform items within 7 days with a commercial cleaning receipt attached.** After 7 days a fee of up to \$500 will be placed on a cadet's school account until items are returned or payment is made for missing/damaged items. If the uniform is not cleaned and returned, or the Summer Storage Agreement is not signed and returned, prior to the spring final exam, a cadet will receive a "0" (zero) for the final exam grade.

9.13. Authorized Uniform Locations.

9.13.1. Uniforms will only be worn while traveling to or from, or while participating in official AFJROTC activities.

9.13.2. Cadets will not wear the uniform while participating in demonstrations, partisan political activities, public speeches, seeking employment, or for any other activities that may bring discredit to the corps of cadets, Falcon District 49, Vista Ridge High School or the United States Air Force.

9.14. Wear of Air Force JROTC Ribbons and Medals.

9.14.1. Cadets will be issued one set of ribbons (when awarded) and an appropriately sized rack.

9.14.2. The authorized ribbons will be worn in order of precedence as displayed on the AFJROTC ribbon chart in the cadet guide and displayed in the classroom.

9.14.3. Ribbons **must** be worn on the Service Dress coat and **may** be worn on the long sleeve shirt with tie/tab combo or the short sleeve uniform (open collar).

9.14.4. Ribbons will not be worn with medals.

9.14.5. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dinings ins/outs, military ball, change of command ceremonies, picture days, or other formal events as specified by the SASI). Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence. See Attachment 7 for descriptions of authorized ribbons and medals.

9.15. Wear of non-Air Force JROTC Ribbons, Medals, and Badges.

9.15.1. AFJROTC cadets are **not authorized** to wear ribbons/medals earned from Army, Navy, Marine Corps, or Coast Guard JROTC programs.

9.15.2. The SASI may award equivalent AFJROTC ribbons to wear in lieu of sister-service JROTC ribbons. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbons to issue, if any.

9.15.3. Badges or insignia from Active Duty, Guard, Reserve or any other non-AFJROTC group are not authorized on the AFJROTC uniform.

9.16. Specific Cadet Uniform Wear Guidelines.

9.16.1. Cadet Uniform Wear Guidance for School Hosted JROTC Events:

9.16.1.1 School Sponsored Military Ball with Awards Ceremony: Units have two options.

Option 1: All cadets can wear the AFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and who may not have uniforms currently issued to them.

9.16.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC cadets will wear their AFJROTC Service Dress uniform.

9.16.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC cadets.

9.16.2. Cadet Uniform Wear Guidance for Fundraising:

9.16.2.1. There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program.

9.16.2.2. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

9.16.2.3. AFJROTC personnel/cadets should not solicit donations from local businesses at any time.

9.16.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for VRHS AFJROTC program is a great way to fund

Leadership Development Requirements (LDR) for cadets. The key is to follow District 49 and HQ AFJROTC policies

CHAPTER 10: GROOMING AND APPEARANCE STANDARDS

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

10.1. Jewelry.

While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

10.2. Rings.

Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

10.3. Necklaces.

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

10.4. Bracelets.

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

10.5. Eyeglasses or Sunglasses.

Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.

10.6. 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.

10.7. Body Piercing.

Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. Plugs for gauge holes in the ear lobes are not authorized regardless of color (i.e., flesh colored). There are no exceptions per AFI 36-2903.

10.8. Backpacks.

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

10.9. Headphones and Earphones.

Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of

official duties. Exception: Headphones and earphones (Phones, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel.

10.10. Specific Female Cadet Grooming Guidelines.

10.10.1. Hair-Female. No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes. See Figure 10.2. When in doubt, assess the correct length of hair with the cadet standing in the position of attention.

10.10.1.1 Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

10.10.1.2. Hair will be clean, well-groomed, and present a professional appearance. 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 gray. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

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

Figure 10.1. Hair Accessories.

10.10.2. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed bulk standard (see figure 10.2). Headgear must fit properly.

10.10.3. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

10.10.4. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 10.10.1.1 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

10.10.5. Unauthorized: Mohawk, mullet or etched design.

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

10.10.7. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. The use of hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

10.10.8. Earrings. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

10.10.9. Undergarments (Mandatory).

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

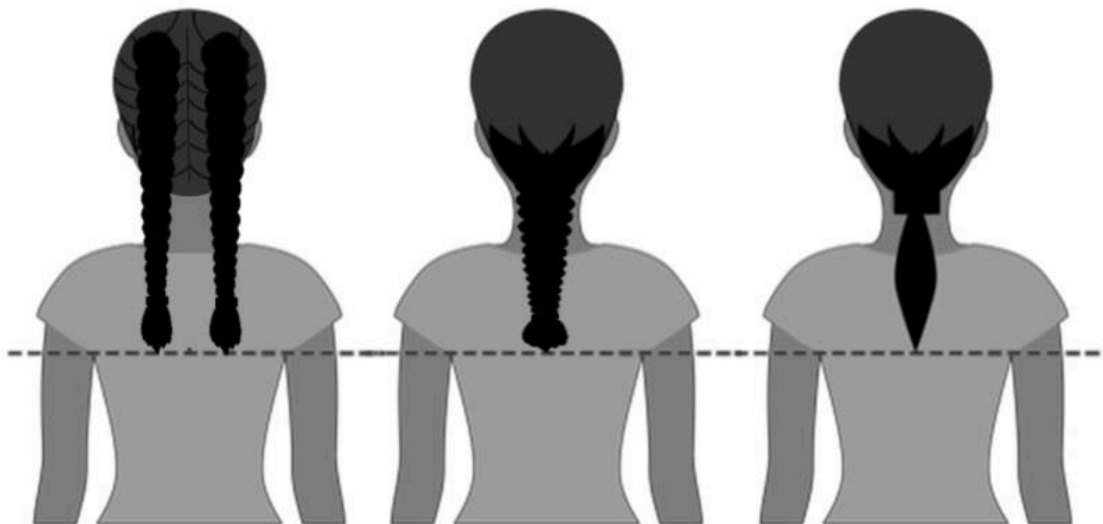
10.10.10. Cosmetics.

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

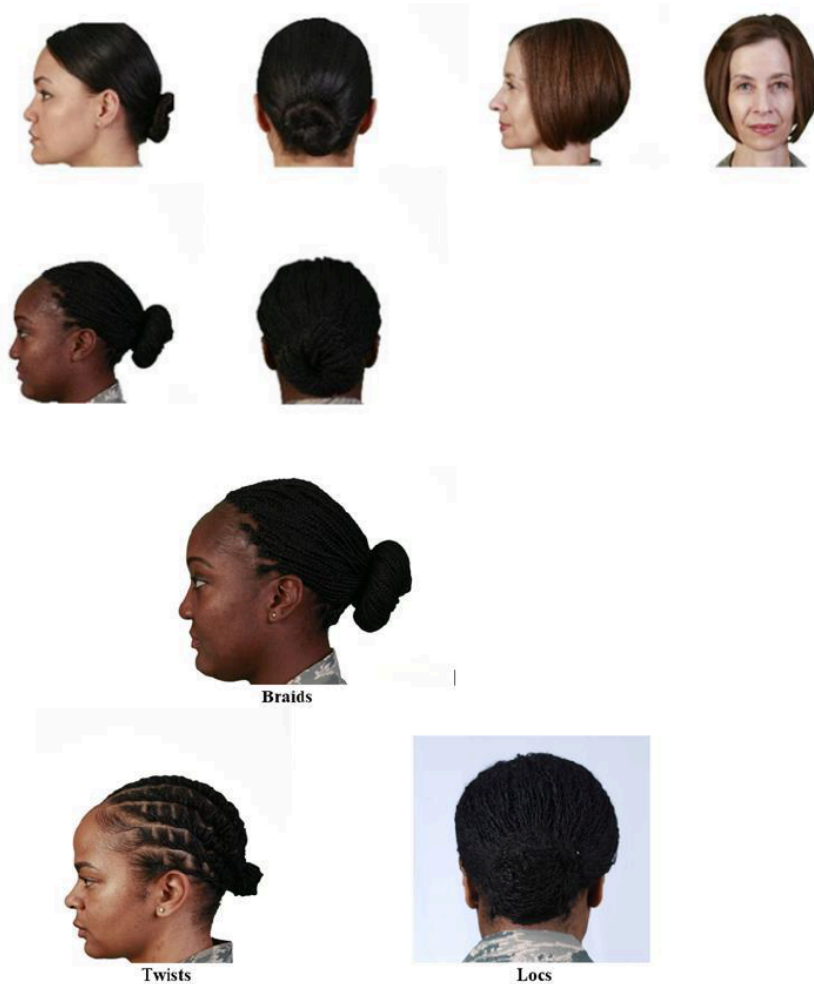
10.10.10.1. Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent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

Figure 10.2. Female Hair Style Examples.

Ponytails



Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. In addition, women's bangs may now touch their eyebrows, but not cover their eyes.

Figure 10.2. Female Hair Style Examples (continued)**10.11. Specific Male Cadet Grooming Guidelines.**

10.11.1. Men's Hair. 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 gray. 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.

10.11.2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2.5 inches in bulk, regardless of length and $\frac{1}{4}$ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or $\frac{1}{4}$ inch width. Men are not authorized to have hair extensions. See figure 10.3. for graphic examples of appropriate sideburns, mustache and male hair standards.

10.11.3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 10.3.

10.11.4. Mustaches. Male Airmen may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 10.3.

10.11.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit a waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance.

10.11.6. Fingernails. Male cadets are not authorized to wear nail polish.

10.11.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

10.11.8. Undergarments (Mandatory)

10.11.8.1. Appropriate undergarments are required to be worn with all uniform combinations. Wear an undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Figure 10.3. Male Hair Grooming Standards.



Sideburns

Mustache

ATTACHMENT 1: FLAG RAISING

A1.1 Reserved for Future Use.

ATTACHMENT 2: AFJROTC DRILL COMMAND SEQUENCE

Table A2.1. AFJROTC Drill Command Sequence.

Flight Commander will report in to signify ready to perform.	
1. Fall in	16. To the rear march
2. Open ranks march	17. To the rear march
3. Ready front	18. Column right march
4. Close ranks march	19. Forward march
5. Present arms	20. Eyes right
6. Order arms	21. Ready front
7. Parade rest	22. Column right march
8. Attention	23. Forward march
9. Left face	24. Change step march
10. About face	25. Column right march
11. Forward march	26. Forward march
12. Right flank march	27. Flight halt
13. Left flank march	28. Left face
14. Column right march	29. Right step march
15. Forward march	30. Flight halt
The Flight Commander (Flt/CC) will report out to indicate the routine is complete.	

ATTACHMENT 3: UNIT MANNING DOCUMENT (UMD)

Table A3.1 Authorizations and Maximum Grades.

Table A3.1 lists the CO-20171 manning authorizations and **maximum** Grades. When selected for a position, a cadet will usually be assigned a lower Grade than the maximum authorized to allow for development and demonstration of leadership ability.

Table A3.1. Leadership Authorizations and Maximum Grade.

<u>Position Title</u>	<u>Maximum Authorized Grade</u>
<u>Corps Leadership*</u>	
Corps Commander (1)	C/Col
Deputy Corps Commander (1)	C/Lt Col
Corps Superintendent (1)	C/CMSgt
<u>Squadron Leadership*</u>	
Squadron Commander (2)	C/Lt Col
<u>Functional Positions*</u>	
Chief of Logistics (1)	C/Maj
Chief of Personnel/Admin (1)	C/Maj
Other Functional Positions	C/Capt
<u>Flight Leadership*</u>	
Flt Commander (7)	C/SMSgt
Flt Sergeant (7)	C/TSgt
Element Leader (4 per flight)	C/SSgt
Guidon Bearer (7)	N/A

* These are maximum grades (IAW AFJROTCI 36-2001).

Note: The SASI may approve additional positions on a case-by-case basis to accommodate leadership opportunities for select 3rd year and 4th year cadets.

A3.2. Cadet Leadership Positions and Responsibilities.

Cadets that have a leadership position will develop and maintain a continuity book (can be hard copy or a folder in the Cadet Shared Drive).

A3.2.1. Cadet Corps Commander.

A3.2.1.1. Command and control the corps by effectively leading subordinate commanders and staff.

A3.2.1.2. Provide the corps with goals directed towards the AFJROTC mission.

A3.2.1.3. Delegate authority to subordinate commanders/staff as necessary while requiring feedback to retain command and control of corps activities.

A3.2.1.4. Report to and coordinate with the SASI/ASI.

A3.2.1.5. Supervise cadet performance, conduct, and promotion potential.

A3.2.1.6. Monitor squadron progress towards accomplishing published cadet goals.

A3.2.2. Deputy Cadet Corps Commander.

A3.2.2.1. Serve as commander, in the absence of the corps commander.

A3.2.2.2. Supervise the cadet corps staff functions.

A3.2.2.3. Plan and coordinate all corps activities, facilities, and resources.

A3.2.2.4. Serve as corps Inspector General.

A3.2.3. Cadet Corps Operations Officer (as necessary).

A3.2.3.1. Assist Corps Commander in all areas.

A3.2.3.2. Ensure Cadets are adequately trained in drill and color guard.

A3.2.3.3. Monitor and supervise corps functional responsibilities and LDR activities.

A3.2.4. Cadet Corps Executive Officer (as necessary).

A3.2.4.1. Primary assistant to the cadet corps commander and deputy cadet corps commander.

A3.2.4.2. Ensure the efficient and effective administration of the corps.

A3.2.4.3. Maintain unit calendar, uniform schedule, and track corps suspenses.

A3.2.5. Cadet Corps Superintendent.

A3.2.5.1. Make recommendations concerning cadets holding enlisted rank.

A3.2.5.2. Ensure awards given to enlisted cadets are earned.

A3.2.5.3. Help squadron commanders document awards and ribbons.

A3.2.5.4. Monitor and contribute to enhancing unit morale and welfare.

A3.2.6. Squadron Commander

A3.2.6.1. Command and control all squadron activities

A3.2.6.2. Provide the squadron with goals directed towards the AFJROTC mission.

A3.2.6.3. Delegate authority to subordinate commanders/staff as necessary while requiring feedback to retain command and control of squadron activities.

A3.2.6.4. Report to and coordinate with the Cadet Corps Commander

A3.2.6.5. Supervise cadet performance, conduct, and promotion potential.

A3.2.6.6. Monitor squadron progress towards accomplishing published cadet goals.

A3.2.7. Cadet Flight Commander.

A3.2.7.1. Command the flight in the classroom and in drill formations.

A3.2.7.2. Call roll and report attendance.

A3.2.7.3. Ensure compliance with classroom rules and procedures.

A3.2.7.4. Enforce cadet conduct and discipline during class and formal formations.

A3.2.8. Cadet Flight Sergeant.

A3.2.8.1. Control of the flight in the absence of the flight commander.

A3.2.8.2. Assist flight commander with flight conduct and discipline.

A3.2.8.3. Prepare flight for inspection and accomplish inspection records.

A3.2.8.4. Act as classroom door guard and attendance monitor.

A3.2.9. Cadet Element Leader.

A3.2.9.1. Control of element members in classroom and drill formations.

A3.2.9.2. Report roll call for their element.

A3.2.9.3. Maintain cleanliness of the area occupied by their element.

A3.2.10. Cadet Flight Guidon Bearer.

A3.2.10.1 Accomplish duties of Guidon Bearer described in *Drill and Ceremonies*.

A3.2.10.2. Lead the direction and rate of march for the flight.

A3.3. Functional Positions and Responsibilities.

A3.3.1. Chief of Services.

A3.3.1.1. Plan and organize unit social functions.

A3.3.1.2. Provide agendas and budgets up the chain of command for approval.

A3.3.1.3. Coordinate with the Chief, Information Management/Cyber to advertise upcoming activities.

A3.3.1.4. Input unit events in Wings Information System.

A3.3.2. Chief of Public Affairs (as necessary).

A3.3.2.1. Serve as the primary spokesperson for the cadet squadron commander.

A3.3.2.2. Publicize squadron activities internally and externally.

A3.3.2.3. Document and release information and pictures about squadron accomplishments.

A3.3.2.4. Provide services to cadets requesting to release information.

A3.3.3. Chief of Community Service.

A3.3.3.1. Develop community service goals and coordinate service projects.

A3.3.3.2. Monitor the performance of the corps towards community service goals.

A3.3.3.3. Establish documentation procedures for tracking completion of service hours and cadet recognition.

A3.3.3.4. Maintain the unit's President's Volunteer Service Award site.

A3.3.3.5. Input community service events and cadet community service hours in Wings Information System.

A3.3.4. Chief of Training.

A3.3.4.1. Maintain and update the unit Cadet Guide.

A3.3.4.2. Develop training objectives and coordinating activities.

A3.3.4.3. Ensure all new cadets to the unit are trained on unit policies and procedures.

A3.3.4.4. Ensure all supervisory cadets are trained in the use of Wings Information System.

A3.3.5. Chief of Physical Fitness/Athletics.

A3.3.5.1. Monitor the performance of the corps towards cadet goals.

A3.3.5.2. Develop athletics objectives and coordinating activities.

A3.3.5.3. Lead the PT/Raider Team.

A3.3.5.4. Lead AFJROTC Health and Wellness Program.

A3.3.5.5. Input physical fitness and Health and Wellness events into Wings Information System.

A3.3.6. Chief of Awareness Presentation Team (APT)

A3.3.6.1. Monitor the performance of the corps towards cadet goals.

A3.3.6.2. Advertise, schedule, and present the program to the community (ASI will be the point of contact with the local schools).

A3.3.6.3. Develop and rehearse appropriate material, and deliver after approval by the SASI/ASI.

A3.3.6.4. Recruit new members for the team.

A3.3.6.5. Recruit new members for the team.

A3.3.6.6. Input APT events into Wings Information System.

A3.3.7. Chief of Logistics.

A3.3.7.1. Assist the aerospace science instructor (ASI) in the control, inventory, issue, and turn-in of all Air Force and group property.

A3.3.7.2. Maintain an inventory of on-hand supplies for the corps.

A3.3.7.3. Coordinate with flight logistics representatives.

A3.3.7.4. Maintain unit inventory in the Wings Information System.

A3.3.8. Chief of Financial Services.

A3.3.8.1. Develop an annual fundraising plan and serve as special project officer for fundraising activities.

A3.3.8.2. Maintain cadet fund transaction records and supporting documentation.

A3.3.8.3. Prepare funding requirements for cadet activities and obtain funds.

A3.3.9. Chief of Personnel/Admin.

A3.3.9.1. Maintain personnel record folders for all cadets.

A3.3.9.2. Publish Promotion and Position Assignment orders.

A3.3.9.3. Supervise awards and decorations program.

A3.3.9.4. Maintain cadet records in Wings Information System.

A3.3.10. Chief, Commander's Action Group (as necessary).

A3.3.10.1. Develop an activity plan for group special activities and programs.

A3.3.10.2. Supervise special project POCs during planning and execution.

A3.3.10.3. Track and publicize the performance of the corps towards unit goals.

A3.3.10.4. Other duties assigned by Squadron CC.

A3.3.11. Cadet Drill Team, Color Guard, KHAS Commanders.

A3.3.11.1. Document instructions/plans covering membership and operations policies.

A3.3.11.2. Recruit, organize and train team members.

A3.3.11.3. Publicize organization activities in corps, school, and community publications and news media (with SASI/ASI prior approval).

A3.3.11.4. Maintain team event information in Wings Information System.

A3.3.12. Chief of Information Management/Cyber.

A3.3.12.1. Maintain unit social media outlets.

A3.3.12.2. Lead unit CyberPatriot Team.

A3.3.12.3. Maintain/support unit technical capabilities.

A3.3.12.4. Oversee all Wings Information System data entry.

A3.3.13. Chief of Safety.

A3.3.13.1. Provide first aid support at unit events and manage first aid supplies.

A3.3.13.2. Establish cadet response capabilities to natural disasters.

A3.3.13.3. Provide Safety training opportunities for unit cadets

A3.3.14. All Cadets.

A3.3.14.1. Wear the uniform proudly and correctly.

A3.3.14.2. Take an active role in the cadet corps by assisting/participating in corps fundraising, special projects, and other corps activities.

A3.3.14.3. Correct/report other cadets who violate cadet corps policies.

A3.3.14.4. Always treat fellow cadets with respect, dignity and honor.

A3.3.14.5. Look out for and assist other cadets when necessary.

A3.3.14.6. Learn as much as possible about the cadet corps.

A3.3.14.7. Prepare yourself to assume future leadership positions.

A3.3.14.8. Continuously strive to improve yourself and the cadet corps.

A3.3.14.9. Always promote a positive image of the corps through words and actions.

ATTACHMENT 4: AFJROTC UNIFORM GUIDE

Figure A4.1. Authorized Air Force JROTC Badges and Insignia.

AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR 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

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



MARKSMANSHIP SHARPSHOOTER EXPERT

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

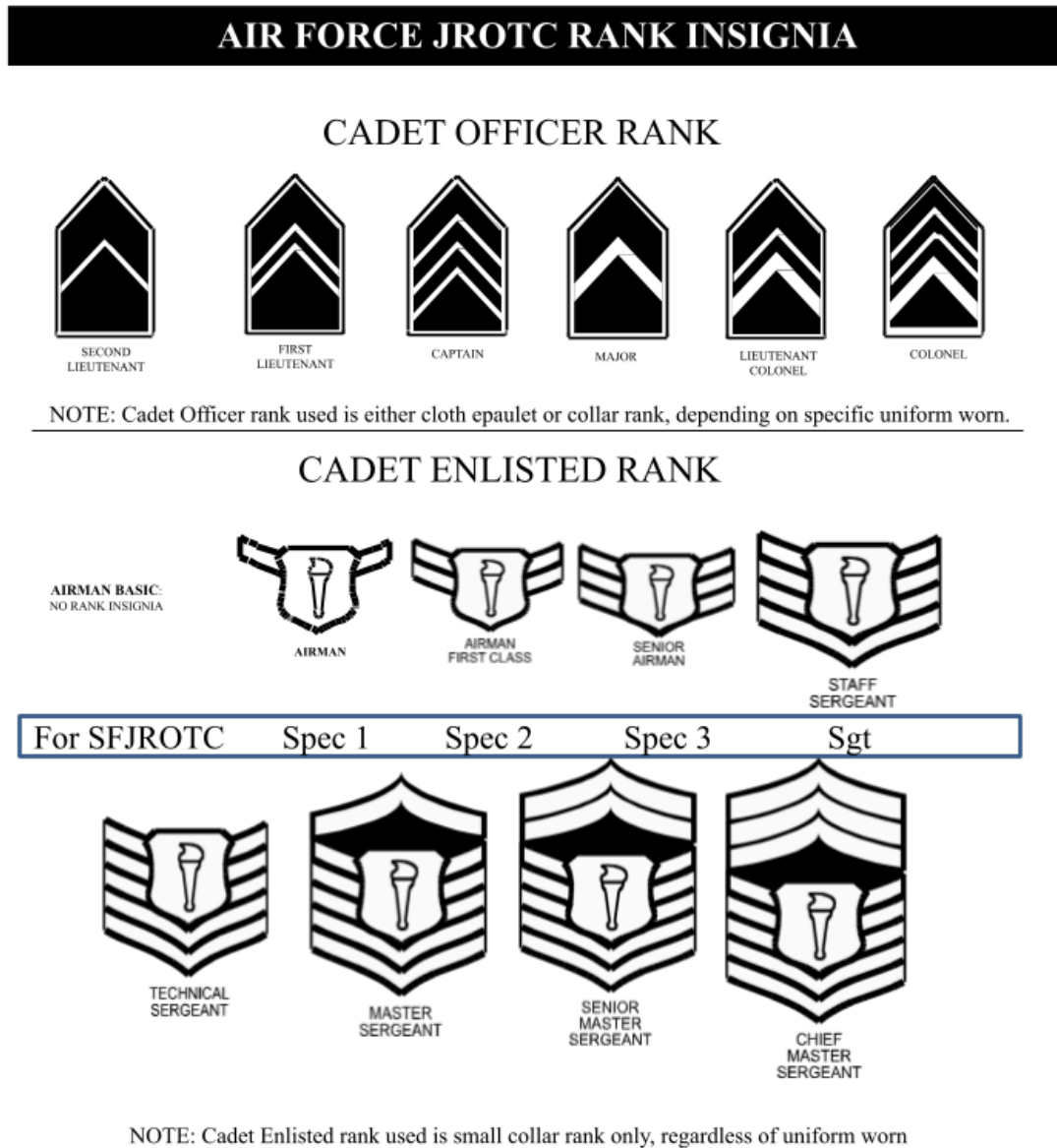
Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

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.

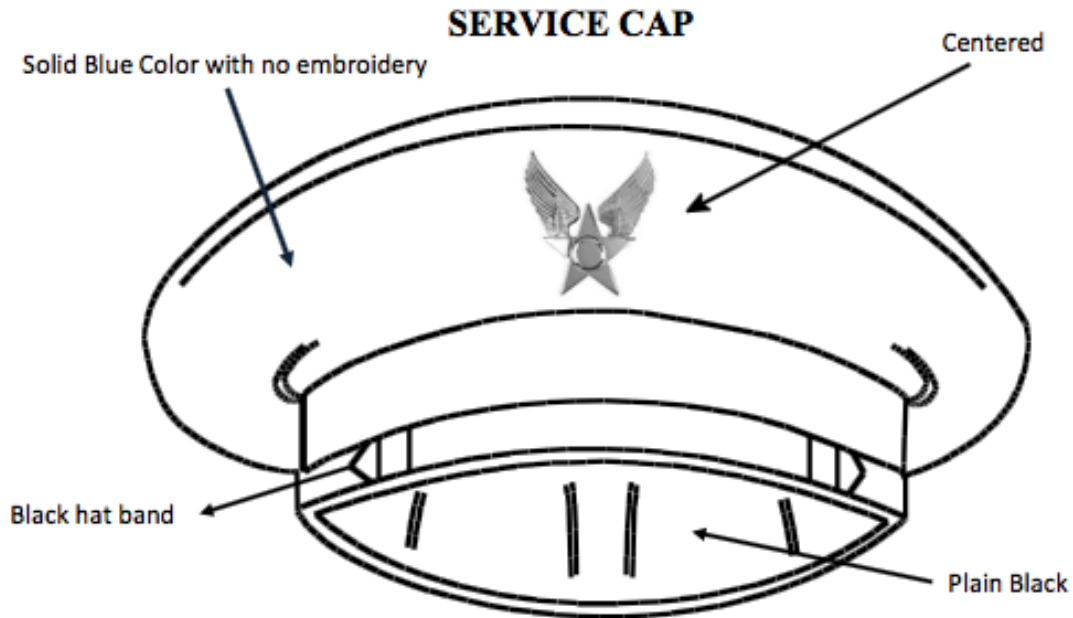
Figure A4.2. Air Force JROTC Rank Insignia.



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

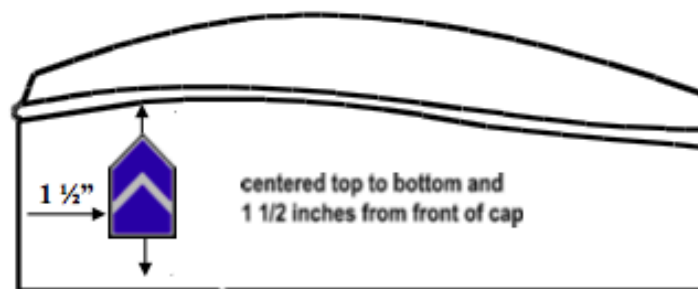
Figure A4.3. Cadet Male Headgear.

CADET MALE HEADGEAR



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.

Figure A4.4. Cadet Female Headgear.

CADET FEMALE HEADGEAR

SERVICE CAP

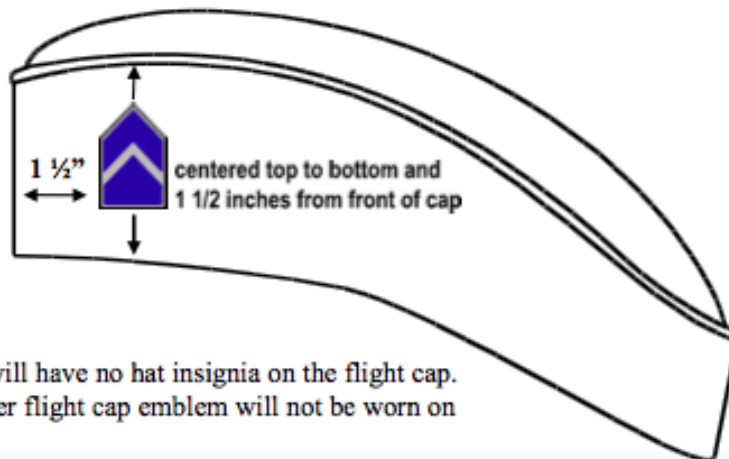
Solid Blue Color with no embroidery

Centered



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.

Figure A4.5. Cadet Beret.

CADET BERET HEADGEAR

BERET



Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

Figure A4.6. Cadet OCP Uniform.

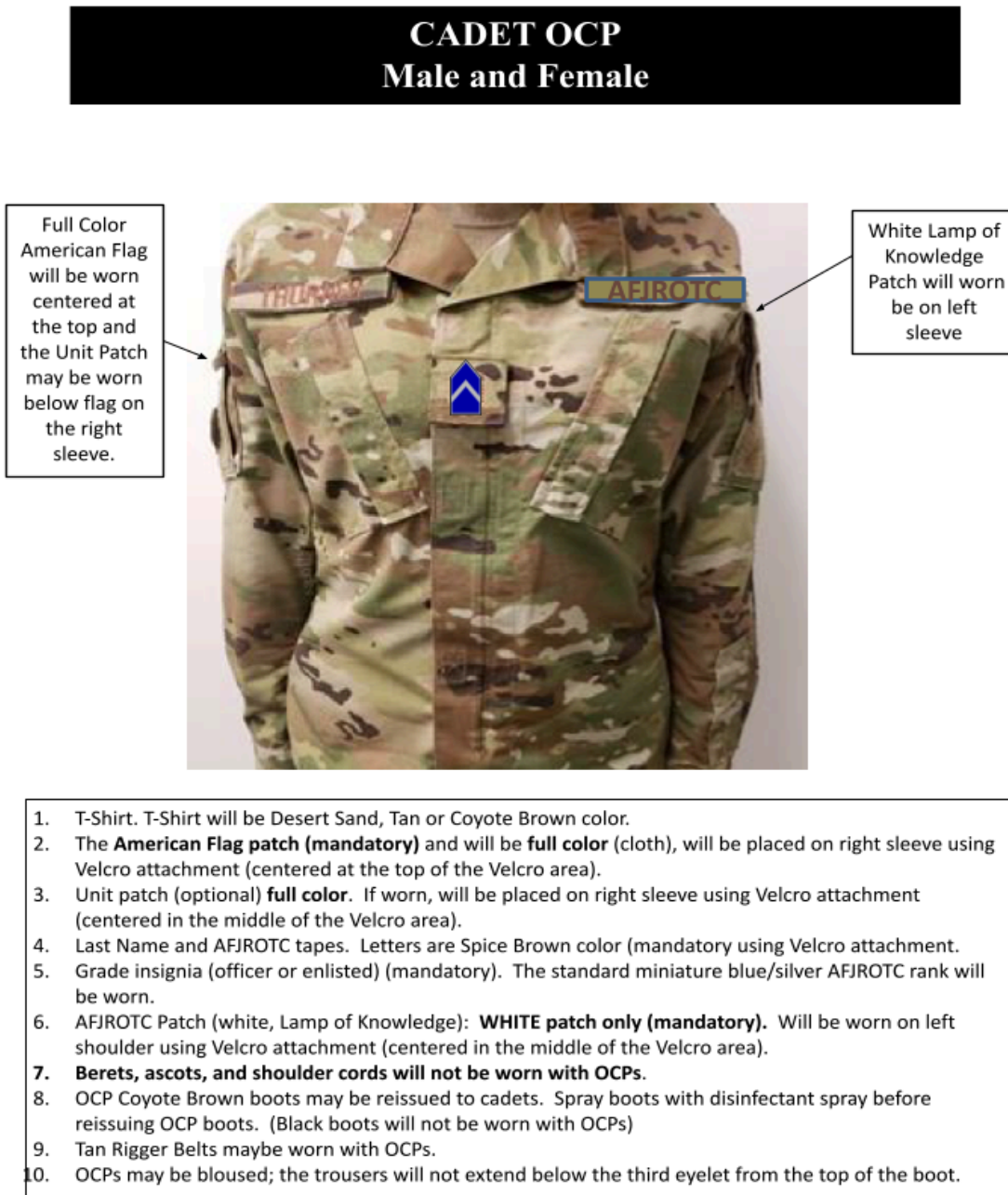
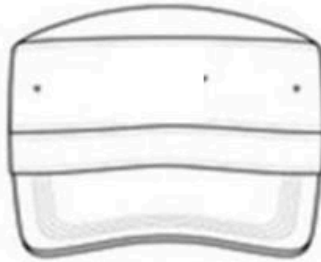


Figure A4.7. Cadet OCP & ABU Headgear.

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.

Figure A4.8. Cadet Lightweight Blue Jacket.

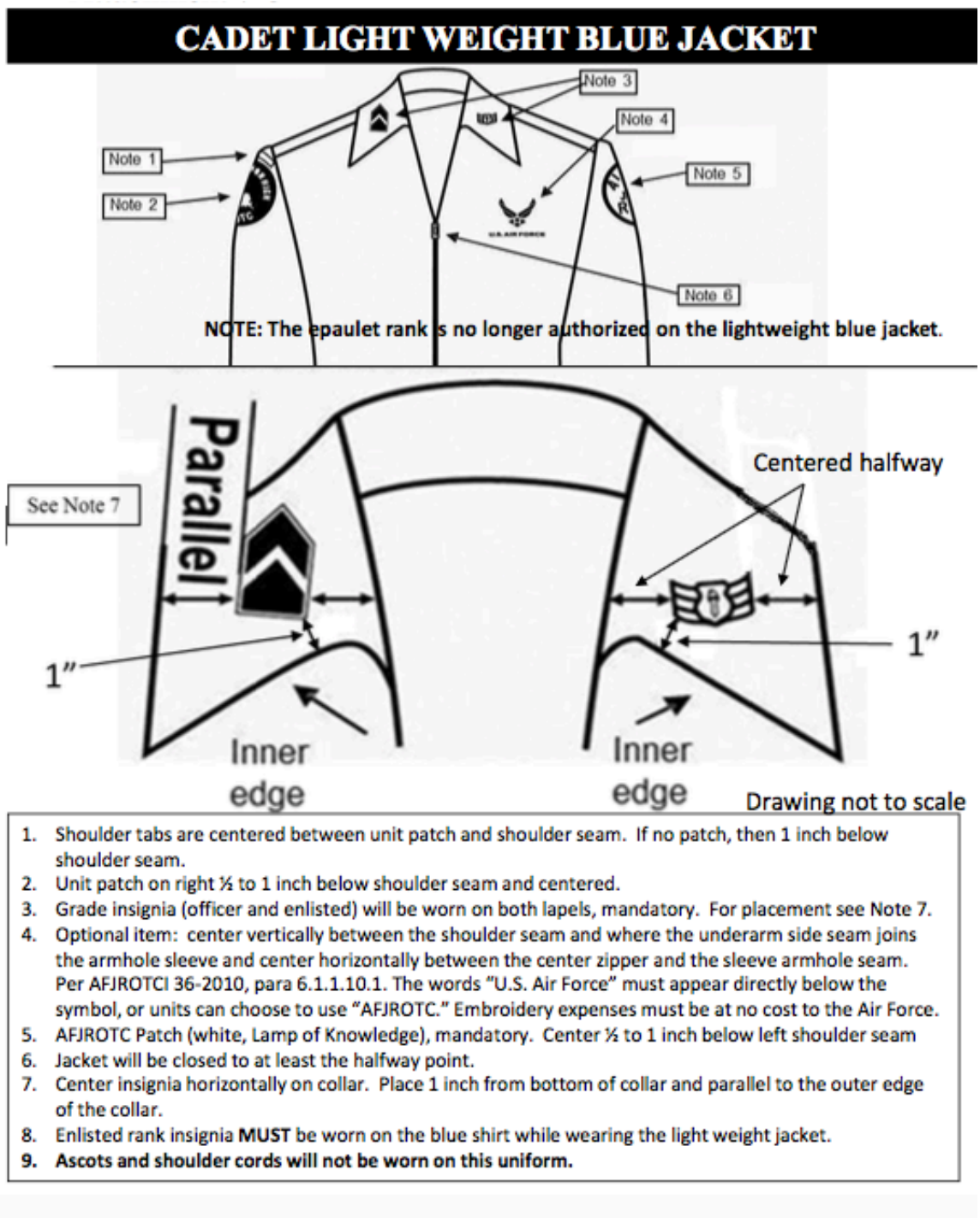


Figure A4.9. Cadet Male Service Dress.

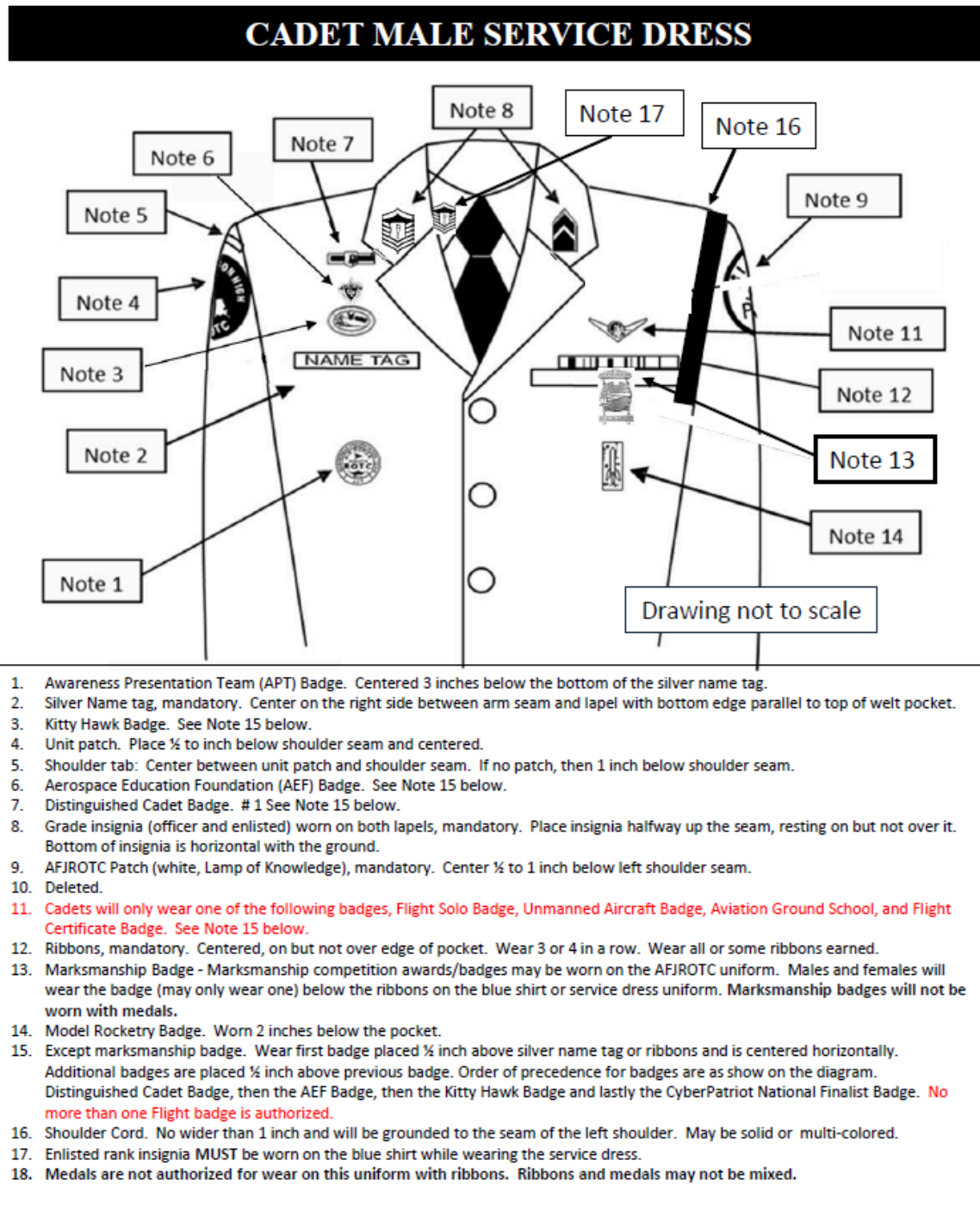


Figure A4.10. Cadet Female Service Dress.

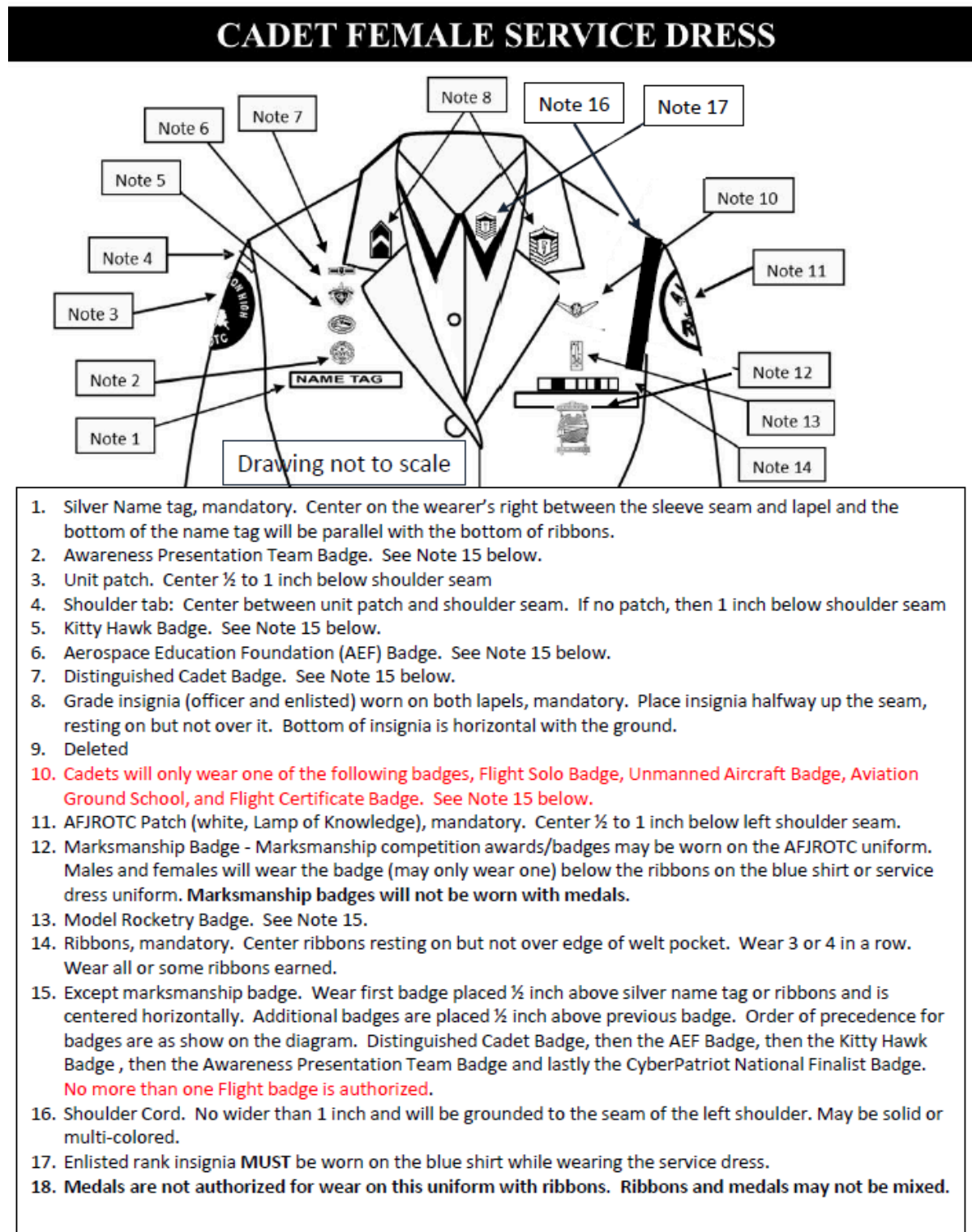


Figure A4.11. Cadet Male Blue Shirt.

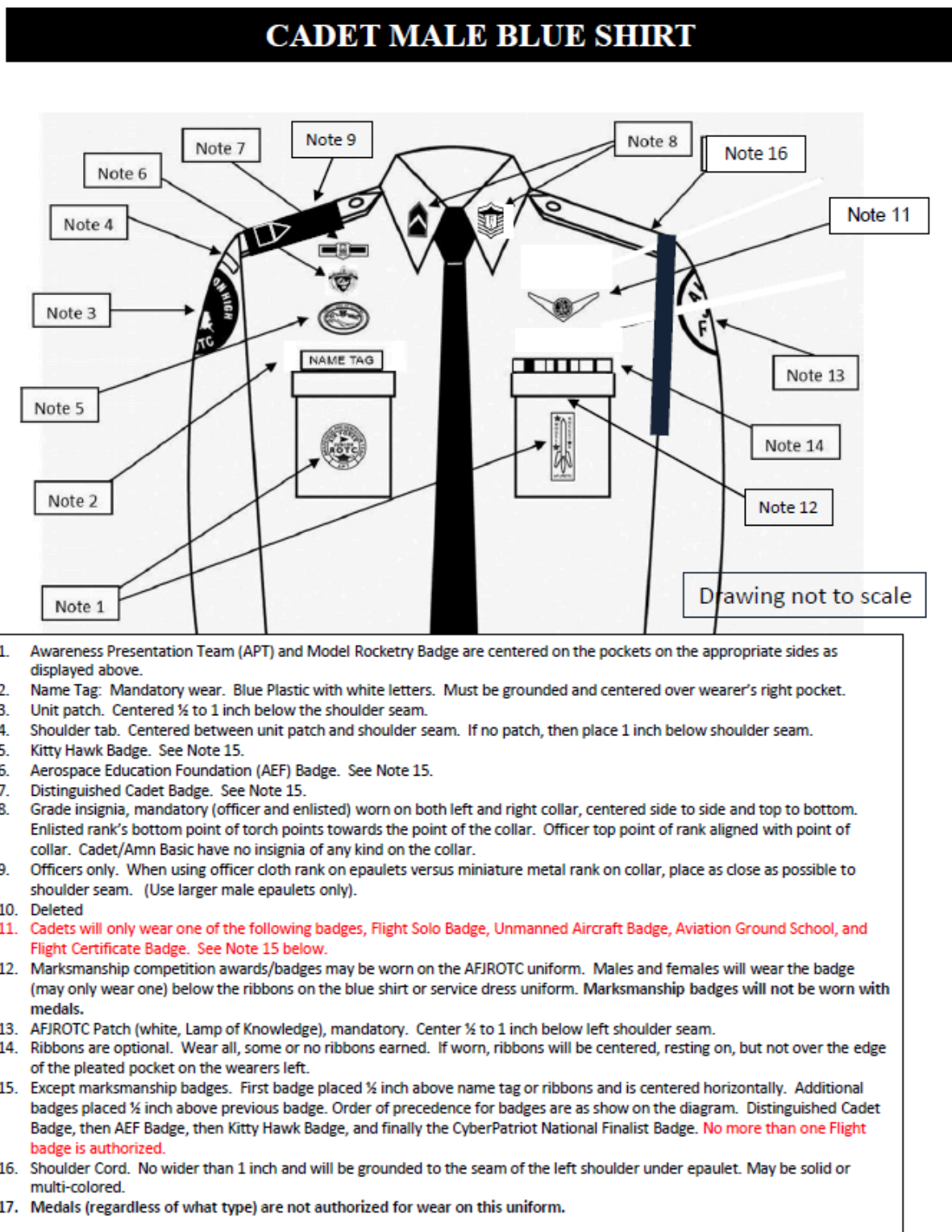
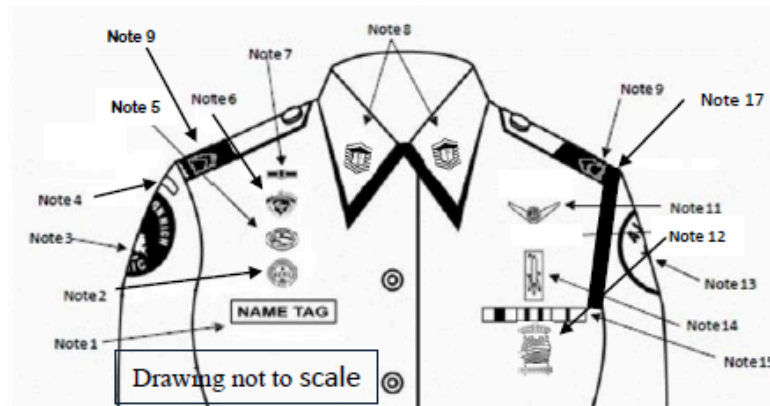


Figure A4.12. Cadet Female Blue Shirt.

CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and 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, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 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 one Flight badge is authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

Figure A4.13. Flightsuit (Male and Female).

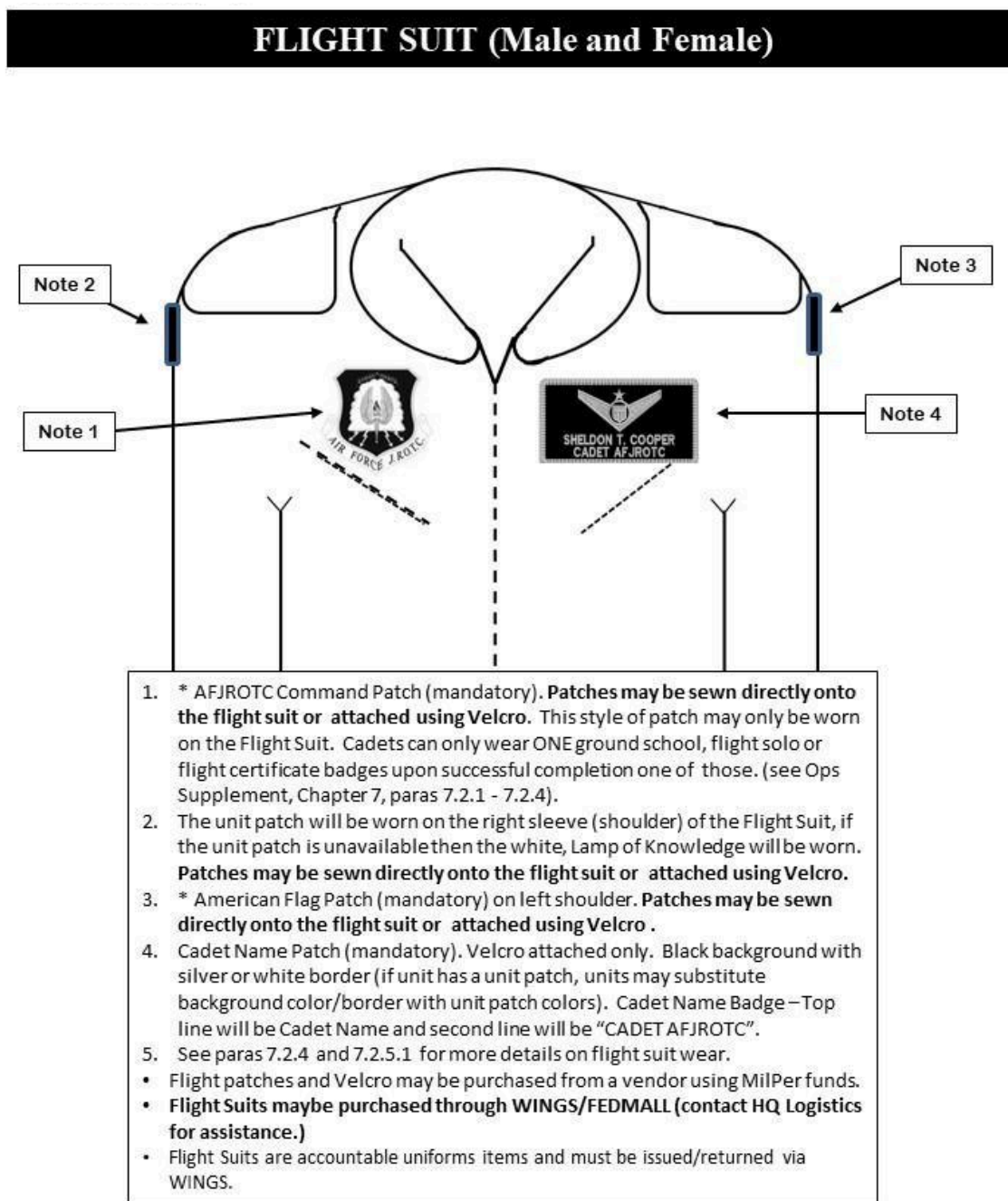
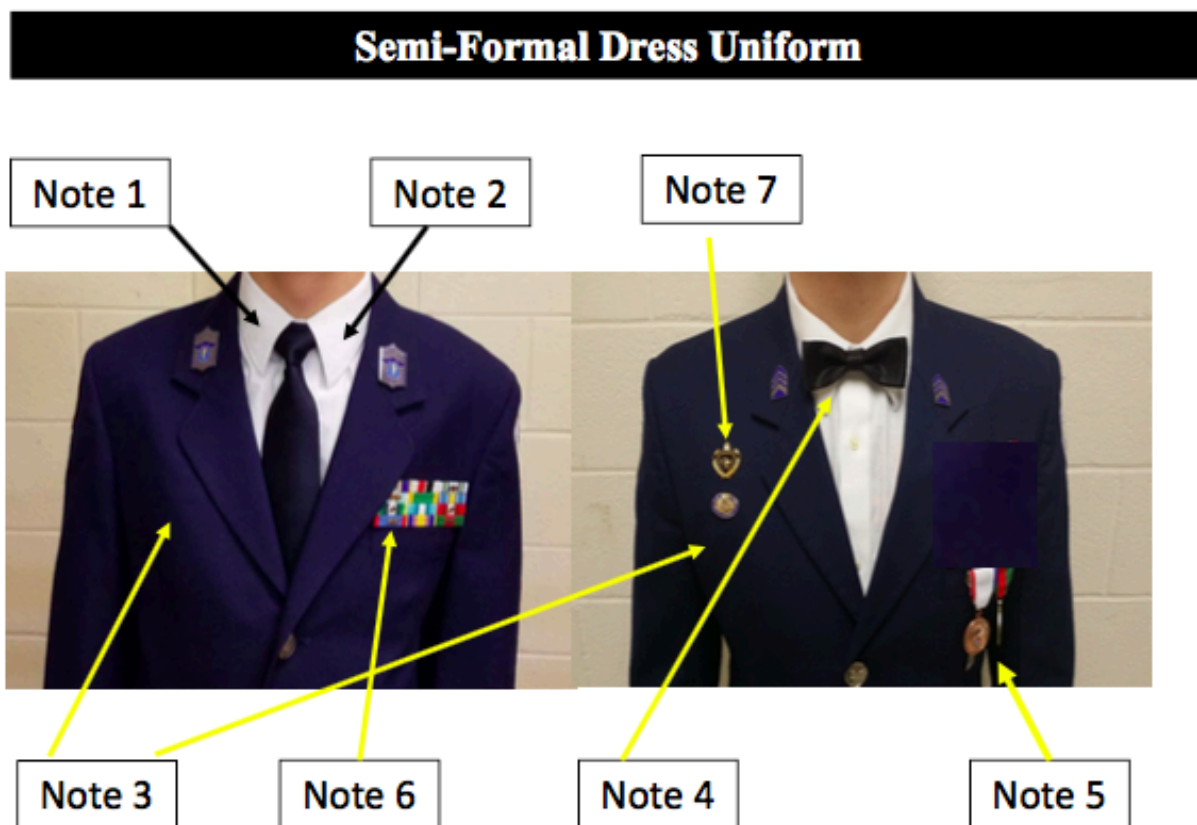



Figure A4.14. Semi-Formal Dress Uniform.



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 ½ 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.**

Figure A4.15. Sample Exhibition Uniforms.

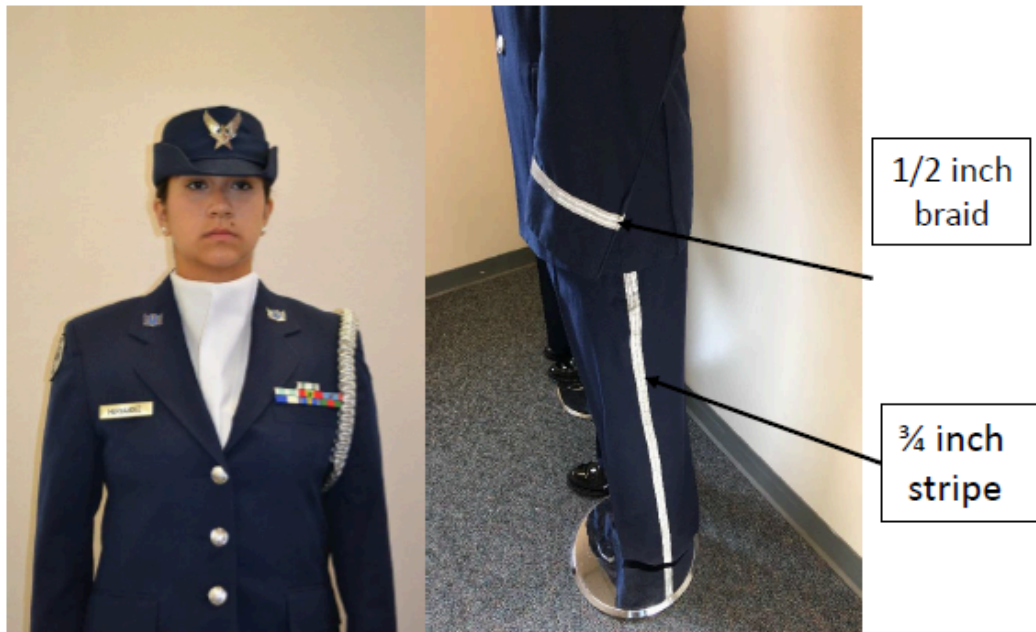
Sample Exhibition Uniform



$\frac{3}{4}$ inch
stripe

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

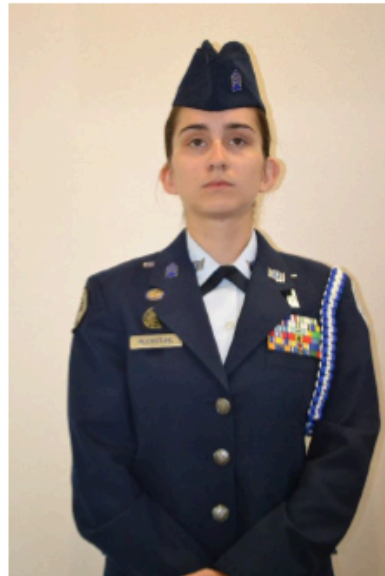
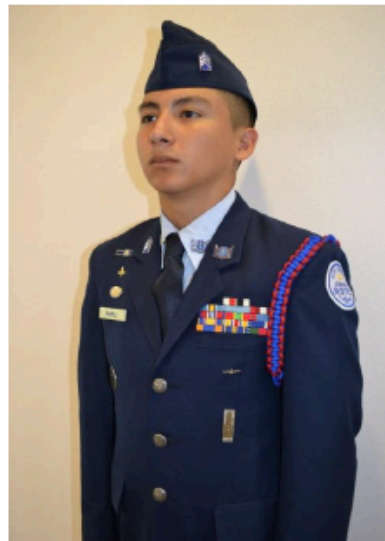
Sample Exhibition Uniform



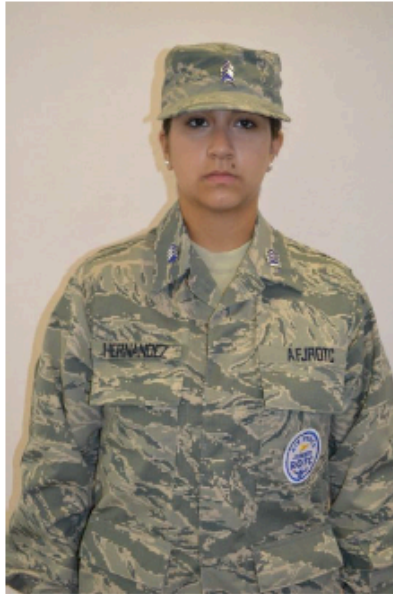
1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a solid color and free of any embroidery.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. .**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

Figure A4.16. Sample Uniform Pictures.

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



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG













FEDMALL
Purchased Air Force
Sweat Shirt and
Pants





















Adalwolve unit Physical Training (PT) Gear

ATTACHMENT 5: AFJROTC AND AIR FORCE RANK

Cadet Rank	Cadet Officer	USAF Officer	USAF Rank
Cadet Second Lieutenant (C/2Lt)			Second Lieutenant (2Lt)
Cadet First Lieutenant (C/1Lt)			First Lieutenant (1Lt)
Cadet Captain (C/Capt)			Captain (Capt)
Cadet Major (C/Maj)			Major (Maj)
Cadet Lieutenant Colonel (C/LtCol)			Lieutenant Colonel (LtCol)
Cadet Colonel (C/Col)			Colonel (Col)

Cadet Rank	Cadet Rank	USAF Enlisted	USAF Rank
Cadet Airman Basic (C/AB)	NO INSIGNIA	NO INSIGNIA	Airman Basic (AB)
Cadet Airman (C/Amn)			Airman (AMN)
Cadet Airman First Class (C/A1C)			Airman First Class (A1C)
Cadet Senior Airman (C/SrA)			Senior Airman (SRA)
Cadet Staff Sergeant (C/SSgt)			Staff Sergeant (SSgt)
Cadet Technical Sergeant (C/TSgt)			Technical Sergeant (TSgt)
Cadet Master Sergeant (C/MSgt)			Master Sergeant (MSgt)

Cadet Rank	Cadet Rank	USAF Enlisted	USAF Rank
Cadet Senior Master Sgt (C/SMSgt)			Senior Master Sergeant (SMSgt)
Cadet Chief Master Sgt (C/CMSgt)			Chief Master Sergeant (CMSgt)

ATTACHMENT 6: VRHS AFJROTC VARSITY LETTER PROGRAM

A6.1. Purpose.

The purpose of the Vista Ridge AFJROTC Letter Program is to recognize cadets who contribute extra time and effort to the unit, school, and community.

A6.2. Requirements.

Cadets must be in good standing in the corps and school, have no history of disciplinary infractions, an overall “A” average in AFJROTC, an overall “C” average in all other classes, performed at least community service minimums per quarter, and accumulated a minimum of 1500 points according to the table below. A maximum of 500 points can be earned for events outside of JROTC (i.e. band or other clubs).

Table A6.1. Varsity Letter Point Table

Activity	Points
Color Guard/Drill Team/Knowledge Bowl/CyperPatriot/other clubs	
• Attend Practice/Meeting	10
• Participate in performance	50
• Perform in competition	100
• Place in competition (1 st , 2 nd , 3 rd only, add'l to performance points)	75
AFJROTC or School Sponsored Activity/Contest	
• Submit an entry	100
• Honorable Mention or receive other recognition	125
• Competition winner	175
Perform in other AFJROTC performance	50
Participate in school/AFJROTC ran community service event only (Per hour)	15
Participate in personal community service hours (Per hour)	5
Outstanding cadet recognition (quarter/semester/yr)	100

Outstanding flight award	75
School Honor Roll	50
Earn Physical Fitness Ribbon with bronze, silver, or gold device	100
Participate in PT/Raider/Orienteering Competition	100
Member of National Honor Society or Kitty Hawk Air Society	100
Member of Vista Ridge Varsity Sport Team (1 per yr)	75
Make Presentation to School/Middle School/Civic Organization	50
Receive Letter or Certificate of Appreciation	50
Participate in major AFJROTC fundraiser (more than 1 day)	50
Participate in minor AFJROTC fundraiser (snack bar shift, event 1 day or less)	15
Receive recognition in AFJROTC (not already covered)	50
Attend AFJROTC functions (field day, picnic, etc.)	50
Hold AFJROTC or school leadership position (any)	30
Hold AFJROTC or School leadership position (flt CC or above, or student council)	50
Recite Pledge of Allegiance for School (intercom, per event)	10
Raise/Lower School Flag (per event)	15

A6.3. Tracking.

Cadets will track points and complete and submit an application initiated by their flight commander and squadron commander to the SASI/ASI. An approval board will consider the cadets overall impact on the corps, school, and community.

A6.4. Approval Board.

The AFJROTC letter approval board consists of the SASI/ASI, cadet corps commander/deputy commander, squadron commander, and squadron Command Chief.

A6.5. Varsity Letter Application.

VISTA RIDGE HIGH SCHOOL AFJROTC LETTER APPLICATION

Name (Last, First, MI) _____

Grade: _____

Flight/Position: _____

Program Participation: _____

Semester GPA: _____

Semester JROTC Grade _____

Fitness Ribbon : ____ Yes ____ No

Community Service Hours _____

Attach point sheet (total \geq 1500 pts). Explain in a short paragraph why you feel you've earned an AFJROTC Letter. Please mention any special awards earned in AFJROTC:

Signature: _____

Date: _____

Cadet Squadron Commander (init) _____

AFJROTC Letter Board: Approved / Not Approved Date: _____

ATTACHMENT 7: AFJROTC RECOGNITION AND AWARDS

A7.1. Purpose.

The purpose of the CO-20171 awards program is to reward and recognize contributions to the unit, school, and community.

A7.2. Outstanding Cadet of the Quarter Award.

A7.2.1. Purpose and Criteria. This award program recognizes excellence and teamwork within the flight during each academic quarter. Selection is based on the "whole person" concept to include academic excellence; teamwork; cooperation with flight commanders and instructors; uniform wear and personal appearance excellence; school, community, and corps involvement; and conduct.

A7.2.2. Recognition. Each of the outstanding cadets will receive a certificate of recognition; maximum publicity in school, community, and Squadron; congratulatory letter to parents; points towards school letter; and priority selection for incentive flights. Additionally, the selectees picture will appear on the Outstanding Cadet of the Flight recognition board. The Outstanding Cadet of the Quarter is authorized to wear the Yellow Shoulder Cord.

A7.3. Honor Flight Award.

A7.3.1. Purpose and Criteria. This award recognizes the outstanding flight that excels in AFJROTC academics, professionalism, uniform wear and personal appearance, LDR activities, community service, attendance, and drill competition. The SASI and ASI will select the honor flight at the end of the first semester and prior to the annual awards ceremony (second semester).

A7.3.2. Recognition. Each cadet in the flight who is in good standing and has a "C" or better in AFJROTC is awarded the Outstanding Flight Ribbon and the flight's guidon is adorned with the honor flight streamer.

A7.4. Academic ACE Award.

Cadets who receive five or more "A's" for the semester are identified as "Aces" and receive a certificate. Names are listed in the display case in the school foyer.

A7.5. Certificate of Recognition.

The AFJROTC Form 308, AFJROTC Certificate of Recognition, is used to recognize AFJROTC cadets and other organizations for outstanding support and/or achievement. The SASI presents the certificate at an appropriate ceremony.

A7.6. Volunteer Tracker and President's Volunteer Service Award (PVSA) Instructions.

A7.6.1. Volunteer Hour Tracking Requirement. All cadets are required to track community service hours through the AdalWolves Volunteer Hour Tracker Log (Google Form) available at:

<https://forms.gle/Kqgtf6LuJtysnBDA7>

A7.6.2. Each cadet is required to complete a minimum of 5 hours of community service per quarter during the school year, 3 of which should be from JROTC-organized events. (approx. 7/30-5/1) and input the hours into the form. Hours tracked by the form will count for community service credit (300 points per quarter) and eligibility for the President's Volunteer Service Award (PVSA). Due dates for community service will be annotated on the Semester AFJROTC Schedule provided to each cadet at the beginning of each semester and available at the unit website:


<https://sites.google.com/d49.org/vrhs-afjrotc>.

A7.6.3. Reviewing Individual Hours. After submitting your volunteer hours via the form, you can check the hours you have logged by navigating to the link below and searching the spreadsheet by your Student ID number. After sorting the spreadsheet by your student number you can save or print the sheet for your records.

<https://t2m.io/gJKvAoHp>

A7.6.4. Submitting Hours For Grade. Go to the spreadsheet at the link above and follow this procedure.

A7.6.4.1. Click "Data," then click "Filter Views," then click "Create New Temporary Filter."

A7.6.4.2. Click on the  button in the lower right hand corner of the "Enter your VRHS Student Number" cell (cell in the top left).

A7.6.4.3. In "Filter by values" click "clear" and then enter your student number in the search box. Click "OK."

A7.6.4.4. Save the resulting spreadsheet with just your student number and hours listed. Highlight the rows with community service for the current quarter. Total the hours for the current quarter and put the total on the spreadsheet. Include your name and your flight on the spreadsheet. Email the sheet to your flight's community service representative on or before the due date.

A7.6.5. PVSA Award Period. For the PVSA, the Adalwolves award period runs from 4/20 to 4/19 of the following year. On 4/19, cadets that meet PVSA requirements can submit an application for the PVSA award, and on 4/20 a new award period year will begin. This helps to align PVSA recognition with our annual unit awards ceremony.

A7.6.6. PVSA Recognition. Cadets must submit an application and schedule an interview with the SASI for PVSA recognition no later than 19 Apr. The application is available at A7.6.7. Award requirements are listed below.

Table A7.1. PVSA Award Hour Requirements

HOURS BY AWARD	BRONZE	SILVER	GOLD
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+
President's Lifetime Achievement Award: Individuals who have completed 4,000 or more hours in their lifetime			
<i>* Two or more people, with each member contributing at least 25 hours toward the total</i>			

A7.6.7 PVSA Award Application (due no later than 19 Apr of award year)

VISTA RIDGE HIGH SCHOOL AFJROTC PVSA APPLICATION

Name (Last, First, MI) _____

Grade: _____

Flight: _____

Date of Birth: _____

LOWEST AGE during award period: _____ (for instance, if you turned 16 during the award period, 20 Apr to 19 Apr, list your age as 15)

Community Service Hours _____ (total from 4/20 to 4/19)

***Must attach printout of hours from tracker form (<https://t2m.io/gJKvAoHp>)!**

Award earned: _____ (see PVSA award table and use community service hours and lowest age during the award period).

Cadet Signature _____

Date: _____

SASI Verification and Approval: **Approved / Not Approved**

SASI/ASI Signature _____

Date: _____

A7.7. AFJROTC Awards and Decorations.

The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. **Only Awards and Decorations approved by Holm Center/JR and listed in this cadet guide may be worn.**

A7.7.1. Ribbons **will not** be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence

A7.7.2. Only awards and decorations listed in this cadet guide are authorized for presentation and wear on the cadet uniform.

A7.7.3. Awards are categorized as below:

A7.7.3.1. Authorized to present and wear.

A7.7.3.2. Authorized to present and unauthorized to wear.

A7.7.3.3. Unauthorized.

A7.7.4. Units may receive/present awards (only awards on the published ribbon chart may be worn on the cadet uniform) from any national-level veterans' organization that is defined as a Congressionally chartered Veterans Service Organizations (VSO), recognized by the Department of Veteran Affairs; a complete list can be found at <https://www.va.gov/vso/VSO-Directory.pdf>.

A7.7.5. Any active duty military heritage organization, e.g. Special Forces Association, aka the Green Berets, may present awards to cadets. Units with local district Director of Army Instructors (DAI)s shall provide AFJROTC units with a complete listing of awards given by the local district under DAI control (or an officer acting on behalf of the superintendent of schools.) Only the awards listed on the AFJROTC ribbon chart may be worn on the cadet uniform.

A7.7.6. Local organizations such as banks, local businesses, military Top 3 organizations, Chiefs' Groups, etc., may present awards to cadets. Only the awards listed on the AFJROTC ribbon chart may be worn on the cadet uniform.

A7.7.7. Authorized AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level

award twice during their AFJROTC career (this does not apply to National competition awards). Medals will not be worn on regular uniform days.

A7.7.8. Authorized Civil Air Patrol (CAP) awards. Cadets who earn CAP awards may wear those ribbons during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon.

56. General Carl Spaatz Award

57. General Ira C. Eaker Award

58. Amelia Earhart Award





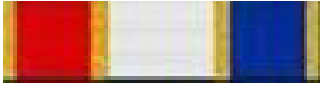
59. General Billy Mitchell Award

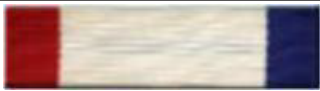






60. General J.F. Curry Achievement Award







A7.7.9. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in a sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.






Figure A7.1. Ribbon Chart and Award Descriptions.




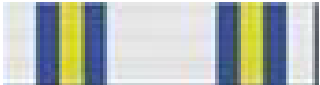





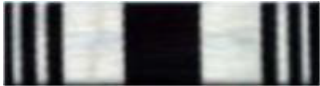





SPECIAL AWARDS		
Award	Cadet Must:	Recognition
1. & 2. Valor (all cadets)  	<ul style="list-style-type: none"> 1. GOLD: Do Voluntary Act of Bravery and Self Sacrifice Involving Conspicuous Risk of Life Beyond the Call of Duty 2. SILVER: Do Voluntary Act of Heroism which Does Not Involve Risk of Life 	Medal Ribbon Certificate (Submit w/i 6 Mos)
3. Cadet Humanitarian Award (all cadets) 	<ul style="list-style-type: none"> Do Humanitarian Act Above Call of Duty -- Provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service. 	Ribbon Certificate (Submit w/in 6 Mos)
4. Silver Star Community Service with Excellence Award (all cadets) 	<ul style="list-style-type: none"> Awarded to cadets in the Top 5% of units (approximately 45 units) who have the highest “per cadet average” community service hours. Additional large silver star awarded for additional award 	Ribbon Certificate
5. Community Service with Excellence Award (all cadets) 	<ul style="list-style-type: none"> Provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. 	Ribbon Certificate
NATIONAL AWARDS (May be worn on uniform, may only be awarded once per cadet)		
Award	Cadet Must:	Recognition
6. Air Force Association (3rd Yr Cadet)	<ul style="list-style-type: none"> Top 1% of cadets in unit in the following areas: academics, leadership, and professionalism Positive attitude toward AFJROTC and school 	Medal








	<ul style="list-style-type: none"> Outstanding personal appearance (uniform and grooming) Displays attributes such as initiative, judgment, and self-confidence. Courteous demeanor. 	Ribbon
<p>7. Daedalian (3rd Yr cadet)</p> 	<ul style="list-style-type: none"> Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Indicate the potential and desire to pursue a military career. Rank in the top 10% of their AS class. Rank in the top 20% of their school class. 	<p>Medal</p> <p>Ribbon</p>
<p>8. Daughters of the American Revolution (DAR) Award (4th Yr cadet)</p> 	<ul style="list-style-type: none"> Rank in the top 25% of their AS class. Rank in the top 25% of their high school class. Demonstrate qualities of dependability and good character. Demonstrate adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC. 	<p>Medal</p> <p>Ribbon</p>
<p>9. American Legion Scholastic Award (3rd/4th Yr cadet)</p> 	<ul style="list-style-type: none"> Based on the cadet's overall scholastic achievements. Each cadet must: Rank in the top 10% of the high school class. Rank in the top 25% of their AS class. Demonstrate leadership qualities. Actively participate in student activities 	<p>Medal</p> <p>Ribbon</p>
<p>10. American Legion General Military Excellence Award (3rd/4th Yr cadet)</p> 	<ul style="list-style-type: none"> Rank in the top 25% of their AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. 	<p>Medal</p> <p>Ribbon</p>
<p>11. Reserve Officers Association (ROA) (4th Yr cadet)</p> 	<p>Recipient must possess individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> Be in the top 10% in the AFJROTC program Be in the top 25% in academic grades Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>12. Military Officers Assoc of America Award (MOAA) (3rd Yr cadet)</p> 	<ul style="list-style-type: none"> Be a member of the junior class Be in good academic standing Be of high moral character Show a high order of loyalty to the unit, school, and country Show exceptional potential for military leadership 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>






<p>13. Veterans of Foreign Wars (VFW) (3rd/4th Yr cadet)</p> 	<ul style="list-style-type: none"> • Positive attitude toward the AFJROTC program • Must be enrolled as a 10th-12th grade AFJROTC student • Maintain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester. • Active in at least one other student extracurricular activity (music, athletics, government, etc.) 	<p>Medal</p> <p>Ribbon</p>
<p>14. National Society United States Daughters 1812 Award (all cadets)</p> 	<ul style="list-style-type: none"> • For academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>15. National Sojourners Award (2nd/3rd Yr cadet)</p> 	<ul style="list-style-type: none"> • Presented annually recognizing cadets who contributed the most to encourage and demonstrate Americanism within the corps and on campus. Each cadet must: • Be in Upper 25% of High School Class • Encourage and Demonstrate Americanism • Demonstrate Leadership Potential • Not Have Received Award Previously 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>16. Scottish Rite Southern Jurisdiction Award (3rd Yr cadet)</p> 	<ul style="list-style-type: none"> • Contributes the most to encourage Americanism by participation in LDR activities or community projects. • Demonstrate academic excellence by being in the top 25% of class. • Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. • Has not been a previous recipient of this award. • 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>17. Military Order of the Purple Heart Award (1st/2nd/3rd Yr cadet)</p> 	<ul style="list-style-type: none"> • Show Positive Attitude towards Country and AFJROTC • Hold a leadership position in the cadet corps • Be Active in School and Community affairs • Have "B" in All Subjects for Previous Semester 	<p>Medal</p> <p>Ribbon</p>
<p>18. Sons of the American Revolution Award (SAR) (3rd Yr cadet)</p> 	<ul style="list-style-type: none"> • Recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. • Currently Enrolled in AFJROTC - In Top 10 % of AS Class and 25% Overall Class • 500-700 word essay on “How JROTC has helped prepare me to be a better citizen of the USA.” 	<p>Medal</p> <p>Ribbon</p>








<p>19. Military Order of World Wars (MOWW) (all cadets)</p> 	<ul style="list-style-type: none"> Presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit. 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>20. American Veterans (AMVETS) (all cadets)</p> 	<p>Presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> A positive attitude toward AFJROTC programs and service in the Air Force Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se). Personal attributes (initiative, dependability, judgment, and self-confidence). • Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). Obtained a grade of “A” (or the numerical equivalent) in their AS class. Be in good scholastic standing in all classes at the time of selection and at the time of presentation. 	<p>Medal</p> <p>Ribbon</p>
<p>21. Air Force Sergeants Association (AFSA) Award (3rd/4th Yr cadet)</p> 	<ul style="list-style-type: none"> Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Be in Top 10% of AFJROTC Class 	<p>Medal</p> <p>Ribbon</p>
<p>22. Tuskegee Airmen Inc AFJROTC Cadet Award (1st/2nd/3rd Yr cadet)</p> 	<ul style="list-style-type: none"> “B” in AS Class with Good Academics Actively participate in cadet corps activities Participate in at least 50% of all unit service programs 	<p>Ribbon</p> <p>Certificate</p>
<p>23. The Retired Enlisted Assoc (TREA) Award (all cadets)</p> 	<ul style="list-style-type: none"> Demonstrate exceptional leadership while serving in an Enlisted Rank. Must have shown outstanding leadership throughout the course of the school year. 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>
<p>24. Celebrate Freedom Foundation Award for Excellence in Academic Programs Award (all cadets)</p>	<ul style="list-style-type: none"> Outstanding personal appearance (uniform/grooming) Display personal attributes such as initiative, judgment and self-confidence Courteous demeanor (promptness, obedience and respect for customs) 	<p>Medal</p> <p>Ribbon</p> <p>Certificate</p>







	<ul style="list-style-type: none"> • Growth potential (capacity for responsibility, high productivity, and adaptability to change) • Possess the highest personal and ethical standards and strong positive convictions • Shows potential/desire to pursue a military career • Rank in the top 5% in his/her AS class with a grade average of “A” or equivalent • Rank in the top 15% of his/her academic class • Positive attitude toward AFJROTC/school 	
<p>25. Air Commando Association Award (all cadets)</p> 	<ul style="list-style-type: none"> • Complete one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. 	<p>Medal Ribbon Certificate</p>
<p style="text-align: center;">AFJROTC AWARDS</p>		
Award	Cadet Must:	Recognition
<p>26. Distinguished Unit Award with Merit (DUAM) (all cadets)</p> 	<ul style="list-style-type: none"> • Unit receives an AFJROTC evaluation with an overall rating of “Exceeds Standards” • Unit selected by AFJROTC to receive the DUA • Both criteria must occur during the same academic year 	<p>Ribbon</p>
<p>27. Distinguished Unit Award (DUA) (all cadets)</p> 	<ul style="list-style-type: none"> • Unit selected by AFJROTC to receive the DUA 	<p>Ribbon</p>
<p>28. Outstanding Organization Award (all cadets)</p> 	<ul style="list-style-type: none"> • Meet AFJROTC Operational Supplement requirements 	<p>Ribbon</p>
<p>29. Outstanding Flight (all cadets in Flight with “C” or higher in AFJROTC)</p> 	<ul style="list-style-type: none"> • Be Assigned to an Outstanding Flight during Designated Academic/Training Period • Selection based on flight academic average, leadership performance, community service involvement, LDR involvement, Health and Wellness participation, and Attitude/Discipline/Respect. 	<p>Ribbon</p>


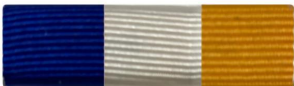

<p>30. Top Performer Award (2% of Corps)</p> 	<ul style="list-style-type: none"> Only presented/awarded by HQ AFJROTC personnel Maximum 2% of the current cadet corps Specific consideration given to cadets not previously recognized for superior performance Based on a cadet's performance in leadership and job performance, leadership qualities, academic performance, significant self-improvement, and community involvement and other accomplishments 	<p>Ribbon Certificate</p>
<p>31. Outstanding Cadet (1 each, 1st, 2nd, 3rd, & 4th Yr cadet)</p> 	<ul style="list-style-type: none"> Must be of high moral character Demonstrate positive personal attributes Display outstanding military potential, and attain academic and military excellence. 	<p>Ribbon</p>
<p>32. Leadership (all cadets)</p> 	<ul style="list-style-type: none"> For outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Consistently display outstanding leadership ability above and beyond expected performance. 	<p>Ribbon</p>
<p>33. Superior Performance (all cadets)</p> 	<ul style="list-style-type: none"> Awarded to no more than top 10% of corps annually Render Outstanding Achievement or Meritorious Service for AFJROTC for a Single or Sustained Act of a Superior Nature. Ensures recognition of achievements and services which are clearly outstanding and exceptional when compared to accomplishments of other cadets. 	<p>Ribbon</p>
<p>34. Achievement (all cadets)</p> 	<ul style="list-style-type: none"> Awarded for a significant achievement as deemed appropriate by the SASI May not receive more than one ribbon during a 1-year period 	<p>Ribbon</p>
<p>35. Academic (all cadets)</p> 	<ul style="list-style-type: none"> Achieve Overall "B" Grade Point Average with an "A" in AFJROTC for one semester Cadet may only receive one award annually 	<p>Ribbon</p>
<p>36. Cadet Leadership Course (all cadets)</p> 	<ul style="list-style-type: none"> Successfully complete an approved leadership school program of at least 5 days in duration. Award Silver Star for Outstanding Performance/Leadership (Limited to 10%) 	<p>Ribbon</p>







<p>37. Special Teams Placement (all cadets)</p> 	<ul style="list-style-type: none"> Be a member of a team that places 1st through 3rd in any Air Force or Joint Service Event to include drill teams, color guard teams, rifle teams, saber teams, academic bowl teams, CyberPatriot, etc. 	Ribbon
<p>38. All Services National Competition Award (all cadets)</p> 	<ul style="list-style-type: none"> Be a member of a team that competes at a joint/all service national-level competition to include drill teams, color guard teams, rifle teams, saber teams, academic bowl teams, CyberPatriot, etc. 	Medal Ribbon
<p>39. Air Force Nationals Competition (all cadets)</p> 	<ul style="list-style-type: none"> Be Member of a team that competes at an Air Force only national-level competition to include drill teams, color guard teams, rifle teams, saber teams, academic bowl teams, CyberPatriot, etc. 	Medal Ribbon
<p>40. Orienteering (all cadets)</p> 	<ul style="list-style-type: none"> Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum Attend 75%+ of team practices Compete in at least one orienteering event during academic year An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. 	Ribbon
<p>41. Leadership Development Requirement (LDR) Leadership (all cadets)</p> 	<ul style="list-style-type: none"> Demonstrate Exceptional Leadership in achieving objectives through the coordinated efforts of others Must be Project Officer for AFJROTC LDR Activity (drill team, color guard, drone club, Dining In/Out, Military Ball, Dance Chairpersons etc). May be earned a maximum of 4 times. 	Ribbon
<p>42. Drill Team (all cadets)</p> 	<ul style="list-style-type: none"> Participate in at Least 85% of Drill practices and 3 drill performance events (e.g. competitions, school events, community demonstrations, etc.) An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. 	Ribbon
<p>43. Color Guard (all cadets)</p> 	<ul style="list-style-type: none"> Participate in at least 75% of Color Guard practices and 6 color guard events in an academic term An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. 	Ribbon



<p>44. Saber Team (all cadets)</p> 	<ul style="list-style-type: none"> • Must have previously earned Drill Team or Color Guard ribbons AND participate in 3 Saber Team events in an academic term • An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. 	<p>Ribbon</p>
<p>45. Marksmanship (all cadets)</p> 	<ul style="list-style-type: none"> • Participate in the AFJROTC Marksmanship Program for an entire season and complete at least 1 competition. 	<p>Ribbon</p>
<p>46. Joint Leadership Academic Bowl (JLAB) (all cadets)</p> 	<ul style="list-style-type: none"> • Participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon. The former JLAB Ribbon may not be worn, it will be replaced with the new USAA EF JLAB Ribbon to qualifying cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. 	<p>Ribbon</p>
<p>47. Cyber Patriot Ribbon (all cadets)</p> 	<ul style="list-style-type: none"> • Member of the CyberPatriot team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform.) 	<p>Ribbon</p>
<p>48. StellarXplorers Ribbon (all cadets)</p> 	<ul style="list-style-type: none"> • Member of the StellarXplorers team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform.) 	<p>Ribbon</p>
<p>49. Raiders Team (all cadets)</p>	<ul style="list-style-type: none"> • Member of the Raiders Team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon 	<p>Ribbon</p>

	<p>earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	
<p>50. Military Model Building Team (all cadets)</p> 	<ul style="list-style-type: none"> Member of the Military Model Building Team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster. 	<p>Ribbon</p>
<p>51. Unmanned Aircraft Systems (UAS) (all cadets)</p> 	<ul style="list-style-type: none"> Member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. 	<p>Ribbon</p>
<p>52. Robotics (all cadets)</p> 	<ul style="list-style-type: none"> Member of the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. 	<p>Ribbon</p>
<p>54. Good Conduct (all cadets)</p> 	<ul style="list-style-type: none"> Must not have received a referral for an academic term. Must have a Weekly Lab Grade of at least 91%. Cadet may only receive one award annually 	<p>Ribbon</p>
<p>54. Service (all cadets)</p> 	<ul style="list-style-type: none"> Show distinctive performance in School, Community, or AFJROTC Service Projects Minimum of 20 hours of documented community service hours in a single academic year Competitive drill team/saber team/color guard hours do not count towards requirement. 	<p>Ribbon</p>
<p>55. Health & Wellness (all cadets)</p> 	<p>Participate in the Presidential Physical Fitness Program</p> <ul style="list-style-type: none"> The Bronze Star device will be awarded to cadets scoring in the 75-84 percentiles The Silver Star device will be awarded to cadets scoring in the 85-95 percentile The Gold Star device will be awarded to cadets scoring in the 96-100 percentiles If already wearing the ribbon with OLC, cadet will receive and wear an additional ribbon with the 	<p>Ribbon</p>

	<p>highest-level Star Device 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 colored stars, or star and oak leaf clusters on the same ribbon.</p>	
<p>56. Recruiting (all cadets)</p> 	<ul style="list-style-type: none"> Enroll at least 2 quality cadets 	Ribbon
<p>57. Activities (all cadets)</p> 	<ul style="list-style-type: none"> Awarded for participation in LDR activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry club, drone club, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. 	Ribbon
<p>58. Attendance (all cadets)</p> 	<ul style="list-style-type: none"> Awarded to cadets who have no more than 3 excused absences (no unexcused absences or unexcused tardies) from any class during an academic term. Cadet may only receive one award annually 	Ribbon
<p>59. Dress and Appearance (all cadets)</p> 	<p>Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI. Attain the following uniform grades:</p> <ul style="list-style-type: none"> 1st year – 90% 2nd, 3rd, and 4th year – 92% Awarded each semester 	Ribbon
<p>60. Longevity (all cadets)</p> 	<ul style="list-style-type: none"> Successfully Complete Aerospace Science Course (Full Yr) Oak leaf cluster awarded for each additional year 	Ribbon
<p>61. Bataan Death March Memorial Hike (all cadets)</p> 	<ul style="list-style-type: none"> Successful completion of 14 mile Bataan Death March Memorial Hike. 	Ribbon

<p>62. Patriotic Flag (All Cadets)</p> 	<ul style="list-style-type: none"> • Participate in a minimum of 5 flag events • Events include, but not limited to, flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations • Awarded for non-color guard events designed to honor our nation's flag 	Ribbon
<p>63. Resiliency Ribbon (all cadets)</p> 	<ul style="list-style-type: none"> • Awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. 	Ribbon
<p>64-68. Civil Air Patrol Ribbons. The authorized ribbons for cadets participating in the Civil Air Patrol cadet program which can be worn on the AFJROTC uniform are from highest to lowest precedence:</p> <ol style="list-style-type: none"> 1. General Carl A Spaatz Award. 2. General Ira C. Eaker Award. 3. Amelia Earhart Award. 4. General Billy Mitchell Award. 5. General J.F. Curry Award. 		
<p style="text-align: center;">AFJROTC Badges (See Fig A4.1.)</p>		
<p>Flight Solo (all cadets)</p> 	<ul style="list-style-type: none"> • Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Email HQLogistics@afjrotc.com a copy of the cadet's Flight Solo Certificate. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate. • Flight suit not authorized 	Badge
<p>Unmanned Aircraft Badge (all cadets)</p>	<ul style="list-style-type: none"> • Awarded for successful completion of the Remote Pilot Certification Test. (FAA Part 107) 	Badge

	<ul style="list-style-type: none"> Email HQ-Logistics@afjrotc.com a copy of the cadet's FAA Certificate, and then go to WINGS Logistics Create Display Orders and order the applicable badge. Flight suits authorized while "active" member of unit's unmanned aircraft/multicopter team. 	
<p>Aviation Ground School (all cadets)</p> 	<ul style="list-style-type: none"> Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider). Email HQ-Logistics@afjrotc.com a copy of the cadet's FAA Certificate. Flight suits are authorized for cadets enrolled in AFJROTC Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who successfully pass the FAA Private Pilot Practical Test (Powered or Glider). 	Badge
<p>Flight Certificate (all cadets)</p> 	<ul style="list-style-type: none"> Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. Email HQ-Logistics@afjrotc.com a copy of the cadet's Flight Certificate. Flight suits are authorized for those cadets that have received their flight certificate badge. Flight suit authorized for continuous wear. 	Badge
<p>Awareness Presentation Team (all cadets)</p> 	<ul style="list-style-type: none"> Member of APT in good standing Participate in (3) major APT Events 	Badge
<p>Kitty Hawk Air Society (all cadets)</p> 	<ul style="list-style-type: none"> Be inducted into KHAS (see VRHS KHAS charter) Conduct a minimum of 4 tutoring sessions 	Badge
<p>Distinguished AFJROTC Cadet (Third Yr/Jr cadet)</p> 	<ul style="list-style-type: none"> This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, 	Badge Certificate

	display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection: Leadership Ribbon, Superior Performance Ribbon, Achievement Ribbon, Academic Ribbon, Leadership Development Requirement, Service Ribbon	
<p>AEF Academic Cadet (Rising Jr /Sr cadets)</p> 	<ul style="list-style-type: none"> Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI. 	Badge
<p>Model Rocketry (all cadets)</p> 	<ul style="list-style-type: none"> Awarded to cadets who have fulfilled model rocketry program requirements. Must individually build, launch, and recover a model rocket. 	Badge
<p>Marksmanship (all cadets)</p>	<ul style="list-style-type: none"> Can only wear one, earned in competitions. May not be worn with medals. Basic Marksmanship - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions. The sharpshooter badge - requires a combined of 220 or above, fired in the prone, standing, and kneeling 3x10 positions. The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions. 	Badge

CO-20171 Adalwolves Shoulder Cords and Additional Recognition		
<p>Shoulder Cords</p> <p>Note: Only worn on the light blue shirt and the service dress coat. Only one cord may be worn on the left shoulder.</p>	<ul style="list-style-type: none"> • Drill Team: (Black/Cardinal Red) Competitive drill team member (attends 90+% of practices). • Color Guard: (Vista Blue/Cardinal Red). Complete 3 color guard activities in a year. Must earn every year for continued wear. • Corps officer leadership: (Vista Blue, Metallic Silver) • Corps SNCO leadership (Corps Superintendent, Squadron First Sergeants: (Black, Metallic Silver) • Flight Commander: (Vista Blue) • Flight Sergeant: (Infantry Blue) • Honor Cadet: (Yellow, 1 per flight) 	Cord
<p>Graduation Stole (white, with AFJROTC patch and "AFJROTC" in blue lettering)</p>	<ul style="list-style-type: none"> • Successfully complete AFJROTC 4 as a cadet officer • Worn only with VRHS graduation gown • Senior class leadership standardizes wear of nametag, rank, ribbons, medals. 	Graduation Stole, with rank, ribbons, and medals earned
<p>Graduation Cord (Blue/Red Twist)</p>	<ul style="list-style-type: none"> • Successfully complete a minimum of 2 years of AFJROTC (but did not meet requirements for graduation stole) • Worn only with VRHS graduation gown 	Graduation Cord

ATTACHMENT 8: HEALTH AND WELLNESS PROGRAM

A8.1. Purpose.

The purpose of the Health and Wellness program is to provide AFJROTC a standardized wellness program offering substantial individual health improvements for the cadets. Its objective is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

A8.2. Parent/Guardian Permission.

Prior to starting any fitness training program or assessment, the cadet will obtain parental permission using the current year AFJROTC Parental Consent form. A Parent/Guardian must state any known health concerns or limitations on the consent form. Students and instructors will follow school district policy for physical and extracurricular activity.

A8.3. Safety.

AFJROTC instructors will ensure any program implementation is done with cadet safety as the primary consideration.

A8.3.1. Hydration. Ensure cadets are adequately hydrated and have on site clean drinking water.

A8.3.2. Heat Stress. Be aware of the adverse effects of heat stress by becoming familiar with AETCI 48-101, *Prevention of Heat Stress Disorders*, which can be obtained electronically at <http://www.aetc.randolph.af.mil/im/ae48ser.html>.

A8.3.3. Flag Condition. For ambient air temperatures above 78 degrees Fahrenheit, determine the heat category (flag condition) using the AFROTC Thermal Stress Calculator posted on Wings. Once the flag condition is determined, carefully follow the work/rest and water intake recommendations in AETCI 48-101. If the Thermal Stress Calculator indicates a Red or Black Flag condition, use extreme caution.

A8.3.4. First Aid Kit. The corps safety officer or flight safety representative will ensure the unit first aid kit and a radio/cell phone is always available.

A8.3.5. CPR Certification. The SASI/ASI Instructors are required to maintain current American Red Cross First Aid / CPR, or American Heart Association CPR.

A8.4. Asthma Inhalers.

Cadets with an asthma profile must have an inhaler immediately available during Health and Wellness activities.

A8.5. Health and Wellness Goals:

Create individualized training program based on national standards by age and gender; identify areas of improvements for each cadet; and incorporate physical training program to reach goals. At the beginning and end of each academic year, cadets will test their physical training progress through completion of 1 minute of pushups, 1 minute of situps, and a 1 mile run/walk.

A8.6. Health and Wellness Requirements

A8.6.1. All cadets will wear the unit PT uniform during Health and Wellness classes. Unit PT gear is only required during the Health and Wellness class period.

A8.6.2. Warmup is required prior to any Health and Wellness activity. At a minimum, warmups will consist of stretching, 1 minute of pushups, and 1 minute of situps.

A8.6.3. After warmups are complete the flight will participate in a minimum 30 minute cardio activity such as one-pitch kickball, capture the flag, ultimate frisbee, etc. The unit PT officer and flight PT representatives will coordinate activities and required gear.

ATTACHMENT 9: CO-20171 ONE-PITCH KICKBALL

A9.1. Description.

CO-20171 one-pitch kickball is a challenging game for all skill levels that requires leadership, organization, teamwork, and promotes health and wellness. The game allows cadets to put classroom principles into action on the field. Integrity and sportsmanship are the keys to learning and having fun during this leadership laboratory.

A9.2. Playing Field

A9.2.1. Field. Entirety of the softball/baseball field or gym

A9.2.2. Bases. 60 feet outdoors (softball/baseball field), 38 feet indoors (gym)

A9.2.3. Pitching line. 42 feet outdoors, 28 feet indoors

A9.2.4. Foul territory.

A9.2.4.1. Outdoors. Traditional baseball foul lines and foul territory

A9.2.4.2. Indoors. There is no traditional foul territory indoors. If after a legal kick the ball enters an unplayable area (on top of/behind bleachers, into coaches hallway, exits through an open gym door, etc.) without being first touched by a fielding player the ball is foul, resulting in the kicker being called out. If the ball enters an unplayable area after touching a fielding player, the ball is considered an overthrow (see overthrow below).

A9.3. Teams

A9.3.1. Composition. Teams consist of 10-15 players outdoors, 8-12 players indoors, with a maximum of 6 infielders (catcher, fielding team pitcher-for fielding only, first baseman, second baseman, shortstop, and third baseman). Remaining team members distributed in the outfield a minimum of 20 feet behind the baselines (or 10 feet indoors)

A9.3.2. Captains. Each team will identify a designated team captain. Only the team captain may address the referee but must accept any final ruling. Other players disputing calls or addressing the referee will result in either one out for each infraction for the kicking team, or the current kicker being awarded first base (or an additional base) for infractions by the fielding team. Multiple infractions by the same player will result in ejection at the discretion of the referee.

A9.3.3. Lineup. All players must kick according to a lineup maintained by the captain. All players will kick and play in the field.

A9.3.4. Base Coaches. Two members of the kicking team may coach first and third base, but must remain in the proper kicking order for their team, remain in foul territory, and not interfere with any kicked ball. Physically assisting a runner or being hit by a kicked ball will result in the runner being called out.

A9.3.5. Scorekeeper. Each team will keep its own score.

A9.4. GAME PLAY

A9.4.1 Kickballs. Two kickballs, and two kickballs only, must be available for game play. Kickballs will be World Adult Kickball Association (WAKA) regulation kickballs.

A9.4.2. Time. Games last exactly 20 minutes or when class time is over as called by the referee, whichever occurs first. The score at the expiration of time stands regardless of team kicking or innings played. End of the game will be signaled by one long whistle.

A9.4.3. One-Pitch. Only one ball will be pitched to each kicker by the kicking team pitcher. The kicker will either properly kick the ball into play or be called out.

A9.4.4. Kicking Team Pitcher. The kicking team supplies the kicking team pitcher. The kicking team pitcher may be any player, but any player serving as kicking team pitcher **MUST** kick in their designated spot in the lineup. Pitches are made only by the kicking team pitcher, by hand, with one foot on the pitching line, and within **5** seconds of the referee signaling by raising an arm. The kicking team pitcher becomes a part of the field after the pitch and will remain at the point of release of the pitch. If the kicking team pitcher makes an attempted play on the ball or intentionally touches the ball, interferes with a field player, or otherwise impedes play the kicker will be called out. The kicking team pitcher will attempt to avoid contact with the ball if possible. If a ball hits a kicking team pitcher inadvertently and at no fault of the pitcher (as determined by the referee), the ball remains in play.

A9.4.5. Fielding Team Pitcher. The fielding team will place a fielding pitcher behind the kicking team pitcher and to the left or right as desired. If the fielding pitcher impedes the kicking team pitcher during the pitch, the batter will be awarded first base.

A9.4.6. Switching Fields. Teams will have **20** seconds to switch fields after recording the third out. If the new kicking team fails to pitch the ball within **20** seconds, an out will be recorded and the lineup rotates. Additional outs will be recorded for each **5** seconds the kicking team fails to pitch to a properly ordered lineup (lineup will continue to rotate).

A9.4.7. Bunting Prohibited. Bunting is not allowed and will result in an out. Determination of bunting is at the discretion of the referee.

A9.4.8. Catcher Obstruction. If the catcher obstructs the kicker, or is in fair territory before the pitch is kicked, the kicker is automatically awarded first base.

A9.4.9. Fielding Position. Proper in-field fielding position (fielding pitcher, catcher, first, second, third, shortstop) must be maintained while a pitch is in progress, and until the pitched ball reaches the kicker. Failure to properly position before a pitch will result in awarding the kicker first base.

A9.4.10. Infield Fly. There is no infield fly rule.

A9.4.11. Foul Ball Recovery. The kicking team must always have a “spare” ball ready to put into play. In the event of a foul ball “out”, the spare ball should immediately be thrown to the kicking team pitcher to keep the game moving (pitch must be made within 5 seconds of referee signal). The kicking team must then retrieve the foul ball to have a spare ready to put into play. Exception: When the third out is recorded on a foul ball the new kicking team should retrieve the ball immediately after transitioning from the field to have a spare available.

A9.5. Overthrows.

A9.5.1. Outdoors. An overthrow is a ball thrown, kicked, or deflected into foul territory while making a defensive play toward a player or base. A runner may advance only one base beyond the base the runner is on or running toward when the ball travels into foul territory. One base on an overthrow is a restriction on the runner and not an automatic right for the runner to advance. If any fielder attempts to make an out prior to returning the ball to the kicking or fielding team pitcher, runners may commence base running.

A9.5.2. Indoors. An overthrow is a ball thrown, kicked, or deflected into a location not immediately playable (on top of or behind bleachers, a ball entering the coaches hallway, a ball exiting the gym through a door, etc.) while making a defensive play toward a player or base.

A9.6. Home runs.

A9.6.1. Outdoors. Any ball departing the field of play over the outfield fence in fair territory while on the fly, or any ball departing the field of play over the outfield fence after initially bouncing the first time in fair territory.

A9.6.2. Indoors. Any kicked ball in play going through any basketball hoop, in any direction, without first being touched by a fielding player.

A9.7. Ball in Play.

A9.7.1. Kick. A ball kicked legally into fair territory begins play.

A9.7.2. Pitcher Control. Once the kicking team or fielding team pitcher has the ball in control and retains possession within 3 feet of the pitching line the play ends. Runners who are off base at this time and in forward motion may advance only one base. Runners who are off base at this time and not in forward motion must return to the base from which they were running.

A9.7.3. Popped/Deflated Ball. During any play where a ball is popped or deflates significantly, that play shall be immediately terminated and replayed with a properly inflated ball.

A9.7.4. Interference.

A9.7.4.1. When any non fielder or non permanent object except a Referee or a runner or the kicking team pitcher (inadvertently), touches or is touched by a ball in play in fair territory. This interference causes the play to end, and runners shall proceed to the base to which they were headed

A9.7.4.2. When any runner on or off base intentionally touches a ball, or hinders a fielder. This interference causes the play to end, the runner to be out, and any other runners shall return to the base from which they came, unless forced to advance.

A9.8. Kicking.

A9.8.1. Kick Definition. All kicks must be made by foot or leg below the knee.

A9.8.2. Kicking “Box.” All kicks must be made within 3 feet of home plate, but not in front of home plate or in “fair” territory. If any part of the planted foot is in front of home plate, or is in fair territory, when the ball is kicked the kicker will be called out.

A9.9. Running.

A9.9.1. Prohibited. No leading off, stealing, or sliding is allowed. A runner off base when the ball is kicked is out. A runner sliding into a base is out.

A9.9.2. Baselines. Runners must stay within the baseline. A runner outside the baseline is out.

A9.9.3. Avoidance. Runners must change course to avoid interfering with a fielder making a play. When attempting to avoid a ball tag, runners may move no more than 4 feet out of their established path.

A9.9.4. Obstruction. Runners obstructed by any fielder within the baseline, not making an active play for the ball, shall be safe at the next base. Fielders must stay out of the baseline.

A9.9.5. Illegal Tags. Any runner hit in the neck or head shall be considered safe at the base they were running toward when the ball hits the runner. If the runner intentionally uses the head or neck to block the ball, the runner is out.

A9.9.6. Tag Up. A tag up is a requirement to retouch or stay on base until a kicked then caught ball is first touched by a fielder. After tag-up a runner may advance. A runner failing to tag-up as required is out.

A9.9.7. Passing. Running past another runner is not allowed. The passing runner is out.

A9.9.8. Score. A run scores when a runner touches home plate before the third out is made, EXCEPT that no run can score when the third out is made during a force play situation, or when the kicker is put out before touching first base. The referee will signal to the kicking team scorekeeper to record a run by pointing to home plate.

A9.9.9. Displaced Base. When a base is displaced during play, any runner is safe while in contact with the base's original and correct location. All displaced bases should be restored at the end of each play by the fielding team.

A9.10. Outs.

Both teams will maintain awareness of Out counts. An Out is awarded to the kicking team for any of the following situations (signaled by a single short burst from the referee's whistle).

A9.10.1. Exceeding Pitch Time. Kicking team pitcher does not pitch the ball within 5 seconds of the referee's signal that play is stopped (raised arm).

A9.10.2. Illegal Pitch. Kicking team pitcher does not remain in contact with one foot with pitching rubber while releasing pitch, or pitch not passing within 3 feet of home plate.

A9.10.3. Failure To Put the Ball in Play. Any pitched ball that is missed, kicked into foul territory, or no attempt made to kick the ball by the kicker (one-pitch per kicker).

A9.10.4. **Illegal Kick.** Kick not made with the foot or leg below the knee, or not made within the kicking “box” as previously described.

A9.10.5. **Caught Ball.** A kicked ball that is caught by a fielder. Any part of the ball may incidentally touch the ground during the act of catching and still be given an out if the fielder first displays full control of the ball and maintains control after touching the ground.

A9.10.6. **Force Out.** A Force Out, being the tag by any part of a fielder’s body of a base to which a runner is forced to run, before the runner arrives at the base, while the fielder has control of the ball. The ball may be touching the ground if the fielder displays full control of the ball while simultaneously tagging the base.

A9.10.7. **Tag Out.** A runner touched by the ball (either in the possession of a fielding player, or thrown by a fielding player and striking the runner below the neck) or who touches the ball at any time while not on base while the ball is in play.

A9.10.8. **Interference.** A kicker or runner that interferes with the ball or a fielder.

A9.10.9. **Failure to Tag Up.** A tag of a base by any part of a fielder’s body, while the fielder has control of the ball, before the runner originating at that base can tag-up as required due to a caught ball. Or, a runner who fails to properly tag up on a caught ball, as called by a Referee upon the conclusion of the play.

A9.10.10. **Off Base.** A runner off base when the ball is kicked.

A9.10.11. **Sliding.** A runner that intentionally slides into any base.

A9.10.12. **Passing.** A runner that passes another runner.

A9.10.13. **Outside Baseline.** A runner outside of the baseline.

A9.10.14. **Missed Base.** A runner who misses a base, as called by a Referee upon the conclusion of the play.

A9.10.15. **Illegal Assistance.** A runner physically assisted by a team member during play.

A9.10.16. **Improper Order.** Any kicker that does not kick in the proper spot in the line up.

A9.10.17. **Failure to Go.** A runner touched by the ball while on a base they are forced to vacate by the kicker becoming a runner.

A9.10.18. **Impeding Field of Play.** Any player improperly occupying any area within 3 feet of fair territory (excludes fielding players, kicker, kicking team pitcher,

active runners, and base coaches). Note: a runner called out at a base must immediately vacate the field by the most expeditious route possible as the next pitch will be within 5 seconds of the referee's signal. A runner failing to expeditiously exit the field and on the field of play when the ball is pitched will result in an additional out assigned to the kicking team (out is assigned to the kicker at the plate and the lineup must rotate).

A9.10.19. **Illegal Communication.** Any player on the kicking team **other** than the team captain addressing the referee with challenges or seeking clarification.

A9.11. Timeouts.

Each team captain may call up to two **30** second timeouts per game to regroup the team and give directions. Game time continues to run during timeouts. The timeout must be called during a play stoppage, cannot occur in the last 5 minutes of the game, and must be approved by the referee. When the SASI/ASI serve as referees, they have unlimited timeouts available to provide instruction and directions.

A9.12. Other.

A9.12.1. **Referee Decisions.** All referee decisions are final and cannot be challenged after the game.

A9.12.2. **Ejections and Warnings.** Players may be ejected by the referee for sportsmanship issues at any time. The referee will point to the offending player and say “**ejected**.” The ejected player must immediately vacate the playing area and be removed from the lineup. If the team captain is ejected a new team captain may be identified by the senior ranking cadet on the team. Referees may, at their discretion, give one verbal warning by pointing to the offending player and saying “**sportsmanship**.” Upon the second sportsmanship infraction the offending player **must** be ejected. If two players are ejected from the same team that team immediately forfeits the game.

A9.13. Referee Signals.

A9.13.1. **Begin Play.** 3 short blasts on whistle.

A9.13.2. **Game Over.** Long, sustained whistle.

A9.13.3. **Out.** Short blast on whistle.

A9.13.4. **Pitch timing started.** Raise one arm (kicking team must pitch within 5 seconds).

A9.13.5. **Runner Safe.** No signal, or both arms outstretched momentarily.

A9.13.6. Runner Out. Short blast of whistle and point to runner who is out.

A9.13.7. Run scores. Point to home plate.

A9.13.8. Sportsmanship Warning. Point to the player and say “Sportsmanship.”

A9.13.9. Player Ejected. Point to the player and say “Ejected.”

A9.13.10. Timeout Awarded. Say “Timeout”, resume play after 30 seconds with 3 short blasts on whistle. Raise arm to begin pitch timing.

A9.13.11. Runner Advances. Short blast of whistle, point to runner and then to base awarded.

A9.13.12. Runner Return to Base. Short blast of whistle, point to runner and then base to return to.