

# AFJROTC

MD-091<sup>ST</sup>



**H  
P  
H  
S**

- 1. Character
- 2. Competence
- 3. Command Presence

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## **Welcome**

### **Cadets**

Welcome to the High Point High School Air Force Junior Reserve Officer Training Corps (MD-091 AFJROTC). We are glad that you have made the decision to invest in the future of your personal and corporate life. The Air Force Core Values, Integrity first, Service before self and Excellence in all you do, assist us in serving you, your family, and community, so that you will become a better citizen. You will never know your potential until you achieve your very best. This will happen to you as you learn teamwork, leadership, responsibility, discipline, honor, corporate ownership and most of all Character, Competence, and Command Presence! You will also learn Aerospace Science and how to promote a healthy mind, body and spirit through our wellness program.

You have an outstanding AFJROTC Staff with C/Corps Commander Captain Jennifer Portela and C/Corps Deputy Commander C/Captain Cristian Velasquez leading the way. We will assist you in realizing incredible possibilities for you now and in the future. This dynamic staff consisting of C/CMSgt Gerson Fuentes, C/2<sup>nd</sup> Lt Kenny Aklikokou, C/2<sup>nd</sup> Lt Edward Aguilar, C/1<sup>st</sup> Lt Tartee Piangbe, C/ 2<sup>nd</sup> Lt Joshua Arjune and many others are determined to help you be your very best as you will learn a great deal about yourself. You must not hesitate for the best things in your life. Only through your personal efforts will this opportunity for success be gripped by your hands! Be willing to work diligently to establish your purpose and fulfill your destiny.

Joseph R. Anderson Major (ret) (SASI)  
Michael King CMSgt (ret) (ASI)  
Steven Woodard SMSgt (ret) (ASI)

## **THE AIR FORCE JROTC CADET'S CREED**

I am an Air Force Junior ROTC Cadet

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

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

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

My character defines me.

I will not lie, cheat, or steal.

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

**Motivation Check Jody**

**Motivation Check**

Hurrah

**Motivation check**

Hurrah

**Hurrah**

Hurrah

**Hurrah**

Hurrah

**Are you motivated?**

Motivated, motivated, motivated sir/ma'am

**Are you dedicated?**

Dedicated, dedicated, dedicated sir/ma'am

**How motivated are you?**

Motivated, motivated down right dedicated, you can check us out, you can check us out  
what

**Double it up**

What, what

**Triple it up**

What, what, what

**Quadruple it up**

What, what, what, what

**Now let it all hang out**

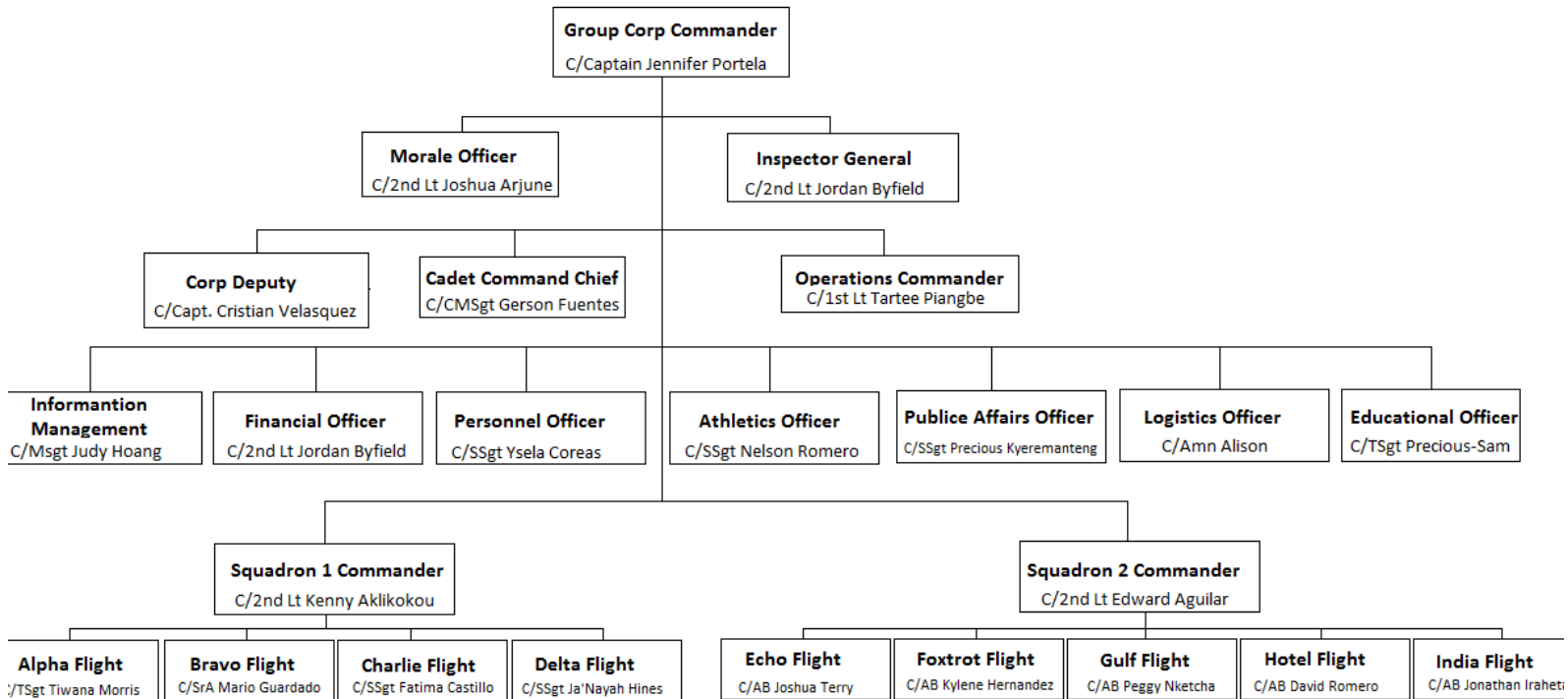
Ahhhhhhh

**Bold: Person Leading the Jody**

Normal Font: Cadets



# 2016-2017 Organizational Chart



## **AFJROTC MISSION AND OBJECTIVE**

Our mission is to build better citizens for America.

### **CORE VALUES**

1. INTEGRITY FIRST
2. SERVICE BEFORE SELF
3. EXCELLENCE IN ALL WE DO

### **Honor Code**

We will not lie, cheat, or steal nor tolerate the behavior of those among us that do.



## **MD 91st Goals**

### **Cadet Impact Goals**

- 75% of MD-091st Cadets will demonstrate a higher commitment in academic excellence by obtaining and maintaining a minimum 2.0 grade point average. This goal will be achieved through a tutoring program that will provide assistance to any cadets struggling academically. The Academic Team will contribute to this goal by enforcing the importance of writing when grading assignments and providing cadets an opportunity to read in front of the flight (teach the class). The goal will be monitored by having cadets turn in their current GPA every quarter in order to see the progress that is being made.
- 50% of all MD-091st cadets will mentor subordinate cadets in the 3 C's: Competence, Character, and Command Presence while practicing the Air Force core values. The cadets will mentor subordinate cadets in areas such as academics, athletics, drill and ceremonies, and good decision making skills. This goal will be monitored through the growth in involvement, motivation, and the confidence of subordinate cadets in their perspective flights and in the after school program.

### School Impact Goals

The MD-091st Corps will increase the value added to High Point High School and the student body by recruiting students to new training programs consisting of Leadership Education, NCO/SNCO Academy. Also new training programs that consist of Leadership Education, NCO/SNCO Academy, and involvement in our afterschool program. The Senior Leadership will expand the after school program by adding 4 new training programs by the 3<sup>rd</sup> quarter. The new training programs consist of Leadership Education, NCO/SNCO Academy, and new training programs consist of Leadership and Drill Instructor Education. The goal will be measured through the change in attendance of our after school program.

- MD-091st will develop a consistent Drill team for student body performances by having drill instruction and practice during our afterschool program. The Corps will be involved in school events in efforts to showcase the Drill Team. The Drill Team will perform at least 5 school events.

### Community Impact Goals

- 75% of the MD-091st cadets will have at least 24 community service hours by the end of the school year. The cadets will be involved in community events such as parades, APT events, and school events.
- The MD-091st cadets will focus on the needs of our school by helping out wherever is needed. Cadets will support the community and our school by participating in events such as “Clean Up, Green Up” to help enhance our environment and the appearance of our school campus.

### **MD-091st AFJROTC**

The Air Force Junior Reserve Officer Training Corps (AFJROTC) program is a unique educational opportunity offered by many schools across our nation. This program is one of the finest and what contributes to its success are the parents, School Staff/Administrators, Community and most importantly **YOU**.

High Point School MD-091st AFJROTC cadets are required to adhere to special requirements regarding dress, behavior, and grooming standards. Basic requirements include properly wearing the AFJROTC Service Uniform one day a week and on special occasions.

The proper wearing of the uniform and informed etiquette with a dignified behavior is expected by all military personnel subsequently, you will experience the satisfaction of being respected as a professional and will be given the opportunity to take field trips to military bases and other government facilities, like the Air and Space Science Museum. You will participate in ceremonial events and will be encouraged to join drill, rifle and color guard teams. School and community service projects along with Military Balls, Dining-Ins, Award Ceremonies and other unit sponsored outings will afford you the chance to strengthen your mind and spirit while the wellness program helps you maintain your body.

### **Course Syllabus**

The AFJROTC Aerospace Science program has all four levels (AS-1 AS-2 AS-3 and AS-4). It is a blend of science, social science, technical course work training in drill and ceremonies and the elements of leadership. The AFJROTC mission and objectives are to educate and train high school cadets in citizenship, promote community service, instill responsibility, develop character and self-discipline and provide instruction in air and space fundamentals.

#### **While enrolled in the course each cadet will:**

- Begin to understand the impact of Aerospace activities in the world we live in.
- Become familiar with various types of Aerospace Science vehicles and the principles that govern operation.
- Develop improved attitudes of personal integrity, self-reliance, self-discipline, patriotism, citizenship, and mutual respect for constituted authority.
- Develop better habits of orderliness and precision to prepare him/her for a position of a leadership and responsible citizenship.
- Know some vocational, educational, and leadership opportunities offered by the United States and other Aerospace agencies.
- Become familiar with the purpose and structure of the defense establishment of the United States and particularly The United States Air Force.
- Be familiar to customs, courtesies, and traditions of military service and be able to perform basic military movements.

## **AFJROTC CURRICULUM**

The Aerospace Science Curriculum consist of four course levels, each course levels covers a single academic year.

Aerospace Science 1 (AS-1): This is the introductory and first course taken by a cadet in AFJROTC. Subjects include but are not limited to the A Journey Into Aviation History, Development of "leadership", Air Power, Leadership Skills, and Leadership Laboratory, that concentrates in learning basics and intermediate military drill and ceremonies as well as military customs and courtesies.

Aerospace Science II (AS-2): A practical course in Aerospace Science, beginning with the study of Learning Communication and Personal Development, Communicating Effectively Building Personal Awareness, Understanding Groups and Teams Preparing for Leadership. The Leadership Laboratory concentrates in Intermediate drill and ceremonies with second semester emphasis on a transition from "followership" to "leadership". By the end of this course, all cadets wishing to be promoted to AS-3, must be able to lead and perform the 30 drill command sequence.

Aerospace Science III (AS-3): This is a third year is science course which examines our global awareness though cultural studies. This introductory course allows the Cadet/Student to learn basic elements of: The Middle East, Asia, Africa, Russia and the Former Soviet Republics, Latin America and Europe. Chapter 1, 2 and 5 are our main emphasis. It includes the latest information available in Cultural Studies and an introduction to Global Awareness. The course begins with an introduction to "What is Global Awareness?" The purpose of this course is to give you some basics foundation about the history, culture, religions, and thinking of people in other countries. What you learn here will help you begin to understand why different people with varied cultures and backgrounds, differ from what you are accustomed to in the United States. Leadership Education III, This course focuses on creating a budget, managing your resources, Career Opportunities, Aiming towards a College Degree, Charting Your Course, Applying for Jobs, working for the Federal Government, and Development your Career Skills. The Leadership Laboratory concentrates in Advanced Drill and ceremonies.

Aerospace Science IV (AS-4): This course may be conducted as a seminar Lab type series of studies of Principles of Management. In this course cadets become trainers to the Aerospace Science I (AS-1). This course provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC. We are confident this course, coupled with what cadets have already learned during their time in AFJROTC, will equip them with the qualities needed to serve in leadership positions within the corps. Throughout the text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experiences and will allow students the opportunity to practice what they learn by getting involved in discussions and expressing their opinions.

### **Classroom Procedures**

- The cadets will enter the AFJROTC classroom in an orderly and professional manner.
- The flight commander lines his flight outside of the classroom door. Upon checking the time, the flight commander calls the cadets to attention and proceeds to salute and ask permission to enter to his ASI or if not present in the room, the SASI. Once granted, the flight commander will forward march the flight into the classroom.
- The cadets must put down their stuff and take off any sweaters that violate the school dress code. The cadets stand next to their assigned seats and wait for further instructions.
- Cadets should be in the classroom **before** the late bell rings. If any cadet is late, allow the cadet to be at the back of the room, performing the procedure as well.
- Once the late bell rings, the flight deputy calls the room to attention and proceeds with a Jody, recites the cadet creed, element leaders report and attendance is taken. When called upon, the cadet assumes the position of attention while saying: Sir, **rank, last name** is present, sir and awaits for confirmation before returning to parade rest.
- The flight commander proceeds to read the announcements. The announcements must be read with a clear and loud voice and should be a quick summery of what is written down in the announcements. After finishing, the commander asks the deputy, element leaders, PT monitor, administrator, educational monitors and lastly any cadet who has any announcements or events that needs to be shared. Once announcements are done, the flight commander allows the educational monitors to assist the ASI on educating the class.

### **Classroom Expectations**

- Say Sir or Ma'am
- No talking while others are talking
- Wear IDs and the school, school uniform and AFJROTC uniform properly.
- No eating, drinking or chew gum.
- You may not place head on desk without permission, sleep, put feet on desk, wear hats, play electronics devices, or be inattentive when in classroom or drill instruction.
- The use of profanity whether in or out of uniform while enrolled in AFJROTC Program is prohibited.
- Conduct that does not meet the above standards will result in disciplinary actions as determined by the Instructors.
- Be on time
- Respect others.
- Cadets are expected to have the same integrity in all of their classes
- All protocol should be followed: All school rules will be followed.
- Cadets cannot be in the hallway without a pass or permission from a faculty member or School Staff. Exception: Cadets can conduct needed sidebar conversations quietly outside the classroom door to respect the classroom environment.

**Program Progress Indicators: Unit Evaluation and Pass-n-Review**

AFJROTC will supply textbooks, workbooks, and uniforms. Cadets are responsible for their uniforms and must be returned at end of the year cleaned, pressed, and in good repair. The final grade will be an average on the four quarterly grades received. Class/Flight participation in leadership is considered to be an essential part of the learning process. Cadets will be graded according to their willingness to contribute to accomplishing the AFJROTC Mission. Participation in extracurricular activities are also important. Failure to meet these requirements will result in a failing grade for the quarter.

**Course Grading**

Instructors grade are based on a 4 point scale:

- A=4
- B=3
- C=2
- D=1
- E=0

**Percentage Required**

- A= 90-100%
- B= 80- 89%
- C= 70- 79%
- D= 60-69%
- E= 59% or below

**Grading Rubric**

Assessments (tests, quizzes and inspections)	40%
Homework	20%
Classwork	40%
<b>Total</b>	<b>100%</b>



### **Grading Procedures**

1. **Scheduled Assessments**: Cadets are expected to take assessments on the day that they are given in class. Any cadets who talks to another cadet or cadets during assessments will receive a zero or reduced grade.
2. **Make up assessments and assignments**: Cadets returning from an excused absence are responsible for making up assessments or work that they missed. It is the student's responsibility to make up missed assignments within a prescribed time.
3. **Assignments**: All assignments are due on the established due date. Cadets who fail to meet due dates will receive a zero or reduced grade for the late work.
4. **Uniform Wear**: Cadets are expected to wear their uniform on all required uniform wear days. Cadets must meet Air Force uniform and grooming standards. Failure to wear uniform will result to a zero in class work, homework, and assessment.
5. **Grooming**: Cadets are expected to wear their hair in accordance to the Air Force grooming standards.
6. **Drill and Ceremony/ Physical Training**: All cadets are expected to participate in drill and physical training activities. Nonparticipants without a probable cause will result in a zero. Any medical issue that prevents a cadet from participating requires proof, the PT monitor and SASI has the discretion on what can be considered proof.
7. **Class attendance and tardiness**: Your attendance reflects your leadership and your overall grade. If a cadet is absent they are required to bring an excused note on the day they return to class.

### **Enrollment and Disenrollment**

1. AFJROTC is a **voluntary** program. Students can be selected by the AFJROTC instructor in coordination with the principal to ensure enrolled students meet acceptable standards.
2. All cadets are eligible to participate in the AFJROTC program regardless of their sexual orientation.
3. Pregnant cadets are permitted to participate in the program. Uniform wear is addressed in the Uniform and Awards section of the AFJROTC guide.
4. AFJROTC instructors can recommend disenrollment of cadets and it can be approved by the principal.
5. AFJROTC does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, or pregnancy status.
6. A Cadet may be disenrolled for:
  - A. Failure to maintain acceptable standards (including uniform wear and grooming).
  - B. Inaptitude or Indifference to training.
  - C. Disciplinary reasons
  - D. Any other reasons deemed appropriate by the AFJROTC instructor or the Principal.

## Awards and Decorations

All AFJROTC cadets are authorized to wear ribbons earned while enrolled in the AFJROTC Program. The Aerospace Science Instructor selects AFJROTC Award recipients and present these awards at the formal award ceremony at the end of the school year. Medals may be worn at Dining In, Military Ball, or as designated by the Senior Aerospace Instructor. \*\*\*Refer to page 25 for chart\*\*\*

### National Awards

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

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

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

**Silver Star Community Service with Excellence Award-** This award consists of a ribbon with Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

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

**Air Force Association (AFA) Award-**This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

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

**Daedalian Award-** This award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- 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 AFJROTC class.
- Rank in the top 20% of their school class.

**American Legion Scholastic Award-** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

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

**American Legion General Military Excellence Award-** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

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

**Daughters of the American Revolution (DAR) Award-** This award consists of a bronze medal and ribbon. This award is presented annually to one third-year (in a 3-year program) or fourth- year cadet (in a 4-year program) that meets the following criteria:

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

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

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming)
- 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.

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

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

**Military Order of World Wars Award** This award consists of a bronze medal pendant, certificate, and ribbon. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

**Military Officers Association of America (MOAA) Award-** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

**Veterans of Foreign Wars (VFW) Award-** This award consists of a medal pendant with ribbon. This award presented annually to an outstanding second- or third-year cadet in

a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

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

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

**Sons of the American Revolution (SAR) Award-** This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

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

**Scottish Rite, Southern Jurisdiction Award-** This award consists of a medal, ribbon, and certificate. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in Co-Curricular activities or community projects.

- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been previous recipients of this award.

**Military Order of the Purple Heart Award-** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

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

**Air Force Sergeants Association (AFSA) Award-** This annual award consists of a medal pendant with a ribbon. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

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

**Sons of Union Veterans of the Civil War (SUVCW) Award-** This award consists of a medal pendant with a ribbon. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

**Sons of Confederate Veterans H. L. Hunley Award-** This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate

**Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award-** This TAI sponsored award consists of a ribbon and a certificate. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.

- Participate in at least 50% of all unit service programs.

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

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

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

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

### **Air Force JROTC Awards**

**Distinguished Unit award with Merit (DUAM) -** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

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

**Outstanding Organization Award (OOA)-** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Outstanding Flight Ribbon-** Awarded to the cadets in the Outstanding Flights.

**Outstanding Cadet Ribbon-** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient



from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

**Leadership Ribbon-** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

**Achievement Ribbon-** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

**Superior Performance Ribbon-** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

**Academic Ribbon-** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.

**Leadership School Ribbon-** Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

**Special Teams Competition Ribbon-** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, etc.

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

**Co-curricular Activities Leadership Ribbon-** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ballchairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. .

**Drill Team Ribbon-** Criteria for this award will be established by SASI and published in Cadet Guide or Unit Operation Instruction. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**\*Color Guard Ribbon-** Awarded for distinguished participants in at least 75 percent of all scheduled drill team events.

**\*Saber Team Ribbon-** Awarded for distinguished participants in at least 75 percent of all scheduled saber team events.

**\*Good Conduct Ribbon-** Awarded to cadets with no suspensions of any kind. No adverse reports from other staff or faculty members.

**\*Service Ribbon-** Awarded for distinctive performance in school, community, or AFJROTC service projects

**Health and Wellness Ribbon-** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75-84 percent will receive a Bronze Star device; 85-95 percent, they will receive a Silver Star device; and 96-100 percent, they will receive a Gold Star device.

**\*Recruiting Ribbon-** Awarded for outstanding effort in support of unit recruiting activities.

**Activities Ribbon-** Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams.

**\*Attendance Ribbon-** Awarded to cadets with no more than 4 unexcused absences in a semester.

**\*Dress and Appearance Ribbon-** Awarded to 25% of the cadet corps for wearing uniforms on all AFJROTC dress and appearance standards.

**Longevity Ribbon-** Awarded for completion of each AS year.

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

**Patriotic Flag Ribbon-** Awarded once a cadet has completed 20 flag details and has successfully commanded 5.

## **Air Force Badges**

1. **Flight Solo Badge:** Awarded to any AFJROTC cadet whose logbook or student pilot certification has been endorsed for solo flight by a certified flight instructor powered or unpowered aircraft.
2. **Flight Certificate Badge:** Awarded to any AFJROTC cadet who possesses a private pilot's certificate or higher FAA rating for either powered or unpowered aircraft.



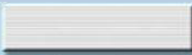


# AIR FORCE JUNIOR ROTC

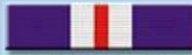
Wear your Ribbons Properly and Proudly!



Air Force JROTC Gold Valor Award



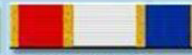
Air Force JROTC Silver Valor Award



Cadet Humanitarian Award



Silver Star Community Service with Excellence Award



Community Service with Excellence Award



Air Force Association Award



Daedalian Award



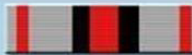
American Legion Scholastic Award



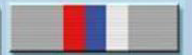
American Legion General Military Excellence Award



Daughters of the American Revolution Award



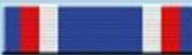
American Veterans Award



Reserve Officers Association Award



Military Order of World Wars Medal



Military Officers Association Award



Veterans of Foreign Wars Award



National Sojourners Award



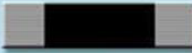
Sons of the American Revolution Award



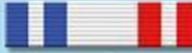
Scottish Rite, Southern Jurisdiction Award



Military Order of the Purple Heart



Air Force Sergeants Association



Sons of Union Veterans of the Civil War



Sons of Confederate Veterans H.L. Hunley Award



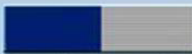
Tuskegee Airmen Inc. AFJROTC Cadet Award



The Retired Enlisted Association Award



Celebrate Freedom Foundation Award



National Society United States Daughters of 1812



Air Commando Association Award



Non-Funded National Award



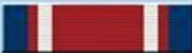
Distinguished Unit Award With Merit



Distinguished Unit Award



Outstanding Organization Award



Outstanding Flight Ribbon



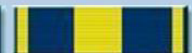
Top Performer Award



Outstanding Cadet Ribbon



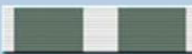
Leadership Ribbon



Achievement Ribbon



Superior Performance Ribbon



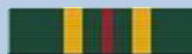
Academic Ribbon



Leadership School Ribbon



Special Teams Competition



Orienteering Ribbon



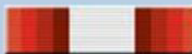
Co-Curricular Activities Leadership Ribbon



Drill Team Ribbon



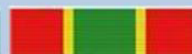
Color Guard Ribbon



Sabre Team Ribbon



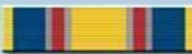
Marksmanship Ribbon



Good Conduct Ribbon



Service Ribbon



Health and Wellness Ribbon



Recruiting Ribbon



Activities Ribbon



Attendance Ribbon



Dress and Appearance Ribbon



Longevity Ribbon



Bataan Death March Memorial Hike Ribbon



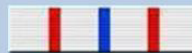
Patriotic Flag Ribbon



Gen Carl A. Spaatz Award (CAP)



Gen Ira C. Eaker Award (CAP)



Amelia Earhart Award (CAP)



Gen Billy Mitchell Award (CAP)



Gen J. F. Curry Award (CAP)

Version: 10 February 2016

### Cords

- In order to receive a position cord you must be in the position of Cadet Commander, Vice Commander, Cadet Command Chief, Inspector General, Squadron Commander and Cadet Operations Commander.
- In order to receive a team cord in color guard or rifle team you must perform at least 5 times.



### **\*Cadet Promotions**

The rank you wear is a symbol of your level of maturity and dedication to the corps, but just because you have a rank **DOES NOT** make you any better than your fellow cadets. You must not allow the rank to influence you to bend the rules and destroy your character.

There are two grades within the cadet corps Permanent and Temporary grade. All cadets receive permanent grades based off the number of years they have satisfactorily completed AFJROTC; cadets may receive this permanent grade the second semester of each year, providing that they have made satisfactory progress that year. Temporary grades are given when you become part of the various staff teams/positions of responsibility the cadets will retain the previously earned temporary grade if they meet the standards and perform at the same level the temporary grade was earned.

Subsequently, temporary grades earned at one point can be relinquished. The cadet must have the desire to keep their position.

Leadership positions are limited and are extremely competitive. Most cadet's leadership position will be changed at the beginning of each semester, giving others the chance to demonstrate leadership in the forms Character, Competence, and Command Presence. Character, is the ability to be honest and truthful in the most difficult circumstances. Character is the ability to do what is right when no one is looking and when everyone disagrees with you. To stand by and keep silence when there are things happening poorly is not good character.

The Senior Aerospace Science Instructor is the final approving authority for all promotions, academic performances, classroom attendance, and attitude are the major for governing cadet promotions.

### **Promotion Requirement's by Rank**

- A. Cadet Airman Basic (C/AB) – Cadet Airman Basic is earned once the cadet has joined AFJROTC.
- B. Cadet Airman (C/AMN) – Cadet Airman is earned once the cadet has learned the cadet creed, core values, their squadron commander and filing the appropriate promotion paperwork with proper endorsements. Must also have at least an 80% in AFJROTC.
- C. Cadet Airman First Class (C/A1C) – Airman First Class is earned once the cadet knows the cadet creed, core values, basic facing movements, and the 30 command sequence and has filing the appropriate promotion paperwork with proper endorsements. Must also have an 80% in AFJROTC.
- D. Cadet Senior Airman (C/SRA) – Cadet Senior Airman is earned once the cadet has learned what is required in the previous rank and has additionally learned to command 15 of the 30 command sequence and has filing the appropriate promotion paperwork with proper endorsements. Must have an 85% in AFJROTC.
- E. Cadet Staff Sergeant (C/SSgt) – Cadet Staff Sergeant is earned once the cadet has learned what is required in the previous rank and has commanded the 30 command sequence, learned military time, and the NATO phonetic alphabet. Must have an 85% in AFJROTC.
- F. Cadet Technical Sergeant (C/TSgt) – Cadet Technical Sergeant or cadet sergeant is earned once the cadet has learned what is required in the previous ranks and as additionally learned WINGS and has helped logistics for a period of 2 months. They must also file the appropriate promotion paperwork with proper endorsements.
- G. Cadet Master Sergeant (C/MSgt) – Cadet Master Sergeant or cadet sergeant is earned once the cadet has learned what is required in the previous rank and has outstanding leadership and bearing. These cadets also have demonstrated what they have earned. Only 4 Cadets may hold this rank and are given to the determined and responsible cadets in a group structure.
- H. Cadet Senior Master Sergeant (C/SMSgt) – Cadet Senior Master Sergeant or cadet sergeant is earned when all requirements of the previous ranks have been completed and put what they learn to teach junior cadets. Only 2 cadets may hold this rank and are given to the most determined and responsible cadets in a group structure. These Cadets are leaders and have proven it through leadership

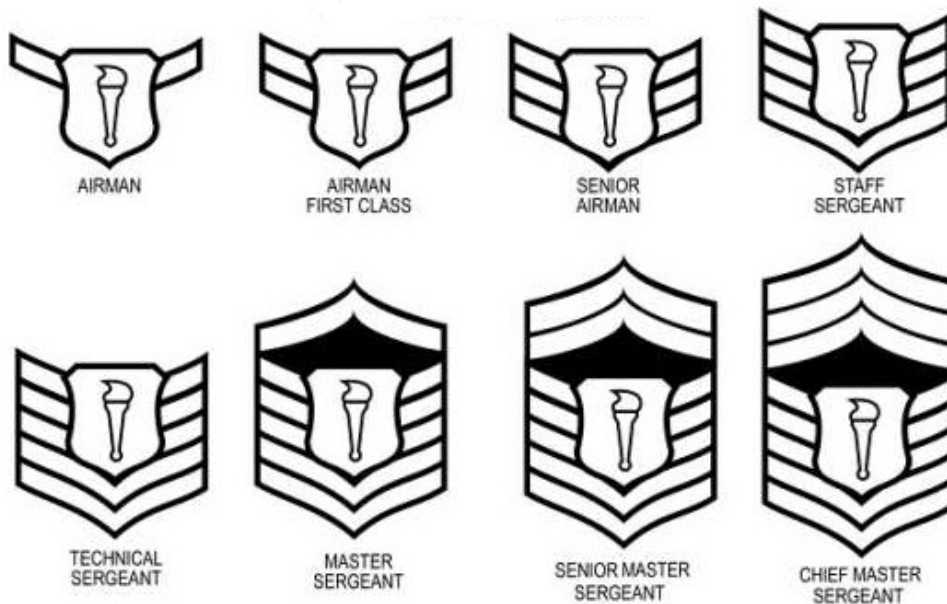
in their flights, afterschool, MD-091<sup>st</sup> activities and outside the AFJROTC classroom.

- I. Cadet Chief Master Sergeant (C/CMSgt) – Cadet Chief Master Sergeant or Cadet Chief is earned when all requirements of the past ranks have been completed. Only one cadet may hold this rank in a group structure, the cadet being the Cadet Command Chief, one of the positions in the cadet corps chain of command. The rank is reserved for the cadet who has demonstrated leadership, communication, responsibility, and problem solving skills. The cadet must be able to take the responsibility of any errors made by the cadets under his leadership and must be able to find solutions for problems in the corps. Cadet Chief(s) serve as a mentor to the cadets, showing no error in the dress and appearance of the uniform and upholding the standards.



### Cadet Enlisted Ranks

Rank	Grade Insignia
Cadet Airman Basic (AB)	NONE
Cadet Airman (AMN)	CHEVRON OF 1 STRIPE, WITH TORCH IN THE MIDDLE
Cadet Airman First Class (A1C)	CHEVRON OF 2 STRIPES, WITH TORCH IN MIDDLE
Cadet Senior Airman (SRA)	CHEVRON OF 3 STRIPES, WITH TORCH IN THE MIDDLE
Cadet Staff Sergeant (SSgt)	CHEVRON OF 4 STRIPES, WITH TORCH IN THE MIDDLE
Cadet Technical Sergeant (TSgt)	CHEVRON OF 5 STRIPES, WITH TORCH IN THE MIDDLE
Cadet Master Sergeant (MSgt)	CHEVRON OF 6 STRIPES, WITH 1 ABOVE TORCH IN THE MIDDLE
Cadet Senior Master Sergeant (SMSgt)	CHEVRON OF 7 STRIPES, WITH 2 ABOVE TORCH IN THE MIDDLE
Cadet Chief Master Sergeant (CMSgt)	CHEVRON OF 8 STRIPES, WITH 3 ABOVE TORCH IN THE MIDDLE



### Cadet Officer Ranks

Rank	Grade Insignia
Cadet Second Lieutenant (2nd Lt)	CHEVRON OF 1 INVERTED STRIPE
Cadet First Lieutenant (1st Lt)	CHEVRON OF 2 INVERTED STRIPES
Cadet Captain (Capt.)	CHEVRON OF 3 INVERTED STRIPES
Cadet Major (MAJ)	CHEVRON OF 1 DOUBLE-WIDE INVERTED STRIPE
Cadet Lieutenant Colonel (Lt Col)	CHEVRON OF 2 INVERTED STRIPES: 1 DOUBLE-WIDE 2 REG.
Cadet Colonel (Col)	CHEVRON OF 3 INVERTED STRIPES: 1 DOUBLE-WIDE 2 REG.



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

## **Guidelines for Promotions**

**Academic standards:** Each cadet is expected to do the best work that he/ she is capable of doing. Any cadet that does not attain or maintain a 2.0 grade point average will not be promoted and may be removed from a leadership position as the discretion of the Senior Aerospace Science Instructor. Initiative, enthusiasm and cooperation will result in your development and improvement. In order to get promoted you must have at least an 80% in Aerospace Science and Leadership.

**Behavior:** Any cadet will act in a considerate, mature and responsible manner. There is no place for immaturity or irresponsibility within the cadet corps. Self-control of one's self is part of self- discipline. Failure to maintain a positive attitude may result in the loss of rank, loss of leadership position.

**Attendance:** Each cadet is expected to come to class prepared and on time each class period. A cadet may not be eligible to be promoted if he/she has more than 3 unexcused absences.

All cadet officers within the chain of command may recommend other cadets of lesser grades to be promoted. They must be prepared to defend

Their recommendation for promotion. The cadet's staff, through the cadet corps commander and with the approval of the Senior Aerospace science Instructor may recommend cadets for demotion who fail to meet the criteria set forth on the cadet handbook. In all classes however the Aerospace Science Senior Instructor is the final approving authority for all promotions and demotions. All promotions and demotions will not take effect until the appropriate cadet orders have been published.

**Promotion Forms:** In order for cadets to be promoted they must fill out a promotion recommendation form; which both squadron commanders and C/Chief has. Cadets must coordinate with their flight commander and flight sergeant in order to receive a promotion recommendation form. Flight commanders are responsible for getting the promotion forms, once handed back into the flight commander, to getting it back to the squadron commanders; squadron commanders then turn in the promotion forms to the advisor.

## Uniform Wear and Appearance Standards

### ***Hair (Male)***

- Must not touch your eyebrows when groomed.
- Must not be worn in extreme or fad style such as Mohawks, ducktail.
- The bulk must or depth of the mass of the hair must not exceed 1¼ in. at the determination point. A block cut is permitted as long as tapered appearance is kept.
- Must not touch ears and only closely cut or shaved hair on the back of the neck may touch the collar.
- Mustache must not extend downward beyond the bottom lip line of the upper line or the extended sideways beyond the vertical line drawn upward from the corner of the mouth.
- Sideburns, if worn must be neatly trimmed and tapered in the same manner as the haircut.

### ***Hair (Women)***

- Must not exceed three inches in the bulk or prevent proper wear of the headgear.
- Must not have ornamentation such as ribbon, jeweled pin, headbands, etc. If you are to wear plain pins they should be the color of your hair.
- Must not touch the eyebrows when groomed.
- Hair should not be dyed to an extreme color like pink or neon green.

### ***Nails***

- Must be neat and trimmed
- If you are to wear nail polish they should be clear or conservative colors.

### ***Jewelry***

- You may wear wristwatches and rings, but no more than three at a time.
- You can only wear one bracelet and it has to be neat and conservative, it must not be wider than 1 inch.
- You may not wear jewelry around your neck or on your head
- Females are allowed to wear 1 pair of earrings that are conservative. (Ex. Diamond, gold, white pearl, or silver studs)
- The earrings must be the same.
- Male cadets may not wear earrings.

### ***Eyeglasses/ Sunglasses***

- If you wear glasses there should be no ornaments on the frames or lenses.
- Eyeglasses need to be conservative, clear, and can be slightly tinted.
- Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

### ***Tattoos and body piercing***

- Must not have any sexual, racial, discrimination tattoos whether in or out of uniform.

- Must not attach or display objects or piercings to or through the ear, nose, tongue, or any exposed body parts.

***Belt***

- Should be worn tightly enough to hold your pants. The metal tips of your belt should touch.

***Shoes***

- You should have a correct shoe size. (You do not need to return this item.)

***Coat***

- Your coat should hang naturally
- When buttoned, it should not be too tight around your body

***Pants***

- They should rest at the front of your shoes.
- Should not be too tight or too loose

***Flight Cap***

- Worn squarely on the head, with the front crease directly above the nose and the bottom edge of the cap tilted forward to a position two fingers above the bridge of the nose.
- You are authorized to make modifications to keep the cap on your head.
- Hair may not be protruding from the front cap.

***Gig Line***

- This is a line formed by the end of the left button side of your shirt, right edge of your belt buckle, and the left flap of your pants.
- All should be aligned and in one straight, unbroken line.

\* Cadets who are full-figured or slender may not be able to be issued a uniform due to size limitations. With time in the program, the Corps will attempt to order a special-sized uniforms.

**Rules and Regulation for Uniform**

- Must not have headphones in your ear when in uniform
- Must not put hands in pockets.
- Show appropriate behavior when in uniform.
- You can wear outer coats with your service coat, but you need to remove it once in the High Point High School building.
- **You cannot show public display of affection (PDA) when in uniform.**
- In extreme weather conditions you are allowed to wear a long sleeve shirt (black, blue, nude, or white) underneath your service coat. However if you are wearing one, your service coat cannot be taken off.

When wearing your uniform you should wear it properly and with pride!

### **MD-091's Combinations**

Uniform "Combos" is an informal term for the arrangement of specific uniform items. MD-091's Uniform Combinations (Combos) reflect on activities, days of week and weather. Examples would be combination 4 for personal fitness day (PT) usually reserved for Fridays.

**Combination 1-** Combination 1 is worn only on special occasions (Military ball, Commanders call etc). It is worn on Wednesdays or Thursdays. Combination 1 includes the service coat, tie, shirt, shoes and pants.

\*\*\*Refer to page 39 and 40\*\*\*



**Combination 2-** Combination 2 is the combination used often for drill days on Wednesday and Thursday. Ribbons, ranks, blue nametags and cords are placed on blue service shirt. With the absence of a tie/tab, the top neck button is unbuttoned.

\*\*\*Refer to Page 41 and 42\*\*\*

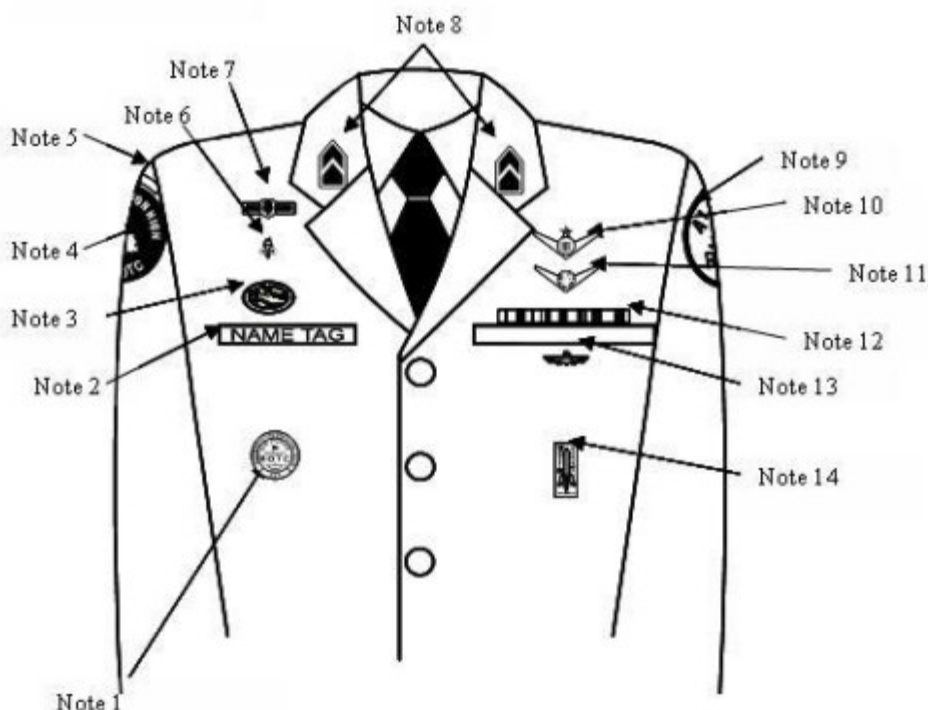


**Combination 3-** Combination 3 is the combination for the PT uniform. Cadets are required to wear their shorts under their sweatpants at all times. Sweat shirts are only required when the climate is cold and will be announced.



## CADET MALE 1620 SERVICE DRESS

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

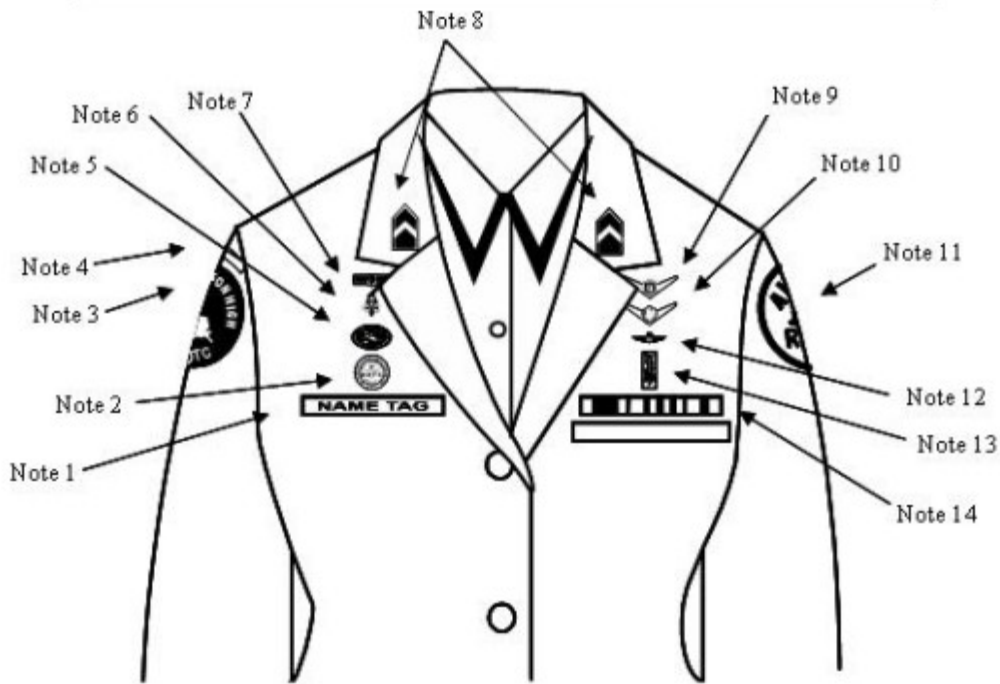


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.



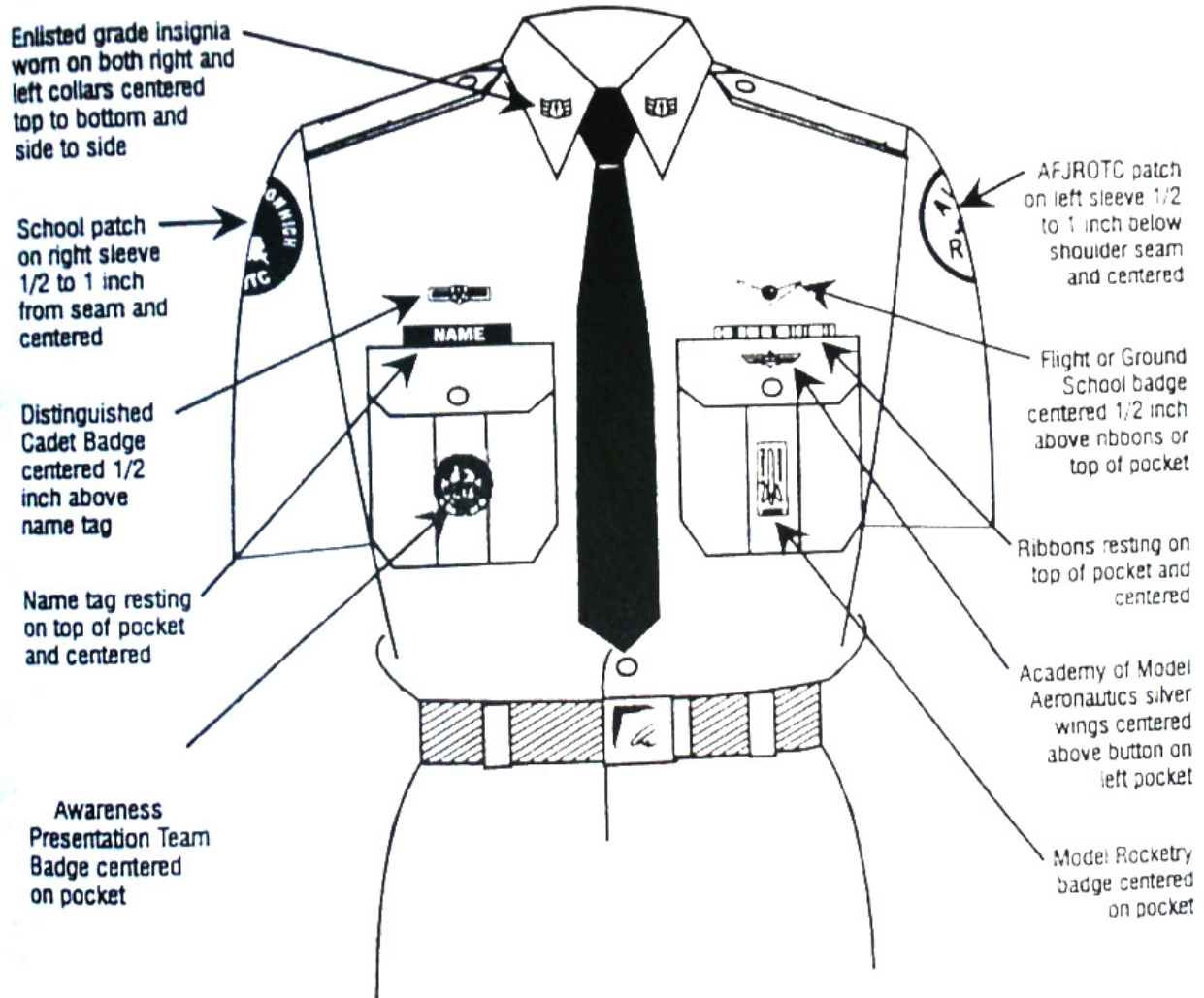
# CADET FEMALE 1620 SERVICE DRESS

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



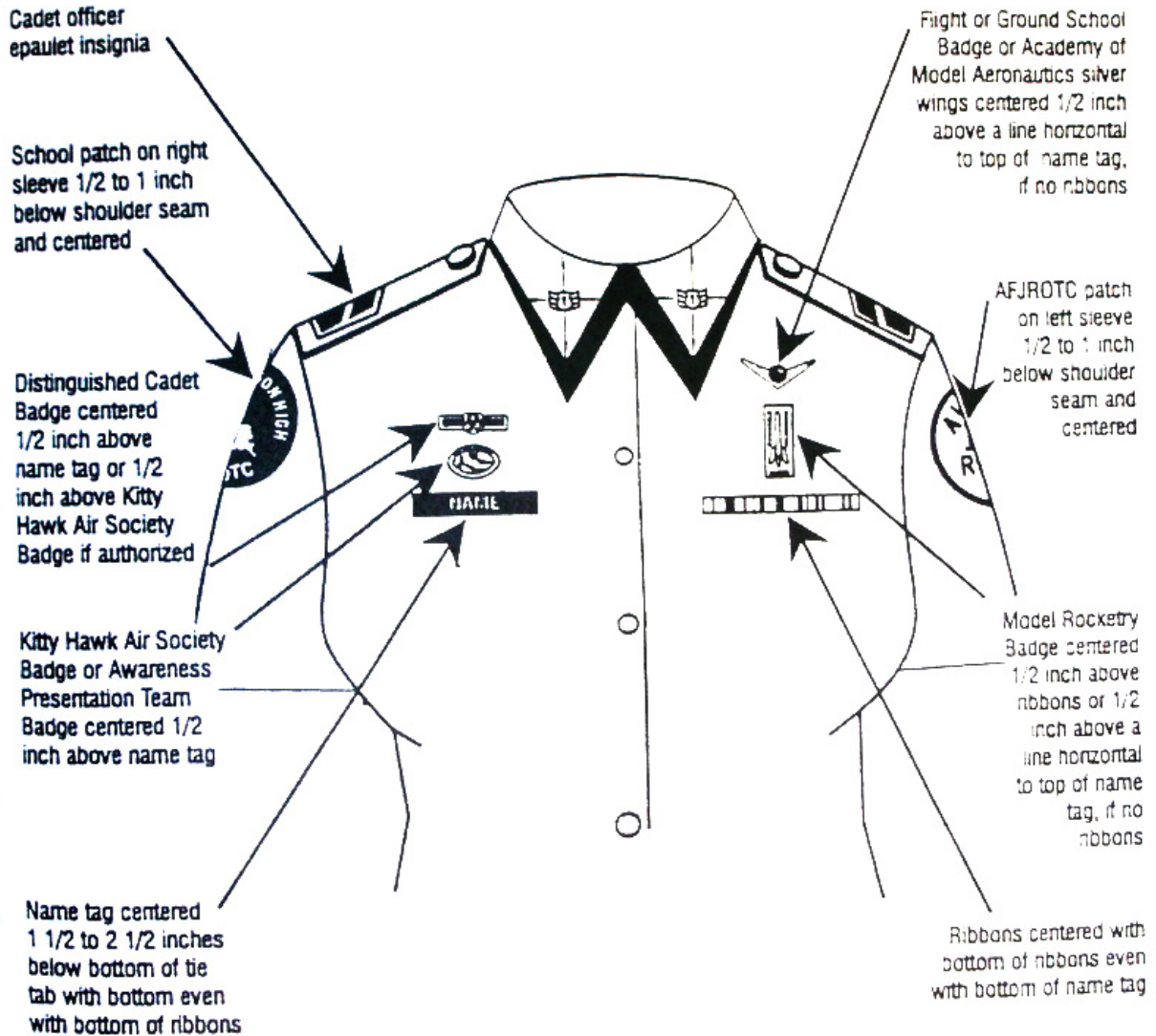
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder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

## Male Combination 2



**\*Combination 2 does not include tie,  
please unbutton top button**

## Female Combination 2



**\*Combination 2 does not include tie tab,  
please unbutton top button**

## Saluting

1. One of the most important customs in the military is the hand salute. It's the oldest military customs and courtesies, and in the simplest form, saluting is a greeting.
2. The person with the lowest grade salutes and holds his/hers salute. It is returned by the person of the higher grade. The practice is saluting is not meant to degrade anyone, it is a two sided manner. You are not saluting the individual, you are saluting the uniform and the insignia that is worn on the uniform. Saluting is the part of your military training and must be done properly.
3. There is only one way of saluting and it is the proper way. The rules listed below:
  - Always salute from either the position of attention when standing still or from the quick march if you are moving. Cadets are never to salute while running. You may continue walking once the salute has been returned.
  - Only officers are saluted and all cadets of lower grade salute them, Cadet Airman and Sergeant salute all officers. Cadet Airman and Sergeant do not salute each other. Cadets must salute the Officer Instructors, Officers of the Armed Forces, AFJROTC Cadets Officers and Cadets Officers of other JROTC programs when recognized. The President of the United States, is Commander and Chief of the Armed Forces, is always saluted.
  - Whenever outdoors in uniform or whenever you are in uniform and ordered to "present arms" or "hand salute" you are to salute.

## Maryland 91st AFJROTC Group Responsibilities

### **Cadet Group Commander Responsibilities**

- Coordinating with the Senior Aerospace Science Instructor.
- Serving as the unit representative to the Prince George's County Junior ROTC.
- Planning and coordinating all group activities, facilities, and resources.
- The appearance, discipline, efficiency training and conduct of the group.

### **Cadet Group Advisor responsibilities**

- Coordinates with the SASI and ASI
- Advise and coordinate with command staff
- Oversees the development of the cadet guide
- Advises and coordinates with the commander

### **Cadet Vice Group/ Deputy Commander Responsibilities**

- Commanding the group when the Group Commander is absent.
- Supervising the Group Staff and the administration of the group headquarters.

### **Cadet Squadron Commander Responsibilities**

- Overseeing the flight commanders.
- Communicating with the flight and command staff.
- Attending group staff meetings.
- Keep an active record for each flights accomplishments.

### **Cadet Personnel Officer responsibilities**

- Maintain cadet personal records on all cadets assigned to the group.
- Inspect all records each quarter.
- Update and maintain WINGS.
- Update all records pertaining to decorations or promotions.
- Oversee all cadet counseling forms.
- Work with Logistics Officer to maintain an update on the inventory, and order any items needed.
- Work with Information Management Officer to ensure that all files are up to date.
- Maintain the Cadet of the Quarter Annual Awards and other Corps recognitions programs.
- Receive all receipts to put into WINGS.
- Give all Flight Administrators proper training of WINGS.
- Attend group staff meetings.

### **Cadet Financial Management responsibilities:**

- Controlling the cadet financial transactions in conjunctions with the SASI.
- Maintaining accurate data records of all financial transactions and organizing fundraising activities for the corp.
- Presenting the current situation to the cadet staff meetings.
- Attending group staff meetings.

### **Cadet Operations Officer responsibilities:**

- Making sure that training goals are met.
- Planning and coordinating all extracurricular activities with other schools and organizations.
- Overseeing appearance, discipline, effectiveness, training and making sure drill and ceremonies are conducted properly.
- Attending group staff meetings.

**Cadet Public Affairs Officer responsibilities:**

- Taking Pictures on AFJROTC Events.
- Preparing and maintaining Corps showcase.
- Submitting photos to the school yearbook and local newspaper.
- Performing all duties assigned by the SASI.
- Attending group staff meetings.

**Cadet Information Management Officer Responsibilities:**

- Writing and posting special orders/announcements.
- Publishing operations orders.
- Maintaining the Cadet Guide.
- Maintaining MD 91st Calendar.
- Performing all duties assigned by the SASI.
- Attending all group meetings.

**Cadet Logistics Officer Responsibilities:**

- Maintaining and updating the cadet inventory management system.
- Ensuring all uniform, PT and cadet contract items are up to date.
- Training Logistics representatives on the system and the procedure on how to maintain the cadet inventory system.
- Performing all duties assigned by the SASI.
- Attending group staff meetings.

**Cadet Moral Officer Responsibilities:**

- Making sure that the Corps Cadets are motivated.
- Making sure that cadets are participating in activities.
- Making new Jodi's for the Group.
- Attending group staff meetings.

**Cadet Academic Officer Responsibilities:**

- Insure that each flight has educational monitors assisting in the teaching and direction of the flight.
- Make sure educational monitors are assisting their ASI.
- Stay after school at least once a week.

**Cadet Flight Commander Responsibilities:**

- Maintaining the appearance, discipline, efficiency, training and conduct of the flight.
- Planning and coordinating activities with the flight.
- Ensuring that all cadet records are accurately maintained through coordination with the Personnel Officer.

**Cadet Athletics Officer Responsibilities:**

- To oversee the athletic monitors within each flight.
- Know the 5 fitness activities, curl ups, shuttle run, endurance run (1 mile run), pull ups, and v-sit reach.
- Assess the improvement of the corps, using Cadets baseline.
- Attend staff meetings.

## **Chain of Command**

The Chain of Command is a line that represents the line of authority above and below you. Cadets must use the chain of command when conducting official AFJROTC business, this includes questions about promotions, awards, classroom procedure and rules, or any other cadet questions or manner.

**President of the United States of America-** The Honorable Barack Obama  
**Secretary of Defense-** The Honorable Ashton Carter  
**Secretary of the Air Force-** The Honorable Deborah Lee James  
**Chief of Staff-** General David I. Goldfein  
**Commander, Air Education and Training Command**  
**Commander, AFJROTC-** Lieutenant General Darryl Roberson  
**Air University Commander:** Lieutenant General Steven L. Kwast  
**Holm Center Commander:** Brigadier General Steven D. Garland  
**Air Force Junior ROTC Director:** Col. Bobby C. Woods Jr.  
**Senior Aerospace Instructor (SASI)-** Major Joseph Anderson  
**Aerospace Science Instructor (ASI)-** , Chief Master Sergeant Michael King,  
Senior Master Sergeant Steven Woodard  
**Cadet Group Commander-** C/Capt. Jennifer Portela  
**Cadet Vice Group Commander-** C/Capt. Cristian Velasquez  
**Cadet Command Chief-** C/CMSgt Gerson Fuentes  
**Cadet Squadron Commander-** C/2<sup>nd</sup> Lt Kenny Aklikokou, C/2<sup>nd</sup> Lt Edward Aguilar  
**Cadet Flight Commander**  
**Cadet Flight Sergeant**  
**Cadet Element Leader**  
**You**



### **30 Command Drill Sequence**

First year cadets will be expected to learn basic drill movements and positions their first year in the program. By their second year in the program, all cadets will be required to know how to execute and lead their flights in the 30 Command drill Sequence.

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