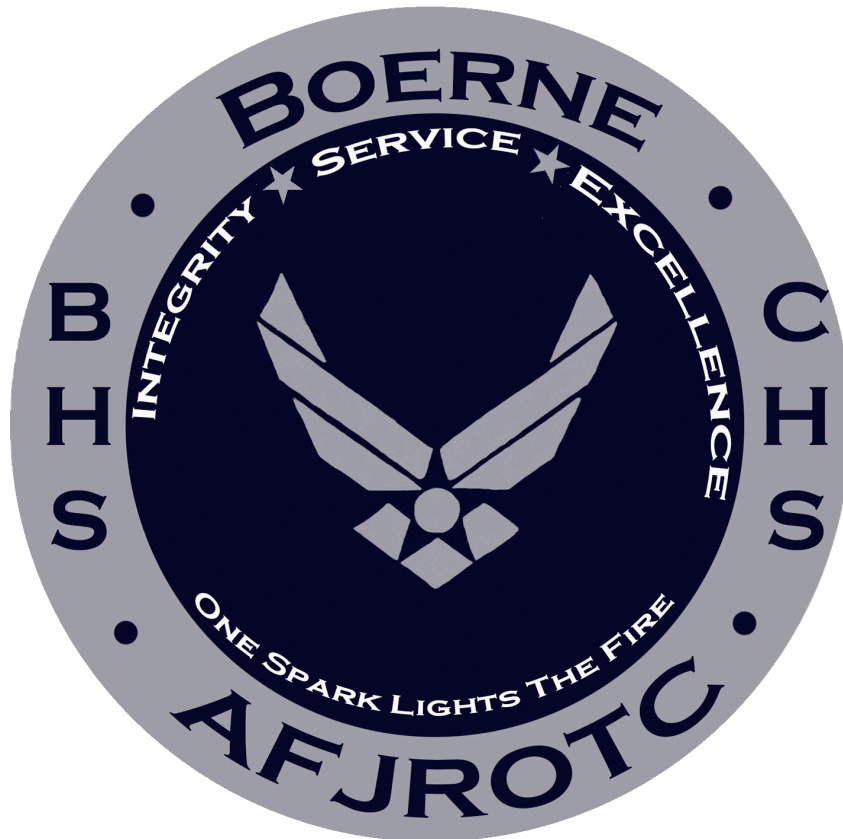


BOERNE AFJROTC
TX-20023
“One Spark Lights the Fire”

2025-2026
Academic Year
Cadet Guide



DEPARTMENT OF AEROSPACE SCIENCE
Boerne AFJROTC
201 Charger Boulevard
Boerne, TX 78006

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Chapter 1

Welcome to AFJROTC

What is AFJROTC?

- Air Force Junior Reserve Officer Training Corps (AFJROTC) is a program designed to develop citizens of character who are dedicated to serving their nation and community.
- AFJROTC is NOT a military recruiting program
- AFJROTC is instructed by a teaching team composed of the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI). The SASI and ASI are both retired Air Force leaders who were selected due to their passion as mentors, coaches, and teachers.
- The objectives of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals as well as the Air Force's core values.
- AFJROTC is designed to be a cadet-led program, with instructors who guide and mentor. As such, cadets earn their accomplishments in AFJROTC (grades, ranks, ribbons, positions) based on their individual and team effort.

AIR FORCE JROTC MISSION STATEMENT

Develop citizens of character dedicated to serving their nation and community

AIR FORCE JROTC PROGRAM GOALS

Instill the value of citizenship

Instill the value of service to the United States

Instill personal responsibility

Instill character

Instill a sense of accomplishment

AIR FORCE CORE VALUES

Integrity First

Service Before Self

Excellence in All We Do

CADET HONOR CODE

A cadet shall NOT lie, cheat or steal, nor tolerate those who do.

CADET CREED

I am an Air Force Junior ROTC Cadet.

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

I earn respect when I uphold the core values of integrity first, service before self, and excellence in all we do.

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

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

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

I am a patriot, a leader, and a wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC Cadet.

History of AFJROTC

The Junior ROTC program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools; the Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964 directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.

With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to 880 units in high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 125,000 cadets. Only boys were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then, the number of females has increased to over 36% of the cadet corps.

The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are in grades 9-12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.

Eligibility, Enrollment, Disenrollment/Removal & Continuation

Eligibility & Enrollment

All Boerne-Champion High School students enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled voluntarily. All cadets are expected to participate in all graded elements of the AFJROTC program to remain enrolled and obtain course credit. This includes mandatory, weekly wear of the prescribed uniform to ALL classes throughout the school day; curriculum from the Aerospace Science and Leadership Education textbooks; appropriate dress and participation in Wellness Program activities; during-school drill and ceremonies activities; and attendance and participation in limited, mandatory AFJROTC functions and associated practices (these include: three downtown Boerne parades [BHS & CHS Homecoming & Holiday], one AFJROTC community service event and the JROTC Awards Ceremony in May).

All enrollment and disenrollment decisions will be free from discrimination regarding race, religion, color, ethnicity, gender, or national origin. The Principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.

Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the Principal.

All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.

Cadets wishing to participate in after school, co-curricular, and/or extracurricular AFJROTC activities may do so at the discretion of the SASI. Eligibility to participate in some extracurricular components of AFJROTC is governed by UIL participation requirements. Academic eligibility is discussed in more detail in Chapter 6.

While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

Disenrollment/Removal

AFJROTC students wishing to disenroll from AFJROTC during the school year must follow the schedule change request process set forth by the counseling office. Transfer of course grades and/or academic credit earned is subject to school policy. Credit for AFJROTC program participation is awarded on a semester basis in the Headquarters AFJROTC information system called WINGS. AFJROTC participation credit is awarded for the semester only by posting a passing course grade for the semester, as well as completing all program requirements. Students who voluntarily disenroll from AFJROTC after successfully passing and completing a full semester in the program will be recorded as having “dropped” AFJROTC in WINGS, with credit awarded for each semester of successful program completion.

AFJROTC students may be disenrolled by the SASI at any time during the academic year with proper cause. Disenrollment by the SASI will be recorded as “removed” from AFJROTC in WINGS, with NO credit awarded for the applicable semester. A student may be disenrolled for:

1. Failure to complete or return signed AFJROTC consent forms.
2. Inability to continue with physical fitness requirements of the program.
3. Consistently failing to maintain acceptable standards (including uniform wear and grooming).
4. Failure to complete all mandatory program activities.
5. Ineptitude or indifference to training.
6. Disciplinary reasons.
7. Pregnancy (continuation determination made by SASI and Principal).
8. Failed school administered drug test; or possession and/or use of illegal substances.
9. Any other reason deemed appropriate by the SASI or the Principal to maintain good order and discipline of the corps.

Transfers

Students transferring from Army, Navy, Marine Corps, Coast Guard, Space Force, Civil Air Patrol or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program is determined by the Senior Aerospace Science Instructor (SASI).

Reserve Cadets

A student who has been a cadet for at least one academic year and successfully completed at least one entire year of the AFJROTC academic program but cannot participate in the AFJROTC academic program for the current year, may be designated as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.

Reserve cadets must be enrolled in Boerne or Champion High School. Reserve cadet status is NOT available to students attending/transferring to Choose or other alternative schools within the District, to students attending/transferring out of district, or to students who are home-schooled.

Only students currently enrolled in the full AFJROTC program or designated Reserve Cadets may be issued uniforms.

Continuation

Continuing in AFJROTC the following year is important to cadets' continued growth and development, and highly encouraged for all eligible cadets – but it is not automatic. The SASI is responsible for the good order and discipline of the cadet corps and all corollary activities. The SASI retains final authority on whether to allow a student to continue in the program the following school year.

Post-graduation Benefits

Students completing the AFJROTC program may have an advantage in applying and competing for ROTC scholarships or to the military service academies. We work with juniors and seniors to assist in securing scholarship opportunities. Whether or not a scholarship is available, AFJROTC cadets do have a knowledge and preparation advantage over non-JROTC students entering college ROTC programs after high school.

Upon successfully completing two or three years in AFJROTC, cadets will be considered for advanced rank and increased pay upon completion of basic military training if enlisting in the military—E-2 (for 2 years of AFJROTC) or E-3 (for 3 or more years of AFJROTC) for the Air Force, Army and Navy; E-2 (for 2 years of AFJROTC) for the Marine Corps (the Marine Corps does not offer an opportunity to enter with a pay grade higher than E-2). A Certificate of Completion signed by the SASI is required to take advantage of this benefit.

Chapter 2

Cadet Expectations & Conduct

Leadership Philosophy

While AFJROTC is designed as a cadet-led program, your instructors serve a vital role beyond conducting class and managing or providing oversight of corps activities. Your instructors are experienced military leaders who have engaged in a lifelong study and practice of military leadership, including at extremely high levels within their respective corps (officer and enlisted). As such, they serve first and foremost as examples of a transition to a successful life of character and service. They are here to model healthy self-discipline and positive leadership—not boot camp style harassment or physical punishment. AFJROTC is not the often-parodied basic training experience of stripping away individuality to re-make a more disciplined version of oneself. AFJROTC is designed to embrace the philosophy of positive leadership. Your instructors embrace this philosophy as well.

We strive to instill internal discipline to build character and to carry out the unit's daily functions. AFJROTC has a long-standing positive reputation among the staff and faculty of Boerne High School and Champion High School, as well as within the greater Boerne community. Frankly, they have higher expectations of cadets than they do of other students. They expect you to be respectful role models. You must make every effort to exceed these expectations. Each of you is a leader in training—you are embarking on a great opportunity to practice being a leader by example.

AFJROTC, is primarily a leadership laboratory, where cadets have opportunities to attempt, fail, learn, grow, and lead real, living, peer and subordinate cadets in a variety of tasks and activities within a relatively safe and controlled environment. We believe that leadership based upon high expectations and standards of discipline is most effective, and that the best practice is to mentor students through the process of internalizing self-discipline. The instructors attempt to teach, lead and model in purposeful ways—we support leadership and discipline methods within solid and standard educational frameworks. That is not to say it is a risk-free, “everybody wins” environment. Failing is as integral to the program as overcoming. Cadets at all levels of AFJROTC will fail regularly, often to the detriment or dismay of others—some in spectacular and creative (but mostly recoverable) ways as teenagers are apt to do. That said, the standards will remain the standards, and cadets will be held accountable for their actions. The goal for instructors as well as student leaders, is to continue to lead from the front.

AFJROTC expectations and standards of conduct are both clearly defined and clearly set above those of the average high school student. By joining AFJROTC, you have chosen to set a higher standard for yourself. For that choice to not just inform, but to convict your actions—for you to “buy in,” it is best to begin by helping you to understand some of the building blocks for those standards. This chapter defines the essence of the AFJROTC experience. It cannot be simply written as a list of “do’s and don’ts.” The following 6 paragraphs are excerpts from the AFJROTC LE100 curriculum and are intended to help you “stick the landing” as you begin to hold yourself and your fellow cadets to these higher standards of conduct.

1. Attitude is a state of mind that can be positive or negative and significantly impacts your activities. It reflects your personal philosophy and how you view yourself, your work, and others. Understanding the purpose behind JROTC activities and standards can foster a positive attitude. Attitudes are contagious, so maintaining a positive outlook, especially in leadership roles, is crucial as it influences those around you. Every cadet contributes to the unit's success and should strive to reach their potential through active participation. Always be courteous and respectful, and take responsibility for your attitude, avoiding blame on external factors.
2. Discipline is training that shapes specific behavior, particularly in the military, where it ensures obedience and proper conduct. In JROTC, self-discipline is developed from within and is essential for success.
3. Respect for authority is rooted in discipline, which allows for the voluntary acceptance of tasks and enhances reliability. This respect and self-discipline build a strong foundation for dependability in all areas of life.
4. Integrity is guided by a strong sense of right and wrong, essential for trust and professionalism. It is the cornerstone of ethical behavior and is crucial in both the armed forces and life.
5. Ethics are the guidelines for determining right from wrong in our actions and decisions. They assume that we have the free will to make these choices responsibly.
 - a. Keep promises.
 - b. Obey and be loyal to proper authorities.
 - c. Be courageous.
 - d. Grow in knowledge.
 - e. Be willing to work.
 - f. Be moderate (don't do anything to excess).
 - g. Maintain and enhance your health.
 - h. Don't harm people.
6. United States Air Force Core Values.
 1. Integrity First. Integrity first is a character trait. It is the willingness to do what is right even when no one else knows. It is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, can control their impulses and appetites.
 2. Service before Self. This statement tells us that professional duties take precedence over personal desires. According to retired Chief Master Sergeant of the Air Force Rodney J. McKinley, it also means that we "must place the needs of others above our own personal comfort, that we must exhibit discipline and self-control in our daily affairs, and that we must have faith in the system."
 3. Excellence in All We Do. For any undertaking we choose, we should give it our best effort. This expression directs us to develop a passion for continuous improvement and innovation that will propel us into a long-term, upward spiral of accomplishment and performance.

Inappropriate Behavior:

AFJROTC is a sanctuary. The goal is to motivate cadets to become better citizens, not to punish cadets. Despite that, some cadets may choose to behave in disruptive ways and such inappropriate behavior can negatively affect other cadets. These behaviors will NOT be tolerated under ANY means. Such behavior may result in probation, or removal from the program. Cadets will not engage in the following inappropriate behaviors at any time, in any location, in or out of uniform, during any activity associated with AFJROTC. These behaviors include, but are not limited to:

1. Hazing is strictly forbidden. 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. This also includes coercion of lower class cadets for personal gain; is strictly forbidden. Misuse of cadet authority will not be condoned nor tolerated. Ex: Requiring your fellow subordinate cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as part of a unit's regular physical training/wellness program while under the supervision of an AFJROTC instructor.

2. Harassment, such as improper or abusive language or unwanted physical contact... etc.

3. Vulgar conduct and language are not acceptable. For such conduct, all cadets risk undermining their effectiveness as leaders. Do not down play and/or make fun of your fellow cadets.

4. Public Display of Affection (PDA) is described as any physical contact between two people. PDA while in any uniform (including the Unit shirt and PT's) is not allowed anytime, anywhere. PDA in civilian attire is not allowed in the JROTC room, the immediate hallway in front of the corps room, our outside areas such as the drill pad, or while at a JROTC sponsored meeting or event. "Hello/Goodbye" hugs are allowed when extended to family members.

5. Fraternization is the association by forming a relationship with someone, especially when one is not supposed to. Cadets should stay away from those who are involved in drugs or alcohol or gang activities of any sort. Do not associate with those who may cause you trouble.

6. Cyberbullying and other types of bullying is not permitted. There shall be no rumors or gossip spread about any cadet within this corps. This includes "subbing" people while messaging or posting things on social media. (Band App, Facebook, X, Instagram, Snapchat, TikTok, etc.)

Military Courtesies

Although AFJROTC cadets are under no military obligation or commitment, they wear actual (only slightly modified) Air Force uniforms, and as such are visible ambassadors of the Air Force in the school, community, and general public. It is not unusual for a cadet to hear "thank you for your

service” from a citizen who may not recognize the difference. However, cadets are expected to correct them. Cadets are expected to always observe proper military customs and courtesies. Such behavior reflects favorably upon themselves, the unit, the school, and the armed forces of our country. The following are a few of the more common examples of military courtesy expected of AFJROTC cadets.

Terms of Address

Respect for authority is a learned behavior that is easily practiced and demonstrated in routine conversation. Instructors and other military personnel are addressed by their rank followed by their last name. Civilian adults are addressed as Mr., Mrs., Ms. or Miss and last name, unless said adult has another preferred title. Adults should always be addressed respectfully in conversation as well. For example, they should be answered “Yes (or no) sir/ma’am” and not “yeah,” “nope,” “uh huh,” etc. If the habit of respectful responses in conversation is not already a product of your upbringing, practice at home with your parents/guardians—you may be surprised by the favorable response! Respectful terms of address are also appropriate and expected within the cadet corps. Although it may seem easier and more natural to use these terms on adults than on peers, remember that the purpose is to develop your own self-discipline in mastering the art of courtesy and respect in professional relationships. When cadets are addressing each other they are to use “Cadet [last name]”. Cadet officers may also be addressed as “Sir” or “Ma’am.”

Respect for authority extends beyond the language used. Physical cues, such as the removal of headgear (hats, hoods, etc.) when entering a building or office, can demonstrate respect (or disrespect) as well. Do not address someone while wearing earbuds or headphones, while maintaining a conversation on a cell phone (verbal or text), or with food in your mouth. Knock before entering an office. Take care not to interrupt conversations or ongoing business unless absolutely necessary, and then precede the interruption with “excuse me sir/ma’am.”

7 Basic Cadet Responses

Cadets will use the following Seven (7) Basic Responses when asked a question by the SASI, ASI or any cadet officer (in place of “I”, “this cadet” may be used):

1. “Yes, Sir/Ma’am”
2. “No, Sir/Ma’am”
3. “Sir/Ma’am,” I do not know but I will find out.”
4. “Sir/Ma’am,” may I make a statement?”
5. “Sir/Ma’am,” may I ask a question?”
6. “No excuse, Sir/Ma’am.”
7. “Sir/Ma’am, I do not understand.”

Saluting

A salute is simply an established military greeting that is customarily exchanged outdoors between individuals in uniform. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform. When to salute:

- a. It is mandatory to salute active duty or retired military officers, as well as cadet officers, when outside in uniform – on or off campus.
- b. The courtyards of both high schools are considered a “no salute zone”
- c. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the “National Anthem” or “To the Colors.”

Pledge of Allegiance

Participating in the pledge of allegiance is an expected expression of patriotism for AFJROTC cadets anytime this small ceremony is conducted, whether in or out of uniform. When at school out of uniform, during the pledge of allegiance, cadets will stand at attention facing the flag, place their hand over their heart and recite the pledge. When in uniform, cadets should stand at attention facing the flag and recite the pledge (placing the hand over the heart is not required when standing at attention in uniform). Cadets should not publicly call out any instances of non-participation. Instead, questions on this expectation should be addressed with the SASI.

Cadet Conduct

In addition to observing proper military courtesies, TX-20023 cadets are expected to adhere to all laws, follow AFJROTC and Boerne ISD rules and policies, and to exemplify the standards outlined in this Cadet Guide. As a rule, AFJROTC students are expected to always conduct themselves in a manner that positively reflects on AFJROTC and its mission to “Develop citizens of character dedicated to serving their nation and community.” Cadets should be especially mindful of this expectation when in uniform. New cadets should meet established standards within the first week of school. If a cadet cannot or will not meet standards, the individual may be removed from the program by the SASI.

Academic Standards

Education is a lifelong pursuit, and AFJROTC cadets should value the educational opportunities provided. Success requires hard work, commitment, and a positive attitude. You must complete assignments and pass classes, as academic progress is monitored by the SASI and ASI. Good academic standing is essential for participating in activities, promotions, and recognition. Poor performance may lead to removal from the program.

Cadet officers must maintain good grades, as command positions require setting a proper example. Academic ineligibility may result in a review by the SASI, with potential suspension or demotion. Utilize AFJROTC resources and seek support from the SASI and ASI to achieve your academic goals.

Classroom

The main AFJROTC area is subject to quiet hours daily from 0830 until 1600. Quiet hours are intended to help cadets (and other students) have an environment of silence to concentrate on academic or corps business. If you are in the room you are expected to be conducting academic or corps business, and to remain quiet or talk at a whisper. If you are being disruptive an officer in the room (an NCO if no officer is present) will ask you to leave.

Cadet Changing Rooms

The changing rooms are used for preparing for PT and other activities. The PT Commander is responsible for the cleanliness of the changing rooms. If anyone fails to follow these guidelines, the SASI or ASI has the authority to remove ALL privileges for all cadets to use these rooms. Male and female cadets are NOT allowed to be in the changing room together. Non-cadets are not permitted

to utilize the JROTC locker rooms.

1. Audio and Visual recording devices in locker rooms are **strictly prohibited**.
 - a. All Flt CCs and/or Flight Sgts will conduct daily safety/security checks.
 - b. Instructors will check weekly.
2. Close lockers when not in use.
3. Keep clothing items in your locker or hung up neatly on a clothing rack.
 - a. If personal clothing items are left on the floor, Flt leadership will reissue items with our LG Officer or donate them to Goodwill every Friday @1600.

Logistics Room

The logistics room is for storage and issue of AFJROTC uniforms and equipment items. Only logistics personnel are allowed to be in the logistics room past the hold line, with the exception of team commanders/sergeants who are picking up equipment items for Honor Guard practice or events. Cadets picking up or needing uniform items or replacements will need to show during open hours or locate a logistics specialist or the ASI. Logistics will remain closed to business on uniform inspection days. It is a cadet's responsibility to resolve uniform issues prior to inspection day.

Other Inappropriate Behavior

Inappropriate behavior, whether in or out of uniform, is prohibited in AFJROTC. This includes consuming alcohol, using drugs, tobacco, or vapes; engaging in horseplay, fighting, derogatory remarks, insubordination, disrespect, provocative symbols, verbal threats, and physical attacks. Such actions will result in mandatory consequences according to the school's extracurricular activities conduct policy, affecting all extracurricular participation.

Cadets must respect quiet hours in the classroom/study room and avoid wearing headgear in the wing during or after school hours. Headphones/earbuds should not be worn without permission in hallways, classrooms, or offices. All school and AFJROTC property must be respected.

Classroom Procedures

Prior to Class

- a. **Classroom entrance**: Cadets will enter the room and align their backpacks along the side wall tables as instructed. Cadets will then stand beside their assigned seat at parade rest.
- b. **Pledge(s) of Allegiance**: The Flight Commander will lead the Flight in the Pledge of Allegiance to the United States and Texas flags. Cadets will stand at attention facing the flag, place their hand over their heart and recite the pledge. When in uniform, cadets should stand at attention facing the flag and recite the pledge (placing the hand over the heart is not required when standing at attention in uniform).
- c. **Roll call**: After the pledges of allegiance, the Flight Commander/Sergeant will call the room to attention and direct the element leaders to "re-port." The Element Leaders will in turn salute the Flight Sergeant and report attendance. To properly report in the Element Leaders will salute the Flight Sergeant and say one of the appropriate phrases:
 - i. "Element ___ reports all cadets present and/or accounted for Sir/Ma'am."

- ii. ii. "Element ____ reports all cadets present and/or accounted for with the exception of cadet(s) ____ Sir/Ma'am."
 - d. Flight Sergeant: The Element Leader will wait for the Flight Sergeant to drop their salute before dropping their own. The Flight Sergeant will then turn to the Flight Commander and report attendance after every element has reported in. To properly report in, the Flight Sergeant will salute the Flight Commander and say one of the appropriate phrases.
 - i. "____ Flight reports all cadets present and/or accounted for Sir/Ma'am."
 - ii. "____ Flight reports all cadets present and/or accounted for with the exception of cadet(s) ____ Sir/Ma'am."
 - e. Flight Commander: The Flight Sergeant will wait for the Flight Commander to drop their salute before dropping their own. The Flight Commander will then face the SASI/ASI and report flight attendance. To properly report in, the Flight Commander will salute the SASI/ASI and say one of the appropriate phrases.
 - i. "____ Flight reports all cadets present and/or accounted for Sir/Ma'am."
 - ii. "____ Flight reports all cadets present and/or accounted for with the exception of cadet(s) ____ Sir/Ma'am."
- The Flight Commander will wait for the SASI/ASI to drop their salute before dropping their own. The Flight Commander will then instruct the class to take their "Seats" and then begin daily announcements. After completing the daily announcements the Flight Commander will call "at ease" and begin class.

Tardiness/Late Reporting

Tardiness is not acceptable. School tardy procedures will be followed. If a cadet is tardy they will report to the SASI/ASI before joining the flight.

Announcements

Daily announcements will be made promptly, and cadets should take notes on upcoming events. Information for events will always be on the announcements, band app, warning orders, and/or google classroom. Ignoring activity times, uniform requirements, or other details from announcements is not an acceptable excuse. Cadets are responsible for communicating with their parents/guardians and may face consequences for conflicts, missed activities, or poor grades resulting from such ignorance. The daily announcements are the primary communication method for corps activities, and cadets must manage this responsibility. To include an announcement, cadets must submit it for senior staff review and approval.

Sign-up sheets for upcoming corps activities will be posted on the tx-20023.com Boerne-Champion JROTC website. Cadets wishing to sign up for activities may do so on their Chromebook or personal computer by going to the tx-20023.com website under the Cadet Resources tab at the top of the page and then clicking on the "SignUp.com" tile in the middle of the page. Cadets will not disrupt class to sign up for activities.

Exercise of the Day / Inspection

After announcements, the Flight Commander/Sergeant will turn the class over to the instructors. If the Instructors direct the Flight Commander/Sergeant to take control of the flight for drill, physical fitness, or uniform inspection, then the Flight Commander/Sergeant will assume control of the flight. Transit to/from the exercise/inspection area will be conducted in a silent, orderly, and expeditious manner. All cadets physically able will perform the exercise as led by the flight sergeant or PT specialist. Non-participation for physical/medical reasons must be approved by the SASI/ASI.

On uniform inspection days, cadets will be afforded the opportunity to briefly make minor uniform corrections and prepare for inspection. At the command of the Flight Commander, cadets will fall-into formation and follow the commands. Inspection will be conducted by the Flight Commander with the assistance of the Flight Sergeant. Cadets should be prepared to answer questions about their appearance, as well as ONE question on basic cadet knowledge. Flight commanders will inspect cadets to the standard and enter all discrepancies on the inspection sheet. Subjective grading decisions will be made by the SASI/ASI prior to entering the grade into Skyward. Upon completion of inspecting the flight, the Flight Commander and Flight Sergeant should inspect each other according to standards. The inspection sheet will be returned to the flight binder for review by SASI/ASI.

Upon returning to the classroom after inspection, PT, drill or other group activities, cadets should stand at parade rest behind their desk until directed to take their seats or do otherwise.

Conducting class in AFJROTC

All classes will be conducted in a military manner. The following classroom rules of conduct apply. Cadets will **NOT**:

- a. Leave the classroom after tardy bell without instructor's permission.
- b. Leave their seat without permission.
- c. Talk when the instructor is speaking or someone else has the floor.
- d. No profane or vulgar language is permitted within the classroom
- e. Sit on desktops, step/jump through desks, tilt chairs backward or put feet on tables or chairs.
- f. Throw anything in the classroom.
- g. Write on or deface tables, chairs, walls, books, etc.
- h. Eat, drink (except water), or chew gum in the classroom, unless given permission. (To which you will take your food and drinks, other than water, into the common area to eat. Make sure to clean up after yourself.)
- i. Write on a whiteboard without instructor permission.
- j. Disturb pictures or bulletin board items.
- k. Sit in any seat other than your assigned seat.
- l. Remove markers or erasers from the board tray.
- m. Make loud noises or participate in horseplay in the classroom.
- n. Throw trash on the floor.
- o. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed, they may return to their seat.

Flight Commanders/Sergeants also have the authority to send a drowsy cadet to the back of the classroom.

Academic Work

The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, workbooks, use of computer-based systems, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all times, cadets are expected to fully participate in classroom activities.

End of Class

When appropriate, the Flight Commander/Sergeant should notify the instructor when there is 5 minutes remaining in the period. As instructed, the Flight Commander/Sergeant will lead the class in preparing for dismissal, straightening the room, returning books to the shelves, seats under desks, etc. When the bell rings to change classes, the flight will again be called to attention by the Flight Commander/Sergeant. The flight will remain at attention until dismissed by the Flight Commander.

Issue, Receipt & Care of Government Property

Responsibilities

Cadets will care for and properly maintain uniforms, equipment, and other AFJROTC or school facilities provided for their use. Before any item of government property is issued for long term use, the cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be the responsibility of the cadet and at the price listed in WINGS, or current market price for assets not available through WINGS.

Texts and Reference Books

AFJROTC textbooks are available on-line in Google Classroom. Additionally, textbook excerpts required for reading will be posted under password protected access via Google Classroom. Textbook material is copyrighted and may not be distributed electronically or otherwise after being posted in Google Classroom.

Uniform Initial Issue

Within the first 6 weeks of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform and insignia.

a. Initial uniform issue will include the following items at no cost to the cadet:

- Coyote Brown Boots(1 pair)
- OCP/ABU Pants (1 pair)
- Brown Belt (1)
- Coyote Brown Shirt (1)
- OCP/ABU Blouse (1)
- Brown Socks (1 pair)
- OCP/ABU Cap (1)
- OCP Name Patch (1)
- OCP AFJROTC Patch
- Air Force PT Shirts & Shorts (1 pair)
- Patches (Unit, AFJROTC, US Flag)
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- b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the Logistics staff for alterations covered at government expense.
- c. Unit Polo Shirt. Once cadets pay the initial fee, they will be issued the unit polo shirt. This shirt will be worn at many unit community service events, field trips, and when a cadet is unable to wear their uniform on their designated uniform day.

Fitting the Uniform

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

Uniform Maintenance

The uniform represents our nation and must be kept in top condition. Cadets must ensure their uniform is clean, pressed, and well-maintained, avoiding damage or neglect, and report any unserviceable items for repair.

- a. While possessed, the uniform must be kept clean according to manufacturer's directions. All "dark blue" uniform items contain wool and are dry clean only. The "light blue" short-sleeve shirt may be (and should be occasionally) machine washed at home but should then be pressed prior to wear. Pay particular attention to the collar and arm pits of the light blue shirts. Collars, particularly when makeup is worn, occasionally need stain remover applied before washing. Operational Camouflage Pattern (OCP) items are "wash and wear" machine washable and dryable. No pressing/ironing is required or allowed on the OCP. Replacement of uniforms that are allowed to become soiled beyond serviceability are the responsibility of the cadet. All dry-cleaning costs while the uniform is possessed are the responsibility of the cadet. All uniform items should be dry-cleaned before returning them to the unit.

- b. Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.
- c. If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible. Cadets will not have items of issue altered in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.
- d. Place your name on a piece of masking tape inside your flight cap...that way, when you lose it, we will know whose it is.
- e. Keep a lint brush at home and use it before you leave the house on uniform day.
- f. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.
- g. Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- h. Keep ribbons clean and replace them when they become worn, frayed, or faded.

Uniform Turn-in

When a cadet leaves the program or school for any reason, he/she will be required to turn in or reimburse the program for all issued uniforms and insignia, with certain exceptions outlined below. If not turned in, the SASI will elevate the issue to the Assistant Principal, which could result in the student receiving detention or suspension or having his/her transcript or diploma withheld until the matter is resolved. The following issued items are not required to be turned in upon leaving AFJROTC: all socks, tan t-shirt, white V-neck t-shirt, Air Force PT shirt or shorts, spirit shirt (if paid for), unit polo shirt (if paid for), blue/silver/ABU name tags (if paid for), ribbons, black dress shoes.

Note: All issued OCP boots must be turned in.

Chapter 3

Uniform Wear, Personal Appearance & Grooming

Standards & Expectations for Wear of the AFJROTC Uniform

AFJROTC Cadets do not “have” to wear the great USAF uniform...they “get” the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active-duty personnel in the Air Force. The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform, you represent the corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and the society at large. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel; Air Force Junior ROTC Instruction 36-2010, Air Force Junior ROTC Operations Supplement; and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards (which can be found later in this guide).

Occasions for Wearing

Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is **strictly prohibited without prior approval of the SASI or ASI**. Wearing once per week (Wednesday or Thursday) is defined as wearing the uniform to school ALL DAY. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, shop, art, culinary class, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform until that class time and change back into your uniform after that class is over (with the exception of the last period of the day.) If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero for the day and will be required to make up the uniform wear. All in school changes have to be approved by the SASI prior to occurrence.

Repeated failure to wear the uniform properly and/or when required may result in removal of the cadet from the AFJROTC program. Cadets are responsible for preparing their uniforms for inspections. Instructors fully understand that cadets, especially the younger cadets, often do not have the ability to send/retrieve their uniforms to/from the dry cleaners. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking up late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before.

Uniform Wear Expectations

On uniform inspection days cadets are expected to adhere to the following.

- a. Wear the complete uniform in the proper manner and be properly groomed any time the uniform is worn.

- b. If you participate in another extracurricular activity such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into.
- c. At NO time will a partial uniform be worn, or uniform parts be worn with non-uniform clothing. Civilian attire such as coats, sweaters, or windbreakers will NOT be worn with the uniform at ANY time.
- d. Do NOT lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
- e. Do not allow articles such as wallets, pencils, pens, watch chains, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt or left sleeve pocket of the ABUs/OCPs).
- f. Use of Electronic Devices. Cadets shall NOT use an electronic device while walking (or running) in uniform. This rule also applies to wearing headphones/earbuds while in uniform, which is prohibited unless required for duty or given explicit permission by the SASI/ASI.
- g. Uniform items (including AFJROTC-unique uniform items), accouterments, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.
- h. Hats are not required while wearing the OCP or Blues uniform at Boerne-Champion High School or Boerne High School outside cafeteria patio areas.
- i. Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket. The SASI/ASI will be the determining authority for exceptions.
- j. Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 8 for criteria for earning the awards, ribbons, and badges.
- k. Shoulder Patches. Wear of the AFJROTC official shoulder patch and Boerne-Champion High School Unit patch is mandatory on all the short sleeve blue shirts, service coats, lightweight blue jackets, and ABUs and OCPs.
- l. **No PDA in Uniform.** Cadets shall NOT kiss, hold hands, perform any form of sexual conduct, nor speak suggestively to another person while wearing any class of uniform.
- m. The uniform policy of the Boerne-Champion AFJROTC is strict and is **not** subject to compromise.

Eyeglasses or Sunglasses

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

Jewelry

While in uniform, you may wear a conservative wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed nor are string style, rubber bands, hair ties, or colored shaped rubber bracelets. Female cadets in uniform 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 piercings, 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. Male cadets in uniform may not wear earrings.

Airman's Battle Uniform (ABU)/ Operational Camouflage Pattern (OCP)

The designated uniform for uniform days will be the Blues/OCPs uniform, unless otherwise specified by the cadet leadership team. Blues/OCPs are allowed to be worn in lieu of school dress code on Friday Spirit Days throughout the school year but will not count as a grade nor as a substitute for the required weekly uniform wear on those days. Anytime the Blues/OCP is worn, it must be worn properly. Per AFJROTC HHQ Memorandum of 5 Mar 21, sage green or coyote brown boots are now authorized for wear with ABUs.

Flight Suit:

Flight Suit: Flight Suits are authorized for those cadets who meet all requirements for the private pilot's flight certificate badge, the aviation ground school badge, or are actively enrolled in AFJROTC Aviation Honors Ground School.

Uniform Wear Restrictions

Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. For more information on these types of activities and uniform wear, talk to your instructor. As a rule, only wear your uniform to designated events or get permission from the SASI or ASI.

Uniform Combinations

- a. Class A: Service Dress (See Attachment 5)
- b. Class B: Short Sleeve Blue Shirt with Tie/Tab* (See Attachment 5)
- c. Class C: Short Sleeve Blue Shirt, Open Collar (no tie/tab)* (See Attachment 5)
- d. Class H: Unit Polo Shirt**
- e. ABUs: Airman's Battle Uniform (See Attachment 5)
- f. OCPs: Occupational Camouflage (See Attachment 5)
- g. Flight Suit: Flight Suits are authorized for those cadets who meet all requirements for the private pilot's flight certificate badge, the aviation ground school badge, or are actively enrolled in AFJROTC Aviation Honors Ground School. (See Attachment 5)
- h. Spirit Team: OCPs/ABUs with Spirit Shirt.
- i. PTs: Physical Training uniform. (See Attachment 5)

*Note 1: The lightweight jacket may always be worn with Class B or C unless otherwise specified.

**Note 2: When the Unit Polo Shirt is worn as an authorized Class H uniform, it will be worn with dress code appropriate pants/shorts (without holes and appropriate colors), and with a belt (the blue AF belt may NOT be used). Also, grooming standards must be met, i.e., female hair up, male haircut and shave, etc.

***Note 3: If cadets are assigned to ISS, they are not to wear any uniform option while assigned. They will be required to make up the uniform wear on the next normal school day after they return to class.

Shoulder Cords

If properly earned, cadets are authorized to wear distinctive shoulder cords with any blue service uniform combination (they will not be worn on the lightweight jacket or OCPs/Blues). At NO time will shoulder cords be worn with civilian clothing. The authorized cords in order of precedence is as follows:

- a. Corps Commander Cord: Red
- b. Cadet Chief Master Sergeant Cord: Red
- c. Deputy Corps Commanders Cords (2): Red
- d. Senior Staff Support: Light Blue
- e. Squadron Commanders Cords (5): Yellow
- f. First Sergeants Cords (5): Green
- g. Flight Commanders/Sergeants Cords (10): White
- h. Cadet of the Semester Cord: White & Blue
- i. Flight of the Semester: Navy Blue

Only single-rope, infantry style cords are authorized for wear with the AFJROTC uniform. No other shoulder cords are authorized to be worn by TX-20023 cadets unless designated by the SASI/ASI.

*Note: Only one cord may be worn at a time

Cadet Appearance & Grooming Standards

Personal Grooming Standards. This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

Hair-male and female. It will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. It will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:**

female bangs), 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 or black. All Cadets are authorized to wear natural hair color regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (**Note:** Extensions are still prohibited for males).

Hairnets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hair-nets are only authorized when performing related duties as determined by applicable SASI.

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

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 may be worn on the thumb.

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

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 worn 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.

Eyeglasses/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 non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logos 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 SASI or commandant on the advice of a medical official.

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.*

Body Piercing. Cadets in uniform are NOT allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

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 (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel.

Specific Female Cadet Grooming Guidelines.

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

Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

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

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 length and bulk standard and headgear must fit properly.

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 ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

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. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

Unauthorized: Mohawk, mullet or etched design.

Hair accessories. 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. Invisible hair nets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two-inches in width. Ornaments are *not* authorized (i.e., ribbons).



Scrunchie



Hair Clips

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 fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean

and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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. Choose a nylon in a sheer or neutral shade that complements the uniform and your skin tone.

Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six 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 piercings, 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. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. *Piercing holes will not be large enough to permit light to shine through.*

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.

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.

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.

Body Piercing/Ornamentation

In uniform with the exception of earrings for women, all members **are prohibited from** attaching, **affixing**, or displaying objects, articles, jewelry or ornamentation to or **through the ear, nose, tongue, eyebrows, lips, or any exposed body part** (including visible through the uniform).

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.**

Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity *is prohibited*.

Specific Male Cadet Grooming Guidelines

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 ½ inches in bulk, regardless of length and ¼ 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or 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 ¼ inch width. Men are not authorized to have hair extensions.

Mustaches. Male Cadets 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.

Beards. Beards are not authorized *unless for medical reasons*, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

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 3.1

Fingernails. Male Cadets are not authorized to wear nail polish.

Cosmetics. Male Cadets are not authorized to wear cosmetics.

Undergarments (MANDATORY)

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.

Inspection (Major Grade)

On prescribed uniform days, cadets shall be inspected on their assigned uniform. The grade the cadet receives will be entered into the gradebook as a major grade. These uniform days will occur

once per week, typically on Wednesdays and Thursdays (A/B schedule). If a different day of the week is selected, cadets will be informed during daily announcements.

Uniform Inspection Procedures/Grading.

On uniform wear days, an Open Ranks Inspection will be performed in each flight. The inspection will be conducted by the Flight Commander assisted by the Flight Sergeant. Cadets should present their inspection sheet to the Flight Commander and be prepared to answer questions about their appearance, as well as one question on basic cadet knowledge. Flight commanders will inspect cadets to the standard and enter all discrepancies on the inspection sheet. However, the actual grade given for uniform wear will be determined by the instructor. A sample uniform inspection sheet with violation point values can be found at Attachment 9.

Major uniform or cadet grooming violations that are due to direct refusal by the cadet to correct may result in the cadet being required to change out of the uniform into normal school clothes. Such instances will only be imposed by the instructors and handled in the same fashion as a school dress code violation, in which students are sent to the appropriate student services office for corrective action. This may include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, it is important to remember that cadets wear the same uniform as active-duty military members and will not be allowed to show disrespect to the uniform or become an embarrassment to the unit or Boerne-Champion High School.

Uniform Wear Make Ups

Cadets will receive a weekly uniform grade, which will be a maximum of 100 if worn on the correct day, normally Wednesdays or Thursdays. The actual grade a cadet receives will be determined by a personal inspection in which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If the uniform is worn late the maximum points will be 70. The makeup wear must occur prior to the next uniform inspection day.

Chapter 4

A Cadet Led Organization

Operational & Functional Organization of the Cadet Corps

The AFJROTC program is a cadet-led organization, where students drive everything from planning to evaluation. Cadets learn to follow and lead peers, making mistakes as part of their development in this "leadership laboratory," with instructors guiding them under the principle that authority must be exercised with responsibility and respect.

The basic organizational unit of the AFJROTC program is the flight. The cadets in your particular AFJROTC class period make up your "flight" which is designated by alpha characters—A Flight, B Flight, etc. The leadership team you will interact with the most on a daily basis is made up of your Flight Commander and Flight Sergeant. The flight is an operational unit and therefore falls under the Operations Squadron, with the Flight Commander reporting directly to the Operations Squadron Commander in the chain of command. Squadrons (TX-20023 has five squadrons, organized by function) are the middle tier of TX-20023's organizational structure. The top tier is the Group. The TX-20023 Cadet Corps is considered a Group based upon its size. All TX-20023 cadets are members of and make up the Group. Therefore, the senior ranking cadet in the program is the Group Commander (or Corps Commander). Squadron commanders report directly to the Group (Corps) Commander. TX-20023 is functionally organized under a command structure modeled after the United States Air Force dual-deputy organizational structure. This means that the Corps Commander (CC) has two Deputy Commanders (CDs) empowered to assist the CC in managing the functional responsibilities of the program. As deputy commanders, they are not part of the chain of command (explained later), but they do have significant authority from and responsibility to the CC. This allows the CC to focus on the overall mission of the unit and welfare of the cadets without getting bogged down in the administration of the corps. These deputies are given administrative and management authority as follows: Deputy Commander for Operations (DCO) and Deputy Commander for Mission Support (DCMS).

The Corps Commander is further assisted by the senior enlisted cadet in the corps – the Cadet Chief Master Sergeant of the Corps (CCM). As the CC's senior enlisted advisor, the CCM enjoys a special relationship and responsibility to the Corps Commander. He or she is given special access to the CC as chief counselor and advisor on matters of morale, welfare, and discipline of the cadets in the enlisted ranks. He or she also has responsibility to ensure that the non-commissioned officer corps is modeling and enforcing all standards of the program and must therefore be above reproach him- or herself.

Upon successful completion of his or her command tour, the Corps Commander hands over the reins of command to his or her successor and assumes a unique role within the program as the Special Advisor (SA) to the Senior Aerospace Science Instructor (SASI). The SA has no command or direct authority; but serves as a great source of experience to the new commander, sounding board for ideas, and keeps the pulse of the program for the instructors, while assisting them administratively.

Senior Staff

The Senior Staff is made up of four members: the CC, DCO, DCMS, and CCM. The Senior Staff or “Top Four” represents the Corps Commander’s inner circle and is viewed as the senior leadership team of TX-20023. However, it is important to note that the Senior Staff retains NO command authority outside of the CC, except in instances when the CC is incapacitated or on an extended absence (such as on a field trip on which the CC was unable to attend). Under these exceptional circumstances, one of the two CDs as determined by one of the instructors, will act on the CC’s behalf with delegated command authority. Assisting, but NOT a member of the Senior Staff, is the Executive Officer (XO). The XO serves as an administrative assistant and special advisor to the CC and Senior Staff. The XO is *privileged* to be part of the interworking deliberative and decision-making processes of the corps, and therefore must be a person of high trust, integrity, and discretion.

Squadrons

The TX-20023 Group is made up of five squadrons organized by function, each commanded by a Squadron Commander, who is typically a thirdand/or fourth-year cadet. Squadron CCs are assisted by a senior enlisted cadet known as the First Sergeant. First Sergeants are charged with assisting the squadron commander in the management and oversight of the squadron, while ensuring that standards are enforced within the unit. First Sergeants are to be directly mentored by the squadron commander as potential future commanders of the squadron. Each squadron is made up of different Flights (or Teams in some cases), with further-defined operational or functional responsibilities. These flights and teams are commanded by cadet officers, typically second, third or fourth-year cadets who report to the Squadron Commander. Flight/Team Commanders are assisted by an NCO. When an officer is not available to command a flight or team, a Non-Commissioned Officer in Charge (NCOIC) will be installed as the leader of that flight or team. Like First Sergeants, Flight/Team Commanders are potential future leaders in that squadron’s operational or functional area and should be directly mentored by squadron commanders. In-turn, Squadron Commanders should be actively mentoring Flight/Team NCOICs and NCOs. TX-20023’s squadrons are as follows:

- a. Honor Guard Squadron (HGS). The Honor Guard Squadron is responsible for all the Leadership Development Requirement teams. These duties include planning, organizing, and executing practices, competitions, and leadership oversight of LDR team leaders.
- b. Mission Support Squadron (MSS). The Mission Support Squadron is responsible for the many administrative and functional processes necessary to enable the corps to achieve its mission. These include functions that encourage and support: unit personnel, activity planning, and community service, as well as advertising and record-keeping.
- c. Alpha/Bravo Operations Squadrons (OPS). The Operations Squadron is responsible for the safe and successful day-to-day operation of the corps as well as the bulk of its ceremonial and competitive teams. Day-to-day, the OPS/CC is responsible to the Corps Commander for the conduct and performance of the operational flights (A Flight, B Flight, etc.).
- d. Boerne Detachment Squadron (BDS): The Boerne Detachment Squadron is responsible for overseeing the Boerne High School cadets, and ensuring they continue to meet the standards of the unit while not on the Champion campus.

Chain of Command

AFJROTC is not “the military;” but, it is a military-supported organization that models and makes use of uniquely military organizational structure, training and teaching methods, and terminology. One

of the phrases that most invokes military imagery in our mind is “chain of command.” It is often uttered or imagined in the context of other military-derived terminology like “good order and discipline” or “rank has its privilege.” The idea of a chain of command is not unlike most other organizational structures meant to distribute responsibility and better facilitate the accomplishment of organizational goals and objectives. Following the chain of command not only ensures that issues are handled at the lowest possible level; but also, and more importantly, it helps to develop leaders at different levels of responsibility throughout the corps.

A “chain” only functions if it is unbroken. In our context, the chain of command is meant to clearly demonstrate that there must be an unbroken line of authority from the top to the bottom of the organization. In the military, confusion, blame or lapses in authority and/or decision-making can have disastrous consequences. In AFJROTC, you will learn the military chain of command that is unbroken from the individual cadet up to the President of the United States. This chain of command is largely administrative and symbolic. While technically, authority and responsibility for administration of the AFJROTC program does rise all the way to the Commander in Chief, realistically, AFJROTC issues rarely require the attention of commanders above the Holm Center or Air University level.

The other significant word in the phrase is “command.” In the military, command includes legal authority under the Uniform Code of Military Justice. While executing a military mission, that legal authority may extend to the necessity of taking or sacrificing life or liberty. That is NOT the case in AFJROTC.

With the understanding, then, that command in AFJROTC does NOT possess legal authority in the same sense as a military commander, it does come with the legitimate authority to direct others within the rules and constraints of the program, school, and Boerne ISD. Therefore, it may be helpful to consult Air University Publication AU-2: Guidelines for Command to understand why “command” is the term we use:

What is Command?

“Command is the legal authority to direct and order subordinates to perform duties or accomplish actions to attain military objectives. Commanders have legal authority by virtue of their rank and assignment. Successful military operations depend on unity of command. There must be a single commander at each level of command, and each commander must know what is expected of that command. Although authority exists for commanders to delegate to a lower command or staff element, overall responsibility for the success or failure of the unit’s mission rests solely with the commander. The commander’s leadership is key to the unit’s success. There is a significant difference between commanding and leading. Given the authority, anyone can command. Leading, on the other hand, is a delicate art calling for people-oriented attributes that many may find elusive or difficult to develop.”

Reference: Air Command and Staff College, AU-2 Guidelines for Command: A Handbook on the Leadership of People for Air Force Commanders and Supervisors, Air University Press, Maxwell Air Force Base, Alabama, 2003, p.1.

In AFJROTC, command is the exercise of authority granted to specific positions responsible for the overall success or failure of the organization, unit or team commanded. And it can be exercised only within the bounds of the authority granted. Leadership is a skill that is learned but

must be practiced for success. All commanders should strive to grow as leaders; however, all leaders do not have the responsibility of command.

It is important, therefore, that cadets use and follow the chain of command when seeking guidance or when issues arise. An irritating pitfall of command is being put in a position of being responsible for something that you are not “in the loop” on. Subordinates who put their commanders in such positions hurt the mission, as well as the development of both their commander and themselves. Bottom Line: all cadets should seek to answer questions or resolve issues at the lowest level within their chain of command.

TX-20023 Chain of Command

It is important to understand that the chain of command runs directly from commander to commander. Deputies, NCOs, and staff personnel are NOT part of the chain of command. However, these cadets have the authority, knowledge, and incentive to help their commanders succeed. Therefore, making use of these cadets at the appropriate level before taking the question or issue to the commander is an artful and often beneficial strategy. For example, squadron commanders report directly to the Corps Commander and have every right to an audience with the CC. However, every squadron commander should do so with the knowledge that the CC has an appointed deputy responsible for the administration of the same functional area as the squadron commander. A wise squadron commander will have exhausted the help of the deputy before laying a problem in the lap of both of their commanders – the CC! Likewise, the deputy should allow squadron commanders the room to “command” the unit, offering counsel and assistance as warranted, but should not interfere in the unit without the squadron commander’s knowledge or transfer blame onto the Squadron Commander to the CC.

Duties & Responsibilities

Boerne-Champion High School Staff

- a. Principal. The principal is responsible to the Senior Aerospace Science Instructor for overall support to the AFJROTC Program on an equal basis with other programs at Boerne-Champion High School. The principal is responsible for the annual evaluations of the SASI and the ASI. The SASI and ASIs are employees of the Boerne Independent School District.
- b. Senior Aerospace Science Instructor (SASI): The SASI is a retired Air Force Officer and the senior member of the AFJROTC Aerospace Science and Leadership Education staff. The SASI is responsible to the principal for overall direction, coordination, administration, and effectiveness of the AFJROTC Program at Boerne-Champion High School. The SASI is responsible to the principal for overall performance of cadets in the AFJROTC Program and is academically aligned as a Department Head. The SASI is also responsible for prescribing the AFJROTC Aerospace Science and Leadership Education curriculum taught in the program. The SASI is responsible to the Director of Air Force JROTC for the annual evaluation of the fitness, effectiveness, and performance of all ASIs. The SASI is responsible to the Director of Air Force JROTC for overall administration of the AFJROTC Program in compliance with the rules, directions and instructions issued by the United States Air Force Education and Training Command. The SASI retains sole final authority over cadet status within the corps and decisions regarding cadets continuing in the program,

promotions, and positions of responsibility. The SASI directly supervises the Special Advisor to the SASI (SAS) once an SAS is named.

- c. Aerospace Science Instructor (ASI): The ASI assists the SASI with teaching the Aerospace Science and Leadership Education curriculum. The ASI is primarily responsible for logistics. The ASI is also primarily responsible for the Leadership Education area of the curriculum, to include drill & ceremonies, and proper uniform wear.

TX-20023 Cadet Officer Corps

Cadet officers are responsible to the instructors for the day-to-day planning, leadership, management, and oversight of the Corps of Cadets. Officers carry the privilege and burden of responsibility that their decisions carry the weight of authority to other members of the cadet corps. Officer positions are limited, and therefore reserved for the most dedicated and responsible of cadets who have demonstrated a commitment to the Air Force Core Values as an enlisted cadet. As a result of their exceptional conduct and performance, officer candidates are highly encouraged to attend and successfully complete Cadet Leadership Camp (CLC). Officers nominated for Senior Staff positions also encouraged to successfully complete the course of Cadet Staff Leadership Course (CSLC). Exceptions to the CLC or CSLC requirements due to extenuating circumstances can be made with a waiver approved by the SASI.

- a. The Group (Corps) Commander (CC) is responsible to the SASI for the overall appearance, discipline, efficiency, training, and conduct of the Corps of Cadets. The CC enforces strict discipline, supervises senior staff, ensures the achievement of unit goals, fosters cadet growth, and maintains high standards. The CC also oversees morale, conducts inspections, handles promotions, spreads a positive image, and delegates authority for efficient operations. Additionally, the CC coordinates with the SASI, presides over boards, and maintains a continuity binder.
- b. Special Advisor to the Senior Aerospace Science Instructor (SAS). A corps commander who successfully completes his or her tour of command will be appointed as an SAS until graduation from the AFJROTC program. The SAS will: remain a visible, active and loyal member of the corps of cadets; serve as a mentor to the current CC; advise CC and instructors on the overall morale of cadets and effectiveness of corps programs; oversee fundraising and planning of the annual senior trip; assist the instructors in the top-level planning, leading, or assisting the CC in leading, summer camp preparation; assisting the SASI in other activities as needed; attend and actively participate in the Honor Guard, as well as senior staff meetings.
- c. Deputy Corps Commanders (CDs). Deputy Corps Commanders assist the CC in his or her responsibilities. Additionally, they are responsible for enforcing standards on behalf of the CC, as well as coordinating the activities of the senior staff and subordinate squadrons. CDs will attend and actively participate in Honor Guard, as well as top and senior staff meetings. The CC's designated deputy will represent the CC during periods of the CC's absence.
 1. Deputy Corps Commander for Mission Support (DCMS). The DCMS assists the CC in his or her responsibilities in the specific area of mission support by monitoring the activities and effectiveness of the mission support squadron, as well as by providing mentorship to, and administrative oversight of, the mission support squadron commander.

2. Deputy Corps Commander for Operations (DCO). The DCO assists the CC in his or her responsibilities in the specific area of operations by monitoring the activities and effectiveness of the operations squadron, as well as by providing mentorship to, and administrative oversight of, the operations squadron commander.
- d. Inspector General (IG). The IG is responsible to the SASI and ASI for, and must advise the SASI, ASI, Corps Commander, and Staff on standardization and evaluation of appearance, discipline, efficiency, training, and treatment of cadets within the Group. The IG will: maintain a feedback system within the corps of cadets that allows for and maintains anonymity up to a point of determination by the SASI and ASI; regularly inspects corps activities for compliance to prescribed standards, regulations, and instructions; administer the Unit Self-Assessment checklist as directed by the corps commander; and attend and actively participate in senior staff meetings. The IG is appointed by the SASI and supervised by the CC but is afforded a direct and discrete line of communication to the ASI and SASI as duties require.
- e. Corps Recruiting, Retention, and Recognition Officers (RRR). The RRR is responsible for, and must advise the Corps Commander and Staff on current retention trends as well as the effective execution of programs designed to keep existing and attract new cadets to the corps. The RRR will: plan, organize and implement a recruiting program to attract qualified and motivated students from within Boerne ISD; immaculately maintain personal standards of dress and appearance; conduct outreach at CHS/BHS feeder junior high and elementary schools, as well as CHS/BHS-hosted events for new and future students, by establishing and supporting recruiting teams; support and assist Public Affairs with awareness presentation teams (APTs) to local community groups that raise awareness of JROTC and simultaneously support unit recruiting and retention goals; prepare and conduct surveys of cadets to find out why they joined and stayed in AFJROTC; establish and conduct recruiting/retention committee meetings to evaluate trends and implement new ideas; maintain contact lists and records of prospective cadets; maintain up-to-date and attractive recruiting materials (boards, handouts, videos, etc.); attend and actively participate in staff meetings as required.
- f. PT Commander (PTC). The PTC is responsible for, and must advise the Corps Commander and Staff on, the wellness/physical fitness program and performance of the cadet corps. The PTC will: develop a plan and/or framework for the SASI and flight commanders to implement in conducting daily and weekly wellness program activities that includes a healthy balance of physical training and team sports; establish a rotating “exercise of the day” and communicate it to senior staff for incorporation into the daily announcements; assist OPS/CC in ensuring consistency of planning and execution of the wellness program across flights; help the SASI with planning and implementing the Presidential Physical Fitness Test (PFT) and Fitnessgram assessments; ensure that corps and flight individual PFT performance leaders are displayed to promote healthy competition and recognition; ensure that all cadet fitness information is recorded and accurate in the WINGS database; train flight wellness representatives in their duties; review fitness and wellness program related equipment inventories and make recommendations for repair or procurement of equipment; plan and lead the annual Field Day competition and cookout; attend and actively participate in staff meetings as required. The WP directly supervises the Wellness Program NCO and has administrative responsibility for flight wellness representatives.

g. Executive Officer (XO). The XO advises the Corps Commander on the corps calendar and serves as their primary administrative assistant. The XO follows the CC's directives, represents their intent with integrity, maintains and reconciles the corps calendar, coordinates project officers, ensures communication, assists in planning activities, manages timely reports, and actively participates in staff meetings.

h. Logistics Officer (LG). The LG officer is responsible for, and must advise the Support Squadron Commander on, the management, care, maintenance, accountability, issue, and receipt of all of TX-20023's uniform items. The LG officer will: make sure the logistics room is kept clean and orderly; make sure that the uniform inventory is accounted for and kept up to date; implement procedures for sizing, issue, turn-in, and cleaning of AFJROTC uniforms; input and ensure the accuracy of all cadet uniform issue and turn-in information in WINGS; train uniform flight personnel and logistics specialists in their duties.

i. Technology Chief (Tech). The Tech Chief advises the Mission Support Squadron Commander on the management, maintenance, and accountability of all TX-20023 non-uniform equipment. Responsibilities include keeping classrooms and storage areas orderly, ensuring equipment setup and return after events, and training equipment personnel.

j. Administration and Personnel Management (Admin). The Service Admin is responsible for keeping track of each cadet's service hours. They are also responsible for dealing with service requests and putting up sign ups on the unit website. The Leadership Development Requirement (LDR) Admin is responsible for keeping track of cadets LDR hours which includes any team practice, spirit squads, color guards, lowering/raising the flag, and any other non-service related extracurricular activity. They are also responsible for putting their specific area of focus into WINGS.

k. Public Affairs Officer (PA). The PA is responsible for, and must regulate corps public relations as well as visual and written recording of corps activities. The PA will: ensure that cadet corps public relations are maintained at the highest possible level; ensure that the school and the public are informed about corps activities; provide newsworthy items and images to the CHS/BHS journalism class; provide adequate corps publicity and images to the yearbook staff; recommend articles to leadership for consideration of forwarding to local media; ensure photography and videography documentation at all corps events; maintain storage of and access to all unit photographs and historical records; ensure proper advertisement, preparation, execution and follow-up of all corps events; ensure hallway displays and trophy cases are kept clean, current and relevant with information and materials highlighting activities and successes.

l. Team Commanders (Operations). Operational Team Commanders include commanders of the following teams: Color Guard, Armed Regulation Team, Armed Exhibition Team, Unarmed Regulation Team, Unarmed Exhibition Team, Saber Team, Physical Training Team, Spirit Team, Raider Team, Inspection Team, JLAB and Cyberpatriot Team commanders are responsible for, and must advise the Honor Guard Squadron Commander on, the proper appearance, discipline, efficiency, training, physical fitness and conduct of cadets within their team. The Team Commander will: attend all honor guard practices unless excused by the HG/CC (note: excessive absence will result in consideration for removal from the position); maintain a roster of team members and their relative experience, including award criteria; recommend team members for

appropriate team related ribbons as earned; recruit new team members; encourage and monitor honor guard practice and participation levels; perfect and record routines; teach all necessary movements to team members; plan and prepare for team participation in competitions, performances and demonstrations to include advertising, sign-up sheets, team/alternate selection, equipment preparation, script, and recovery tasks; inventory and ensure condition and cleanliness of all equipment; and verify that all sensitive equipment is accounted for and properly secured after use.

TX-20023 Cadet Enlisted Corps

Cadets in the enlisted grades of AFJROTC must uphold standards, follow officers' and senior cadets' directions, and represent the program positively within the school and community. They are crucial to the program's success and are categorized as senior non-commissioned officers (SNCOs), non-commissioned officers (NCOs), and airmen. Airmen focus on specialist roles and must show discipline and responsibility, with some advancing to leadership positions. NCOs should have mastered AFJROTC basics and be ready to lead. Junior enlisted cadets should demonstrate commitment to Air Force Core Values, impress higher ranks, and aim for CLC selection to enhance promotion opportunities. Cadet SNCO positions are reserved for the select few who are ready to lead and coordinate the entire effort in a broader functional area or to serve as a “leader of leaders” and on the verge of being ready for command in those areas.

- a. Cadet Command Chief Master Sergeant (CCM). The CCM serves as the senior ranking SNCO in the Group. The CCM reports directly to the Corps Commander and is responsible for advising the CC on all matters relating to the cadet enlisted ranks, including discipline and morale. The CCM will: execute the CC's vision; model and enforce ALL AFJROTC standards; observe, monitor and act to improve the performance of NCOs and SNCOs in the Group; be attuned to cadet enlisted concerns and bring those to the CC; inspect, enforce and lead efforts to maintain the condition and appearance of unit facilities and equipment; monitor uniform wear and identify trends regarding uniform wear and grooming standards; assist in training new cadets; attend and actively participate in top staff meetings.
- b. Cadet Squadron First Sergeants. Cadet squadron first sergeants are responsible for executing the vision and guidance of their respective squadron commanders. Cadet squadron Sergeants will: broaden their knowledge in all areas of squadron functions and operations; serve as the squadron commander's senior enlisted advisor in the squadron; model and enforce ALL AFJROTC standards within the squadron and hold squadron cadet NCOs and airmen accountable to the same standard; ensure squadron NCOs are actively and effectively managing their functional areas; inspect, enforce and lead efforts to maintain the condition and appearance of squadron equipment; and assist in training new cadets.
- c. Flight Commanders (A-F FLT/CC). FLT/CCs are responsible for, and must advise the Operations Squadron Commander on, the proper appearance, discipline, efficiency, training, physical fitness and conduct of cadets within their flight. FLT/CCs will: ensure the flight is prepared for instruction at the beginning of class; ensure the flight returns the classroom to correct conditions before dismissal; maintain good order and discipline in the classroom; assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.; set an example

for the flight by proper wear of the AFJROTC uniform; accurately and objectively inspect flight members to the appropriate standard; verify completeness and accuracy of weekly inspection sheets; encourage flight members to wear their uniforms and become a cohesive team; verify the currency of all flight member personnel information, permission forms, activities fees, and personal data; set the example for participation in corps activities while promoting healthy competition with other flights. FLT/CCs supervise the Flight NCO and Element Leaders.

d. Flight Sergeants. Flight Sergeants are responsible to their commander for the day-to-day execution of flight responsibilities, as well as the training and performance of flight personnel. Flight Sergeants will: act in the absence of the flight commander in their assigned duties; model and enforce ALL AFJROTC standards within the flight and hold cadet airmen accountable to the same standard; inspect and maintain the condition and appearance of flight/team equipment; and assist in training new cadets. Additionally, operational Flight Sergeants (A-F) will: call the class to attention at the beginning/end of the class period; brief the flight members on all upcoming events, practices, etc.; assist the flight commander in maintaining good order and discipline in the classroom; assist the flight commander in conducting and recording uniform inspections; ensure flight specialists are actively and effectively managing their functional areas.

Element Leaders are responsible to the Flight Commander and sergeant for leadership of his or her element (typically five cadets). Element leaders are the first stop for problem solving, such as needing a book, getting uniform items etc. Element leaders should get to know their cadets. Element leaders will: maintain discipline in the element; report any absences of element members during the roll call; ensure their element members are aware of uniform wear, PT activities and other upcoming events for the week; and look over and assist element members with uniform wear issues.

Flight Logistics Representatives are specialists responsible for ensuring and aiding in uniform issue, turn-in, and accountability for members of their flight. The Flight Logistics Rep is the only person in the flight (aside from other logistics personnel) allowed to enter the logistics room to assist a flight member with a uniform problem.

Cadet Positions and Rotation

Cadet command and staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be based on positions available and the individual need for training experience.

- a. The previous Top Four will work with the SASI/ASI to select the new staff, (all with the concurrence of the SASI). Operational flight commanders and flight sergeants will be selected from available cadets once class schedules are determined by school counselors.
- b. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are recommended by the Corps Commander and approved by the SASI. Personnel changes in key positions will be limited.
- c. Personnel changes will be made whenever a cadet's performance of duty is not up to standard.
- d. The authority to remove someone from a corps position rests solely with the SASI/ASI.

Cadet Promotion System

Cadet promotions are based on merit, experience, opportunity, and fit, with the unit's best interests in mind. Merit includes duty performance, leadership, commitment, academic achievement, and adherence to standards. Experience involves time in the program and mastery of skills. Opportunity requires a vacancy for advancement, and position largely determines rank, with some flexibility for growth. For example, the CCM role is tied to Cadet Chief Master Sergeant and does not allow for higher promotion until officer requirements are met. Fit considers timing, personality, leadership style, and strengths; it becomes crucial if multiple cadets are qualified. Promotions should focus on character development and the unit's success, not popularity. The TX-20023 system aims to place the right cadet in the right position to benefit both the individual and the unit.

Promotion Cycles/Tests

Cadets can take promotion tests each quarter, advancing up to Cadet Master Sergeant, while freshmen can only test up to Cadet Staff Sergeant. Passing the test results in promotion to the next rank. Cadets have a minimum permanent rank based on their grade level (e.g., seniors as Cadet Staff Sergeants, juniors as Cadet Senior Airmen).

Promotions due to leadership positions (excluding Flight Commanders, Flight Sergeants, and Team Commanders) will occur after the annual Change of Command following Spring Break. Leadership position applications will be available in the second semester.

Unit Manning Document

The unit manning document outlined below identifies the minimum and maximum ranks obtainable for each position held.

Position	Abbreviation	Min Grade	Max Grade
Group (Corps) Commander	CC	C/Col	C/Col
Cadet Command Chief Master Sergeant	CCM	C/CMSgt	C/CMSgt
Deputy Commander for Mission Support	DCMS	C/Lt Col	C/Lt Col
Deputy Commander for Operations	DCO	C/Lt Col	C/Lt Col
Mission Support Squadron Commander	MSS/CC	C/Maj	C/Maj
Operations Squadron Commander	OPS/CC	C/Maj	C/Maj
Honor Guard Squadron Commander	HG/CC	C/Maj	C/Maj
Operations officer	OPS	C/Maj	C/Maj
Corps Recruiting, Retention, & Recognition Officer	RRR	C/2Lt	C/Capt
Wellness Officer	PTC	C/2Lt	C/Capt
Executive Officer	XO	C/2Lt	C/Capt
Inspector General	IG	C/Capt	C/Capt
Logistics Officer	LG	C/2Lt	C/Capt
Tech/Equipment Officer		C/2Lt	C/Capt

Administration and Personnel Management	ADMN	C/2Lt	C/Capt
Public Affairs Officer	PA	C/2Lt	C/Capt
Operational Flight Commanders (A-F)	OFC	C/Amn	no max
Team Commanders		C/2Lt	no max
First Sergeants		C/MSgt	C/SMSgt
Flight Sergeant		C/Amn	no max
*Element Leaders may be any rank at or above C/AB depending on class roster			

Chapter 5

AFJROTC Curriculum & Grading

Overview

AFJROTC develops character-driven citizens committed to serving their nation and community. The Jeanne M. Holm Center provides high-quality materials for global AFJROTC units. Classes include aerospace science, leadership education (with drill & ceremonies), and wellness, integrating citizenship and character education. Students engage in field trips, co-curricular activities, and community service to reinforce learning. The curriculum features four rotating courses in Aerospace Science and Leadership Education, ensuring no repetition over four years. First-year cadets study foundational courses, while upper-class cadets mix AS-levels to maintain esprit-de-corps. TX-20023 follows Boerne ISD and Boerne-Champion High School grading policies: 50% major grades (e.g., uniform inspections) and 50% minor grades. Cadets must take all academic work seriously, as missing assignments can lead to failure and loss of extracurricular eligibility.

Subject Areas

- a. Aerospace Science I-IV (AS100, AS200, AS220, AS300, AS400*)
- b. Leadership Education I-IV (LE100, LE200, LE300, LE400)
- c. Drill and Ceremonies
- d. Wellness Program

* Note: Senior Staff takes AS 400: Management of the Cadet Corps in lieu of final AS course
Credit hours: 1 credit per academic year (Physical Education or Elective)

Course Descriptions & Objectives

A. Aerospace Sciences (AS) (30% of Course Curriculum)

- AS100 – Milestones of Aviation History. This is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets. Throughout the course, there are readings, videos, hands-on activities, and in-text and student workbook exercises to guide in the reinforcement of the materials.
AS100 COURSE OBJECTIVES:
 1. Know the historical facts and impacts of the early attempts to fly.
 2. Know the major historical contributors to the development of flight.
 3. Know the contributions of the U.S. Air Force to modern aviation history.
 4. Know the key events of space exploration history.
- AS200 – The Science of Flight: A Gateway to New Horizons. This is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation. The course is designed to complement materials taught in math, physics, and other science-related courses and is

aligned with the National Science Education Standards, the Math Standards and Expectations, and ISTE National Educational Technology Standards for Students.

AS200 COURSE OBJECTIVES:

1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.
3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

- AS220 – Cultural Studies: An Introduction to Global Awareness. This course introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. It looks at major events and significant figures that have shaped each region. Twenty First Century Skills as defined by the Partnership for 21st Century Skills are integrated into the course. These include learning and innovation (thinking) skills—critical thinking and problem solving, creativity and innovation, and communication and collaboration; information, media, and technology skills—information literacy, media literacy, and ICT (information, communications, and technology) literacy; and life and career skills—flexibility and adaptability, initiative and self-direction, social and cross-cultural skills, productivity and accountability, and leadership and responsibility. The content of this course is correlated using the National Geography Standards - Geography for Life; and the National Council for the Social Studies (NCSS) standards.

AS220 COURSE OBJECTIVES:

1. Know how historical, geographic, religious, and ethnic factors have shaped the six major regions of the world.
2. Know how economic, political, and social factors impact cultures.
3. Know how environmental resources influence global economic development.
3. Know how population density, famine, war, and immigration influence the world.
4. Know how the economic systems of communism and capitalism have shaped the six major regions of the world.
5. Comprehend how cultural perspectives of time, space, context, authority, interpersonal relationships, and orientation to community affect interactions among people.

- AS300 – Exploring Space: The High Frontier. This is a science course that includes the latest information available in space science and space exploration. The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides an in-depth study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. It discusses issues critical to travel in the upper atmosphere such as orbits and trajectories, unmanned satellites, and space probes. It investigates the importance of entering space and discusses manned and unmanned space flights, focusing on concepts surrounding spaceflight, space vehicles, launch systems, and space missions. The section on manned spaceflight focuses on the Space Shuttle, space stations and beyond, covering milestones in the endeavor to land on the Moon and to safely orbit humans and crafts for temporary and prolonged periods. The course covers the human aspect of spaceflight, focusing on the human experience in space. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space.

AS300 COURSE OBJECTIVES:

1. Know the history of astronomy and the specific characteristics of the Earth, Moon, solar system, and the planets.
2. Comprehend the big picture of space exploration, including the history of spaceflight, organizations doing work in space, and the overall space environment.
3. Comprehend the importance of entering space, characteristics of manned and unmanned spaceflight, and how humans are affected during spaceflight.
4. Comprehend the key concepts for getting from the surface of the Earth into Earth orbit and to other planets and back again.
5. Comprehend how spacecraft, rockets, and launch vehicles are designed and built.
6. Comprehend the latest advances in space technology.

AS400 – Management of the Cadet Corps (AS IV Senior Staff, zero hour ONLY). Taken in lieu of the remaining AS course, this course is a leadership laboratory, providing seasoned cadets an opportunity to lead, fail, learn, and grow through their decisions as senior staff. Cadets are expected to manage the entire corps during their fourth year in the AFJROTC program. This capstone course provides hands-on experience and affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by senior staff cadets, putting their communication, managerial, and leadership skills into action. Because there is no textbook for this course, course instruction will be structured so that cadets achieve course objectives by completing corps planning and management activities.

1. Apply theories and techniques learned in previous leadership courses.
2. Analyze how to develop leadership and management competency through participation.
3. Analyze strengthened organizational skills through active incorporation.
4. Evaluate how to develop confidence in ability by exercising decision-making skills.
5. Evaluate Air Force standards, discipline, and conduct.

LE100 – Traditions, Wellness, and Foundations of Citizenship. This course provides an essential component of leadership education for today’s high school students. This course is designed to prepare students for success as cadets, students, and members of their communities during their high school years and beyond. The course provides standards-based curriculum with a clear alignment from the national standards and objectives, through the textbook, lesson plans, and assessments. Additionally, the AFJROTC program is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) by the Advanced Accreditation Commission.

1. Analyze the heritage, organization, and tradition of service programs.
2. Analyze the benefits of positive personal behavior.
3. Evaluate healthy living through physical activity and good nutrition.
4. Apply safe, drug-free decisions.
5. Analyze the importance of citizenship in the United States.

LE200 – Communication, Awareness, and Leadership. This is a customized course designed to improve communication, enhance awareness of self and others, and provide fundamentals of

leadership and followership. The course focuses on the Air Force Junior Reserve Officer Training Corps (AFJROTC) mission to “develop citizens of character dedicated to serving their nation and community.” Woven throughout is the underlying theme of developing personal integrity. The course also emphasizes leadership and values such as service and excellence. This update incorporates 21st century teaching, learning, and skills of critical thinking, communication, collaboration, and creativity.

LE200 COURSE OBJECTIVES:

1. Analyze the key factors in communication and critical thinking.
2. Apply the elements of effective writing and public speaking.
3. Analyze the importance of attitude in daily life.
4. Evaluate the ways in which personality and behavior affect relationships with others.
5. Analyze the foundation for an effective team.
6. Apply effective problem-solving and consensus-building methods.
7. Analyze the Air Force leadership model.
8. Evaluate effective leadership and followership.

- LE300 – Life Skills and Career Opportunities. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century. Students will learn basic financial planning, including how to save, invest, and spend money wisely, as well as avoid the credit trap. The Holland Interest Inventory and other self-assessments will help them to reveal their attitudes, aptitudes, and personal skills. This self-understanding will aid them in exploring career paths and help them understand requirements that they will need to be successful at work and in life. To help students increase their potential for success through education, they will learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university; and how to succeed in these learning environments.

LE300 COURSE OBJECTIVES:

1. Analyze the elements of successful financial management skills.
2. Create a plan to safeguard personal resources.
3. Analyze the different ways of pursuing a career path.
4. Analyze the requirements for applying to a college or university.
5. Analyze positive and negative impact of college life in meeting career goals.
6. Evaluate the essential process for successfully pursuing desired career or job.
7. Evaluate the benefits of working for the Federal Government.
8. Create a plan for successful career development.

- LE400 – Principles of Management. 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.

LE400 COURSE OBJECTIVES:

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation.
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.

C. Drill and Ceremonies (20% of Course Curriculum)

Close order drill is essential in JROTC for teaching discipline, leadership, and teamwork. It emphasizes working as a cohesive unit, where each member's actions affect the group. Drill fosters instant, disciplined responses to commands and instills a sense of belonging and esprit de corps among cadets. This discipline evolves from peer pressure to self-discipline, teaching cadets the impact of small choices on team success and preparing them for future endeavors.

The Drill and Ceremonies course provides an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is hands-on. Instructors use AFM 36-2203 with supplement from the Army Field Manual 3-21.5 and the Interservice Cross-Index Drill Manual.

DRILL & CEREMONIES COURSE OBJECTIVES:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know the purpose and definition of ceremonies and parades.

D. Wellness Program (20% of Course Curriculum)

Wellness is an official part of the Air Force JROTC program. It is an exercise program focused upon individual baseline. The Wellness Curriculum is instrumental in developing citizens of character dedicated to serving our nation and communities. Instructors are free to include other activities cadets enjoy, such as team sports to keep the Wellness Program fun and motivating.

WELLNESS PROGRAM OBJECTIVES:

1. Create an individualized training program based on national standards by age and gender.
2. Identify areas of improvements for each cadet and provide guidance for improvement.
3. Incorporate a physical training program to reach fitness goals.

Course Requirements & Grading

GRADING SCALE USED IN THE BOERNE INDEPENDENT SCHOOL DISTRICT

Grade	Percentage Required
A.....	90% and above
B.....	80 – 89%
C.....	70 – 79%
F.....	69% and below

Major & Minor Grade Content

Major Grades	50% of the term grade	Minor Grades	50% of the term grade
Uniform Inspections (to include inspections conducted at required co-curricular activities)		Assessments & Assignments	
		Class / Drill Participation	
		Wellness Participation (Suit Up & Participate)	
		Readiness & Conduct	

Uniform Inspections

Wear of the AFJROTC Cadet Uniform is MANDATORY once a week, usually on Wednesdays/Thursdays (unless a different day is designated by the Senior Aerospace Science Instructor) to ALL classes throughout the school day. Exceptions for classes that require specialized clothing (i.e., Athletics, Band, Dance, etc.) or have a likelihood of damage to the uniform (i.e., woodshop, welding, etc.) will be made as approved by the Senior Aerospace Science Instructor. Inspection grades are based on a 0 – 100-point scale. Improper or disrespectful wear of the uniform (including in public outside of the school campus) and/or not wearing the uniform to all classes on uniform wear day will result in an inspection score of zero. Weekly uniform inspections will be conducted using the standards listed in AFI 36-2903 and AFJROTCI 36-2001. In some cases, the weekly uniform inspections are conducted as part of a required AFJROTC event, such as the homecoming and holiday parades (see the Class, Drill, and Wellness Participation section below for additional information). These are still considered major grades with make-up requirements (which usually include a written assignment in addition to making up the uniform wear) for excused absences determined by the Senior Aerospace Science Instructor. It is the student's responsibility to investigate and complete the make-up assignment by the due date.

Note: Habitual non-wear of the uniform (4 non-wears) and failure to maintain standards will result in a failing grade and dismissal from the program.

Assessments & Assignments

All assessment/assignment grades are based on a 0 – 100-point scale and include quizzes, tests, in class and homework assignments, essays, reports, class presentations, projects, as well as stationary drill and marching evaluations.

Homework/Make-up Policy

1. It is the cadet's responsibility to find out what assignments were missed due to class absence, or to request a retake of a failing grade.
2. Assignments are to be turned in on the day they are due. Cadets are expected to turn-in assignments the first day back if they were absent the day an assignment was due.
3. Students are expected to be in uniform the first day back to class if they missed a required uniform wear day.

4. IAW Boerne ISD policy, cadets have 1 week from the date that a grade is entered in Skyward to make-up or re-take a failing grade for a maximum grade of 70. Again, it is the cadet's responsibility to monitor his/her grades in Skyward and request a re-take.

Class, Drill, and Wellness Participation

All cadets are expected to participate in all graded elements of the AFJROTC program in order to obtain course credit. This includes curriculum from the Aerospace Science and Leadership Education Textbooks, appropriate dress and participation in Friday Wellness Program activities, during-school drill and ceremonies activities, and attendance and participation in limited, mandatory co-curricular AFJROTC functions and associated practices (these include Parades [Homecoming and/or Holiday], one AFJROTC community service event and the Dining Out/Awards Ceremony in May).

All other AFJROTC extracurricular activities, events and practices held after or outside of school are considered voluntary in nature. Participation in extracurricular activities is highly encouraged to make AFJROTC a rich and fulfilling experience for all cadets and is necessary in order to compete for numerous AFJROTC and partner organization awards, decorations, and scholarships, as well as to obtain a Varsity Letter in AFJROTC.

Notes on Wellness Program: Wellness Training will normally be conducted on Fridays. Each cadet's Wellness Participation grade will be based on their wear of appropriate or issued clothing for the class period, their participation in weekly wellness activities, and their participation and progress in the full regimen of physical fitness evaluation exercises (AFJROTC-required Presidential Physical Fitness Test and state-required Fitness Gram evaluation). Only cadets with a medical excuse will be exempt from full participation in the Wellness Program. Cadets with limited medical conditions will be expected to participate to the extent their medical conditions allow.

Extracurricular wellness activities (i.e., PT Team, Spirit Team, etc.) are available and may require after school participation, but are voluntary in nature and not part of the student's Wellness Program grade.

IMPORTANT ADDITIONAL NOTE: PARTICIPATION IN ANY AFJROTC PHYSICAL ACTIVITY REQUIRES A COMPLETED, AND PARENT/GUARDIAN SIGNED CONSENT HEALTH SCREENING QUESTIONNAIRE to be returned to the Senior Aerospace Science Instructor and kept on file. These forms will be sent home with cadets during the first week of school.

Readiness & Conduct

The mission of AFJROTC is to, "Develop citizens of character dedicated to serving their nation and community." A hallmark of this program is self-discipline. Cadets are expected to exhibit self-discipline through their actions, including being prepared for class and other in-school activities, their respect for school and AFJROTC rules, and especially through their respect for staff members and fellow students. Failure to meet expectations of readiness and conduct will negatively impact a student's course grade.

Note: Beyond the course grade, significant breaches of program standards or a pattern of negative conduct can result in other consequences (in addition to school-imposed discipline) within AFJROTC ranging from ineligibility for the good conduct ribbon, to cadet rank reduction, to removal and disenrollment from AFJROTC at any time during the school year. Removal from AFJROTC is at the discretion of the Senior Aerospace Science Instructor regardless of time of year or number of years in the program/school.

Chapter 6

Co-Curricular & Extracurricular Programs

Overview, Objectives & Fees

In AFJROTC, "curricular" refers to daily classroom activities, such as coursework, uniform inspections, and drills, which impact your grade. "Co-curricular" activities are mandatory and outside the classroom but essential for course credit, like some drills and wellness activities. "Extracurricular" activities, though encouraged, do not affect grades but influence personal development, promotions, and awards.

Boerne ISD considers AFJROTC both curricular and extracurricular, including co-curricular activities that supplement learning outside school. Cadets follow the Boerne ISD Extracurricular Code of Conduct, which will be detailed later.

Co-curricular and extracurricular activities enhance classroom lessons and offer leadership opportunities, teamwork, and personal growth. Activities such as parades, drill meets, and the Military Ball are key parts of the program.

Uniforms are provided free by the US Air Force, but cadets must maintain them. First-year cadets pay a "landing fee" for uniform cleaning and other costs. If financial concerns arise, contact the SASI to discuss options or assistance.

Honor Guard, Drill Teams & Color Guard

Honor Guard, a key part of the Boerne-Champion AFJROTC program, practices for one hour on Monday through Thursday during competition season. Teams, including Color Guard and Saber Team, compete in 4 to 5 drill meets annually and provide significant community service. Honor Guard practice fosters strong cadet bonds and contributes to long-term success and leadership in the program.

- a. Color Guard is a special marching team which performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions. Color Guard is probably THE most visible element of Boerne-Champion AFJROTC. TX-20023 color guards have opened ceremonies for several veteran recognition ceremonies, sporting events and school activities. One of the most significant Color Guard performances memorializes Captain Mark Voss at Voss Middle School. Captain Voss served our country in the United States Air Force and ultimately paid the ultimate price for his country. Captain Voss was a former member of the Boerne JROTC program and will always be remembered by all.
- b. Armed Drill Teams (Regulation & Exhibition) are special marching units which perform regulation and exhibition armed drill using demilitarized and/or facsimile weapons.
- c. Unarmed Drill Teams (Regulation & Exhibition) are special marching units which perform regulation and exhibition drill routines. The unarmed exhibition team can be compared to a "step team" with a military drill influence.
- d. Saber Team is a special marching unit which performs regulation drills using military sabers. The Saber Team also performs at the homecoming game, senior nights, dining out, CHS/BHS graduation and other special functions.

- e. Physical Training (PT) Team is a physically fit group of cadets who train and compete in PT events at drill meets.
- f. Raider Team is an intensive physical and leadership developing team that train and compete in various Raider Team events and competitions including but not limited to: obstacle courses, rope bridges, long distance running, and rucksack runs. There are specific competitions for *only* the Raider team throughout the year.

Spirit Team

Spirit Team is another very visible component of Boerne-Champion AFJROTC. The Spirit Team operates on the sideline of all home varsity football games and is responsible for running the school flags when the team scores a touchdown, performing push ups based upon the score and pumping up the team and crowd.

Curriculum-in-Action Field Trips

Curriculum-in-Action (CIA) Trips are AFJROTC field trips designed to complement the classroom curriculum with visits to military or government installations, civic institutions, museums, historical and cultural sites, or industry. Boerne-Champion AFJROTC typically takes two CIA trips (Fall and Spring) that are open to all cadets up to transportation capacity each year.

Examples of past trips include:

1. Great Texas Airshow
2. Dyess Air Force Base Tour
 - a. Including private tours of B1 Lancer Bombers and C-130 Cargo Aircraft
3. Tour of 90th Cyberspace Operations Squadron offices in downtown San Antonio

Leadership Development Requirement Programs

TX-20023 cadets are encouraged to enhance their AFJROTC experience with programs that enhance and challenge their understanding of both the physical and virtual world, especially the world of science, technology, engineering, and mathematics (STEM). AFJROTC categorizes these programs as Leadership Development Requirements (LDR). While technically optional to individual cadets, these LDR experiences offer students leadership opportunities that extend beyond the “drill pad.”

Boerne-Champion AFJROTC has a robust LDR program that continues to expand. Some of the LDR programs currently offered are described as follows:

- a. JROTC Leadership Academic Bowl (JLAB). JLAB is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity. TX-20023 fields a JLAB team every year. While we have advanced in the competition, you could be the cadet that gets us to the Finals, which includes a trip to Washington D.C.
- b. CyberPatriot Team. CyberPatriot is the National Youth Cyber Education Program created by the Air Force Association to inspire students toward careers in cybersecurity or other STEM disciplines critical to our nation's future. At the core of the program is the National Youth Cyber Defense Competition, the nation's largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks. (Note: CyberPatriot team members will usually be given a T-shirt and CyberPatriot pin for participating. The CyberPatriot pin is NOT authorized for wear with the AFJROTC uniform. Only cadets who receive the National Finalist CyberPatriot badge may wear that badge on their uniform.)

Corps Morale & Welfare Programs

Refined social skills are important to good citizenship. The decline of civil discourse seems to be an unfortunate trend in our society. Cadets in TX-20023 often boast that we are a family. We have each other's back – even though our cadet family is as diverse as the surrounding community in all ways imaginable. To achieve that close-knit dynamic in a large group of differences, you could say we take our fun seriously. Boerne-Champion AFJROTC cadets plan and pull off structured events around activities that high school students enjoy in addition to just hanging out together in the JROTC hall or telling funny anecdotes about what happened on the long bus ride. The activities vary from year to year, but we have a few that are consistently held. These events include:

- a. New Cadet Orientation Week (NCOW). New cadets are welcomed to the AFJROTC family each year with a week-long cadet led orientation that will go through the basics of drill, the JROTC organization, and much more. The message – you've joined an organization that is going to change your son/daughter/grandson/granddaughter for the better. These upperclassmen are proof!
- b. Fall/Spring Squadron Competition/Social. Our cadet corps consists of two squadrons that meet and compete in field day type events twice a year. These events include the generous support of our Booster Club which provides plenty of food and good times for all. These events are normally held off-campus but can be held on campus as well.
- c. Military Ball. Military Ball is the AFJROTC version of a prom but offered in the taste of military tradition. Male cadets wear a semi-formal version of the uniform, while female cadets are allowed to break out their formal gowns. Senior cadets start the night with a receiving line, there is food and dance, and royalty is crowned.

Community Service

Service before self is a core value that TX-20023 takes great pride in. Boerne-Champion cadets are as dedicated to the second half of the AFJROTC mission statement as they are the first, "Developing citizens of character dedicated to serving their nation and community." In past years cadets have helped the city of Boerne and surrounding community by providing color guards and ceremonial teams to events throughout the South Texas area. There are a few events, however, that we take great pride in annually. These community service events include but are not limited to:

1. Kendall County Fair
2. City of Boerne fall events (e.g. Spooktacular)
3. Dickens on Main
4. Champion Charms Dance Competition
5. Adopt-a-Highway events (year round)

Cadet Leadership Camps

Late each spring, 10-20 promising TX-20023 cadets who have demonstrated potential to lead at the next level will be selected to attend Joint Cadet Leadership Camp (JCLC) or Cadet Staff Leadership Camp (CSLC). The primary JCLC and CSLC camps attended by TX-20023 are held at Hardin Simmons University in Abilene, Texas for 6 days (Mon – Sat) in early June. Interested cadets will begin camp preparation, such as being issued 2-3 more uniforms, after the final drill meet of the year is complete and Honor Guard practice has concluded for the year. JCLC is the first-level camp and is attended by cadets completing their AS-I, AS-II, or AS-III year. CSLC is the top-level camp and is attended by cadets who are potential candidates for senior staff, have already completed JCLC, and have completed their AS-II or AS-III year. TX-20023 has a policy that cadets

are recommended to go to JCLC before achieving the officer ranks and should attend CSLC before being named to a senior staff position. Both JCLC and CSLC offer slightly more intensive military and leadership training than is offered in AFJROTC during the school year, so cadets (and parents/guardians) should be prepared for that experience. This includes going without their personal electronic devices (or any electronic devices for that matter) for the duration of the camp. Camp costs are offset by Air Force and unit activity funds, but usually require student contributions between \$100 and \$200 with unit intent to keep it in the low-middle of that range.

AFJROTC Flight Academy

In the 2017-18 school year, the U.S. Air Force initiated the Chief of Staff Private Pilot Scholarship Program, aka the AFJROTC Flight Academy. This program offers the opportunity for Air Force Junior ROTC cadets around the world receive a scholarship from Headquarters Air Force Junior ROTC valued at approximately \$22,500 to attend a flight training program at a civilian university. The program started with 120 cadets selected and is now over 200 scholarships offered (this year more than 2,575 cadets applied for one of the scholarships). The scholarship covers transportation, room and board, academics and flight hours required to potentially earn a private pilot license. The Flight Academy Scholarship Program is an Air Force-level initiative in collaboration with the commercial aviation industry to address the national civilian and military pilot shortage. Those who participate in the program do not incur a military commitment to the Air Force or other branch of service, nor does completing the program guarantee acceptance into one of the military's commissioning programs.

Academic Eligibility

Participants of all AFJROTC co-curricular and extracurricular activities that are involved in interscholastic competition are subject to UIL rules of academic eligibility. These include, but are not limited to drill competitions, JLAB, CyberPatriot, etc., as well as other activities such as Spirit Team, Color Guard and Saber Team when they step onto the field or court of a UIL-governed sporting event or other interscholastic competition. Cadets are ruled academically ineligible if they are not passing all classes at the first six-week grading period checkpoint, or any of the 9-week grading checkpoints. Eligibility can be regained if passing ALL classes at the subsequent 3-week grading checkpoint. A passing grade is a 70% or higher average in all but pre-AP, AP, and dual credit classes. In TX-20023 academic eligibility rules for pre-AP, AP and dual-credit classes also apply, but the passing threshold is reduced to 60% or higher for these classes.

Chapter 7

Corps Communications

Classroom Communication Systems

After reporting in and pledges are complete, class begins each day with announcements displayed on the daily announcements. Daily announcements are the primary means for communicating corps business and activities to all the cadets. Announcements include an overview of the day's key information as well as including upcoming events for the current week and major events for the following week and beyond. TX-20023 is an active unit, which means that the master schedule changes frequently and quickly. It is IMPERATIVE that cadets pay attention to announcements and make notes of what is upcoming. Individual responsibility and self-discipline are key components to this program. Managing one's own schedule is part of that process. Parents/guardians are welcome to contact the instructors with questions about upcoming events and activities. The instructors will be happy to share that information with them but will usually mention that their cadet is presented that information daily and is encouraged to share it himself or herself. It should not be expected that instructors will proactively feed parents/guardians information that should be communicated to them by their cadet. Occasionally, and especially for upcoming trips, instructors will send information out to parents/guardians via email using the email address loaded in Skyward. Another source of valuable information for TX-20023 parents/guardians is the Booster Club Facebook Page: **Boerne AFJROTC Booster Club** and the Booster Club Website.

Once posted to announcements, event participation is typically managed through sign-up sheets posted on the board. Most are still pencil/paper, but some team commanders have migrated to QR code electronic forms. Either way, sign-up forms will be posted for a limited period then removed by the respective commander for participant selection.

By Texas law and by district guidelines, any cellular, bluetooth, or other device are not allowed to be used in class for any purpose and should be put away in the backpack during the school day.

Extracurricular Communications

Active involvement in AFJROTC means cadets will be spending a good deal of time away from the classroom and school. Cell phones tend to work best for most off-site communication, but cadets should be mindful of and comply with all Boerne Independent School District policies regarding such communications. Communications made (just like any other actions) while participating in co curricular or extracurricular activities are bound by the same rules and subject to the same reviews as if they were at school. This is true for any communications made between cadets or between cadets and instructors. It is TX-20023 policy that any group texts or similar group communications about AFJROTC business have an instructor included in the group so that content may be monitored. Parents/guardians are encouraged to monitor their cadets' group texts as well and raise any concerns that they find with the instructors.

The unit has made use of several Apps in the past to facilitate communication across the Group (Remind, GroupMe, etc.), but the current App being used is the BAND App. TX-20023 cadets are encouraged to join the unit's group chat on that App and make note that the unit is loading unit information to the associated calendar on the App as well. Due to the new Texas phone laws, the JROTCs Google Classroom is also expected to be checked and monitored for information during the school day.

As a citizen of character, remember that how you present yourself electronically reflects on your character, integrity and commitment to excellence just like in person. The freedom of speech guaranteed in our Constitution's First Amendment is a cherished right for which many have fought and

died in its sworn defense. It gives you the right to have and express an opinion. The way you communicate or express those opinions is subject to the scrutiny of acceptable social norms and reflective on your character. Words, phrases, and images expressed electronically are persistent in that they can be viewed exponentially by new audiences as if the originator were repeating them over and over—aka “going viral.” There are a growing number of electronic communications expressed in a person’s teenage years that have later had a significant negative impact on their lives as adults. The self-discipline taught in AFJROTC should be practiced in this area of your life as well. Cadets are responsible for the words and images that they transmit across all media forms and are expected to uphold the high standard always expected of AFJROTC cadets!

BAND APP Expectations

1. ONLY group staff members are permitted to post on ANY public feed/chat. Anyone else wishing to post must have express permission from either Top Four or the instructors.
 - a. If cadets have a question they may either contact their flight staff or their applicable first sergeant via text message or private BAND chat
2. Cadets are authorized to add photos, videos, etc to applicable albums or folders, once they have been created by the PA or instructor.
3. All messages on BAND APP need to remain in compliance with all JROTC and Boerne ISD expectations. Failure to do so will result in removal from BAND or other communication services.

Chapter 8

Cadet Recognition & Awards Programs

National & Headquarters AFJROTC-approved Awards and Badges

The cadet awards and decorations program are designed to foster morale, incentives, esprit-de-corps, and recognize outstanding cadet performance in academics and leadership or for specific display of valor. Guidance can be found in Air Force ROTC Instruction 36-2010 and the AFJROTC Operational Supplement, Chapter 7 for specific eligibility for AFJROTC Awards. Awards, Medals, ribbons, and certificates may be awarded in the categories listed below. Awards are listed in the order of precedence and include a description and HQ AFJROTC requirements for earning the award. Units are authorized to establish local criteria for a few of the ribbons, and to impose additional (more stringent) criteria for all others. TX-20023 criteria is added in italics where applicable. Unless otherwise specified by HQ AFJROTC or the awarding organization, all awards are determined or approved by the SASI with consultation of the ASI and/or Senior Staff where appropriate. See Attachment 1 for Ribbon Chart.

AFJROTC Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature. For TX-20023, these occasions include only the Military Ball and Dining Out. Medals will not be worn on regular uniform days or during any type of competition.

Headquarters AFJROTC Awarded

1. Gold Valor Award - Awarded by Headquarters AFJROTC for the most outstanding voluntary acts of self-sacrifice and personal bravery involving conspicuous risk of life above and beyond the call of duty.
2. Silver Valor Award - Awarded by Headquarters AFJROTC for voluntary acts of heroism, which do not meet the risk-of-life requirements of the Gold Valor Award.
3. Cadet Humanitarian Award - Awarded by headquarters of AFJROTC for cadets who provide aid in response to a singular extraordinary event such as a natural disaster or a catastrophe that has placed or has the potential to place a hardship on their fellow citizens.
4. Silver Star Community Service with Excellence Award - An honor that emphasizes the value of community service and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year).
5. Community Service with Excellence Award - Awarded by HQ AFJROTC 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.

National-level Awards

6. Air Force Association Award – Presented annually to the outstanding third-year cadet who is in the top 1% of cadets in the areas of academics, leadership, and professionalism, while also displaying the following characteristics: a positive attitude, outstanding personal appearance, initiative, judgment, self-confidence, and a courteous demeanor.
7. Daedalian Award - This award recognizes one outstanding third-year cadet that demonstrates an understanding and appreciation of patriotism, love of country and service to the nation; indicates

the potential and desire to pursue a military career; and is ranked in the top 10% of their AFJROTC class and top 20% of their school class.

8. Daughters of the American Revolution Award – Presented annually to one fourth-year cadet who: demonstrates the qualities of dependability, good character, and adherence to military discipline; possesses leadership ability and a fundamental and patriotic understanding of the importance of JROTC; and ranks in the top 25% of both their AFJROTC and high school class.
9. American Legion Scholastics Award - Presented annually to one third- or fourth-year cadet based on the cadet's leadership, participation, and overall scholastic achievements, including ranked in the top 10% of their high school class and the top 25% of their AFJROTC class.
10. American Legion General Military Excellence Award - This award is presented annually to a third- or fourth-year cadet that is ranked in the top 25% of their AFJROTC class demonstrates outstanding qualities in military leadership, discipline, character, and citizenship.
11. Reserve Officer Association Award - This award is presented annually to an outstanding a fourth-year cadet who is ranked in the top 10% of their AFJROTC class and top 25% academically, and for advancing the objectives of the AFJROTC program.
12. Military Officers Association of America (MOAA) Award - Presented to an outstanding third year cadet in good academic standing who shows exceptional potential for military leadership, is of high moral character, and shows a high order of loyalty to the unit, school, and country.
13. Veterans of Foreign Wars (VFW) Award - Presented annually to an outstanding third- or fourth year cadet who is actively engaged in AFJROTC and at least one other extracurricular activity. Must have a positive attitude toward AFJROTC, maintain a "B" (80) average in AFJROTC with an overall "C" (70) average and no failing grades the previous semester in all subjects.
14. 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.
15. National Sojourners Award – Annually recognizes an outstanding second- or third-year cadet who: encourages and demonstrates the ideals of Americanism; demonstrates potential for outstanding leadership; and is in the top 25% of their academic class.
16. Scottish Rite, Southern Jurisdiction Award – Awarded annually to third-year cadet who: encourages Americanism by participating in community service and LDR activities; demonstrates the qualities of dependability, good character, self-discipline, good citizenship, and patriotism; and is in the top 25% of their class academically.
17. Military Order of the Purple Heart Award - Annually recognizes an outstanding underclassman (first-, second-, or third-year cadet), who demonstrates leadership ability. Each cadet must: have a positive attitude toward AFJROTC and country; hold a leadership position in the corps; be active in the school and community; and attain a grade of "B" (80) or better in all subjects for the previous semester.
18. Sons of the American Revolution Award – recognizes an outstanding third year cadet who exhibits a high degree of leadership, military bearing, and all-around excellence in AS studies. The cadet must be in the top 10% of their AFJROTC class and top 25% of their overall class.
19. Military Order of World Wars Award - Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will

not be worn on regular uniform days or during any type of competition. (Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)

20. American Veterans (AMVETS) Award - This award is presented annually to one qualified cadet that possesses: a positive attitude toward AFJROTC and Air Force service; good personal appearance; the personal attributes of initiative, dependability, judgment and self-confidence; officer potential; obtained a grade average of “A” (90) in their Aerospace Science class; and be in good scholastic standing in all classes at the time of selection and presentation.
21. Air Force Sergeants Association (AFSA) Award - This award recognizes a third- or fourth-year cadet who is in the top 10% of their AFJROTC class and demonstrates outstanding qualities in military leadership, discipline, character, and citizenship.
22. Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award - This award is presented annually to two cadets who: obtain a grade of “B” (80) or better in their AS class; actively participate in cadet corps activities, including at least 50% of all unit service programs; and is in good academic standing.
23. The retired Enlisted Association (TREA) Award - Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet serving in an enlisted rank.
24. The Celebrate Freedom Foundation Award - Awarded annually to one cadet who demonstrates the following personal characteristics: outstanding personal appearance; initiative, judgment, and self-confidence; a courteous demeanor; growth potential; a positive attitude toward AFJROTC and school; high personal standards and strong positive convictions; and potential and a desire to pursue a military career. The cadet must have an “A” (90) average, be ranked in the top 5% of their AS class and be ranked in the top 15% of their academic class.
25. Air Commando Association Award - Awarded annually at the SASI’s discretion for completing an 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.

HQ AFJROTC Authorized Awards

26. 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.
27. Distinguished Unit Award (DUA) – Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. For each additional ribbon earned an additional small silver star will be awarded.
28. Outstanding Organization Award - Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA.
29. Outstanding Flight Ribbon - Awarded each academic term to members of the outstanding flight under criteria determined by the SASI (criteria published in the next section of this chapter).
30. Top Performer Award – The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ

AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population.

31. Outstanding Cadet Ribbon - Awarded annually to the cadet from each AS-level (one from each) that most demonstrates high moral character and positive personal attributes, displays outstanding military potential, and attains academic and military excellence. Note: Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star.
32. Leadership Ribbon - Awarded for outstanding performance to NCO and Officer cadets who have consistently displayed outstanding leadership ability above and beyond expected performance in a position of leadership in AFJROTC. TX-20023 further restricts this award to no more than 5% of fourth-, third-, and exceptional second-year cadets who lead by excellent example in the areas of academics (corps and school), uniform appearance, community service, LDR participation, and duty performance.
33. Superior Performance Ribbon - This ribbon is awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service specifically on behalf of AFJROTC. The achievements or services recognized must be clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. TX-20023 criteria consider single or sustained performance in the areas of academics (corps and school), uniform appearance, community service, LDR participation, and duty performance when awarding the Superior Performance Ribbon to no more than 10% of primarily first-, second-, and third-year cadets recognized as a Cadet of the Quarter, or at the annual Dining Out ceremony. Fourth-year cadets may be considered if circumstances warrant. Only one ribbon per academic year may be earned, including cadets who are recognized as Cadet of the Quarter more than once in an academic year.
34. Achievement Ribbon - Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. TX-20023 criteria: Commanders may nominate no more than 5% of cadets in their command and who meet the criteria for an Achievement Ribbon in any academic year. All nominations must have the concurrence of the Corps Commander and approval of the SASI. Achievement ribbons will be presented at the end-of-semester and/or the annual Dining Out ceremonies.
35. Academic Ribbon - Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" (80) for one academic term, in addition to an "A" (90) average in AFJROTC (cadet may only receive one award annually). TX-20023 cadets must also have no unexcused absences, no grades of "zero" on any coursework in any class, and no overall failing grades (below 70) for any class during the academic term. For pre-AP/AP classes, a grade of 60 or above will be considered passing, and a grade of at least 75 will be considered a "B" equivalent and accordingly weighted when determining the overall grade point average.
36. Cadet Leadership Course Ribbon - Awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.
37. Special Teams Placement Ribbon - Awarded to team members for placing 1st, 2nd, or 3rd in an

Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Saber Teams, Academic Teams, etc. 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.

38. Joint/All-Service National Competition Award - Awarded to team members who competed at a Joint/All Service national-level competition.
39. Air Force Nationals Competition Award - Awarded to team members who competed at an Air Force only national-level competition.
40. Orienteering Ribbon - Awarded to cadets who complete a unit-specific program in orienteering as sponsored by the JROTC program. TX-20023 cadets who participate in 3, or place (1st, 2nd, or 3rd) in one competitive Orienteering Meet will be awarded the Orienteering Ribbon.
41. Leadership Development Requirement Leadership Ribbon - Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). 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. TX-20023 cadets who demonstrate outstanding leadership in a qualifying role may be nominated by their Squadron Commander for the LDR Leadership Ribbon. Additionally, cadets who successfully complete a tour of duty as an LDR team commander or lead an LDR team to place at a competition will also be considered for the LDR Leadership Ribbon.
42. Drill Team Ribbon - Awarded to cadets who participate on a drill team for an entire year/drill season and must have competed in at least 3 drill performance events (i.e., competitions, special school events, community demonstrations, etc.).
43. Color Guard Ribbon - Awarded for participation in at least 5 color guard performance events (cumulative). TX-20023 qualifying events include competitions or public and community service performances (ball games, ceremonies, parades, etc.). Cadets must be certified to perform at Honor Guard practice by the Color Guard Team Commander prior to participating in a performance event.
44. Saber Team Ribbon - Awarded to cadets who have actively participated in Saber Team events and after completing at least 2 saber team performance events (cumulative). TX-20023 qualifying events include competitions or public and community service performances (ball games, ceremonies, parades, etc.). Cadets must be certified to perform at Honor Guard practice by the Saber Team Commander prior to participating in a performance event.
45. Marksmanship Team Ribbon - Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). TX-20023 does not currently have a marksmanship team.
46. Joint Leadership Academic Bowl (JLAB) Ribbon – Cadets must be a member of the JLAB team and compete with the team in at least one round of competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
47. CyberPatriot Ribbon – Cadets must be a member of the CyberPatriot team and compete in at least one round of competition. 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. (This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)

48. StellarXplorers Ribbon – Cadets must be a member of the StellarXplorers team. 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. (This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.) Unit TX-20023 does not currently have a StellarXplorers team.
49. Raiders Team Ribbon – Cadets must be a member of the Raiders Team, and compete in at least one competition. 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.
50. Military Model Building Team Ribbon - Cadets must be a member of the Military Model Building Team. 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. Unit TX-20023 does not currently have a Military Model Building Team.
51. Unmanned Aircraft Systems (UAS) Ribbon - Cadets must be a member of the UAS team. 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. Unit TX-20023 does not currently have a UAS Team.
52. Robotics Ribbon - Cadets must be a member of the Robotics club/team. 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. Unit TX-20023 does not currently have a Robotics Team. TX-20023 does not currently have a Robotics team.
53. Good Conduct Ribbon - Awarded to cadets who have not received a referral (this includes no ISS/OSS) for an academic term (cadets may only receive one award annually). For TX-20023, in addition to no suspensions or referrals of any kind, disqualifying factors may include adverse reports from other staff or faculty, not making up a missed or grade of “zero” uniform wear, and missing more than 3 days of school (unexcused absences) in any semester. TX-20023 presents the Good Conduct Ribbon annually at the end of the Spring semester.
54. Service Ribbon - Awarded for distinctive performance in school, community, or AFJROTC service projects. TX-20023 places a premium on community service, and subsequently the Service Ribbon. Earning a Service Ribbon is the first requirement towards earning a letter jacket. TX-20023 cadets will be awarded the Service Ribbon at the first presentation ceremony after completing 12 hours of community service within the academic year. Only one Service Ribbon may be awarded to an individual in any academic year.
55. Health and Wellness Ribbon - Awarded annually for participation in the Health and Wellness physical fitness program. All cadets who complete the wellness program, including PFT assessments, will receive the Health and Wellness ribbon. TX-20023 presents the Health and Wellness Ribbon or Oak Leaf clusters annually at the end of the Spring semester. However, two PFT assessments are administered per year (Fall & Spring). Cadets whose individual scores

warrant a Bronze (75-84%), Silver (85-95%), or Gold (96-100%) Star device will receive the appropriate award each time earned.

56. Recruiting Ribbon - Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. At TX-20023, participating in a scheduled recruiting event (Champ Camp, Middle School recruiting visits, etc.) are considered the equivalent of recruiting one new member. Cadets may earn the ribbon through any combination of 2 by-name recruits and/or recruiting events.
57. Activities Ribbon - Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities **other than those** that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second 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.
58. Attendance Ribbon - Awarded to cadets who have no more than three school absences during an academic term (cadets may only receive one award annually). TX-20023 defines the academic term as the school semester. No more than 3 absences (and no unexcused absences) are allowed per semester for both school semesters to earn the ribbon.
59. Dress and Appearance Ribbon - Awarded to cadets who maintain a 90% or higher average on weekly uniform grades. TX-20023 cadets must have maintained a 90% or higher uniform grade average each semester with no individual uniform grades below 70% (both semesters). Cadets may only earn one Dress and Appearance Ribbon per year, which are presented annually at the end of the Spring semester.
60. Longevity Ribbon - Awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually.
61. Bataan Death March Memorial Hike Ribbon - Units that complete the full 14-mile Bataan Death March Memorial Hike in a span of one to no more than three days may award the ribbon to cadets who fully complete the 14-mile hike. This event honors and remembers the sacrifices of the victims and survivors of World War II's Bataan Death March.
62. Patriotic Flag Ribbon - Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. TX-20023 requires that no more than 3 of the 5 events be a daily flag raising or retreat detail. The other two events must be a flag retirement event, folding ceremony, or demonstration performance of special significance. Such events will be advertised as counting toward the ribbon when scheduled and sign-up sheets are made available.
63. COVID-19 Ribbon - Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC and 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 and SFJROTC course during this period. 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.

Badges

1. Aviation Badges – Eligible cadets will wear one of the following badges in rank order (lowest to highest):
 - a. Flight Solo Badge – Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft.
 - b. Unmanned Aircraft Badge – Awarded for successful completion of the Remote Pilot Certification Test.
 - c. Aviation Ground School – Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider).
 - d. Flight Certificate Badge – The Flight Certificate Badge is the highest aviation badge awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.
2. Kitty Hawk Air Society (KHAS) - KHAS members are authorized to wear the KHAS Badge on their Class A, B, or C uniform.
3. Awareness Presentation Team (APT) Badge - Awarded for participation on an APT.
4. Model Rocketry Badge - Awarded to cadets who have fulfilled model rocketry program requirements.
5. Aerospace Education Foundation (AEF) Academic Cadet Badge - Awarded annually to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. Must be recommended by the SASI.
6. Distinguished AFJROTC Cadet Badge - Recognizes one outstanding third-year cadet. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient will hold the following awards prior to selection: Leadership, Superior Performance, Achievement, Academic, Leadership Development Requirement, and Service Ribbons.

Outstanding Flight of the Semester Award

Healthy competition in academics, wellness and other activities is a vital part of the AFJROTC experience. Each class period in TX-20023 is designated as a Flight. The overall most outstanding flight each semester is selected based on a combination of highest flight academic grade average, percentage of academic eligibility, highest participation rates per cadet (community service hours, total activity hours and total events), charity fundraising, average PFT scores and best overall motivation as determined by the SASI. The winning flight each semester will be awarded the Outstanding Flight rope for each member of the flight to wear on their uniform.

Letter Jackets

The mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community. For cadets, like most students their age, community starts with the high school. TX-20023 cadets are proud to be Boerne-Champion Chargers/Greyhounds. The Boerne-Champion High School Principal authorizes the AFJROTC SASI to award letter jackets to eligible and deserving cadets each year. "Lettering" in a high school activity is a recognized and honored

tradition held in high esteem. The iconic symbol of school pride is the letter jacket. To earn a varsity letter in JROTC, cadets must be well rounded, be competitive, and ever striving for excellence in all that they do. Beyond that, it takes commitment, perseverance, recognized excellence, and growth as a leader to achieve enough points to earn the letter.

Earning points to letter is typically a multi-year process. The current criteria require meeting five major categories and reaching a 100-point goal. Time in program, academic standing, conduct, leadership, and community service are the five categories. The typical criteria for time in the program is 2-years. The academic criteria is to maintain an “A” average in JROTC. The conduct criteria is based on our Cadet Guide and the SASI will review and approve of all applicants. The leadership criteria is based on holding JROTC leadership positions and excelling in them no matter the level of supervision. Outside leadership roles can be considered and reviewed by the SASI for final determination. Finally, minimal community service hours for cadets wishing to earn a letter is 25 hours, accommodations for new cadets can be made by the SASI. Letter jacket calculations are made once or twice a year, depending upon the number of cadets approaching the 100-point threshold. Once a letter jacket is earned, the cadet will be given a date when the vendor will be on campus to size jackets and submit order forms/payment.

Chapter 9

Required Cadet Knowledge

Basic Cadet Knowledge

All TX-20023 cadets are responsible for adhering to all the guidance in this cadet guide, however, it is understood that the depth of your knowledge will grow with your time in the program. New cadets should focus on becoming familiar with the guide, knowing where to find information quickly, and committing the basic cadet knowledge to memory.

The Preamble to the Constitution of the United States

We the People of the United States, in Order to form a more perfect Union, establish Justice, ensure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

The Pledge of Allegiance

I pledge allegiance
To the Flag
Of the United States of America
And to the Republic for which it stands
One nation under God
Indivisible, with liberty and justice for all.

The Texas Pledge

Honor the Texas Flag,
I pledge allegiance to
thee, Texas

One state under God, One
and indivisible.

AFJROTC Mission (see page 5)

Air Force Core Values (see page 5)

Cadet Honor Code (see page 5)

AFJROTC Cadet Creed (see page 5)

USAF Airman's Creed (see Attachment 4)

USAF Rank/Grade System & Insignia (see Attachment 1)

AFJROTC Chain of Command (see Attachment 3)

AFJROTC Rank Insignia (see Attachment 5)

30-Step Command Drill Sequence (see Attachment 4)

Phonetic Alphabet

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

Important Military Dates:

Pearl Harbor- December 7th, 1941

D-Day- June 6th, 1944

Independence Day- July 4th, 1776

Air Force Birthday- September 18th, 1947

Military Time

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

The Air Force Song (all 4 verses)

(Verse I)

Off we go into the wild blue yonder,
Climbing high into the sun.
Here they come zooming to meet our thunder, At
'em now, Give 'em the gun! Down we dive,
spouting our flame from under, Off with one
helluva roar!
We live in fame or go down in flame.
Hey! Nothing can stop the U.S. Air Force!

(Verse II)

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue; Valiant hands blasted
the world a-sunder; How they lived God only
knew! Boundless souls dreaming of skies to
conquer Gave us wings, ever to soar!
With scouts before and bombers galore.
Hey! Nothing'll stop the U.S. Air Force!

(Verse III)

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who
serve on high.
We drink to those who gave their all of old
Then down we roar to score the rainbow's pot of
gold.
A toast to the host of those we boast, the U.S. Air
Force!

(Verse IV)

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired
wonder Keep the nose out of the
blue! Fly to fight, guarding the
nation's border, We'll be there,
followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!
Nothing'll stop the U.S. Air Force

ATTACHMENT 1

United States Air Force Ranks												
Rank, Pay Grade, and Insignia												
Enlisted												
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-10	E-11	E-12	E-13
Air Force												
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (FSgt)	Senior Master Sergeant (SMSgt)	First Sergeant (Sgt)	Chief Master Sergeant (CMSgt)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)
Officer												
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	O-11	O-12	O-13
Air Force												
2nd Lieutenant (2nd Lt)	1st Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	General of the Air Force (Gen of the Air Force)	General of the Air Force (Gen of the Air Force)	General of the Air Force (Gen of the Air Force)

ATTACHMENT 2

USAF Chain of Command

Know the incumbents' proper title and full name (Note: Positions/Leaders who are indented with bullets preceding them are not part of the direct chain of command but are important to know).

- President of the United States (Commander in Chief): The Honorable Donald J. Trump
 - Vice President of the United States: The Honorable James David Vance
- Secretary of Defense: The Honorable Pete B. Hegseth
 - Chairman of the Joint Chiefs of Staff: General John D. Caine
- Secretary of the Air Force: The Honorable Dr. Troy E. Meink
- Chief of Staff of the Air Force: General David W. Allvin
 - Chief Master Sergeant of the Air Force: Chief Master Sergeant David A. Flosi
- Air Education and Training Command (AETC) Commander: Lt. General Brian S. Robinson
- Air Force Accessions Center Commander: Brigadier General Jeffrey W. Nelson
- Holm Center Commander: Brigadier General Joseph L. Sheffield
- Director of AFJROTC: Colonel Matthew E. Tipton
- TX-20023 Senior Aerospace Science Instructor (SASI):
 - Colonel Michael Colvard (ret)
- TX-20023 Aerospace Science Instructor (ASI):
 - Chief Master Sergeant Sgt Antonio Goldstrom (ret)

ATTACHMENT 3

TX-20023 AFJROTC Chain of Command

Top 4:

Corps Commander: Cadet Colonel Olivia Ortiz

Command Chief Master Sergeant: Cadet Chief Master Sergeant Sekou Phillips

Deputy Commander for Operations: Cadet Lieutenant Colonel David Sgaggero

Deputy Commander for Mission Support: Cadet Lieutenant Colonel Michael Higgins

Squadron Commanders and First Sergeants:

Alpha Squadron Commander: Cadet Major Ella Ryna

Alpha Squadron 1st Sgt.: Cadet Senior Master Sergeant John Himebrook

Bravo Squadron Commander: Cadet Major Giana Ochoa

Bravo Squadron 1st Sgt.: Cadet Senior Master Sergeant Carter Graham

Boerne Detachment Squadron Commander: Cadet Major Brydan Winn

Boerne Detachment 1st Sgt.: Cadet Senior Master Sergeant Coby Gerloff

Honor Guard Squadron Commander: Cadet Major Ximena Diaz Lopez

Honor Guard 1st Sgt.: Cadet Senior Master Sergeant Sean Welter

Mission Support Squadron Commander: Cadet Major Kaitlyn Rains

Mission Support 1st Sgt.: Cadet Senior Master Sergeant Mikayla Santillan

ATTACHMENT 4

30-Step Command Drill Sequence

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

Cadet Creed:

I am an Air Force Junior ROTC Cadet.

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

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

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

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

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

ATTACHMENT 4 (continued)

Airman's Creed

I am an American Airman
I am a warrior
I have answered my nation's call

I am an American Airman
My mission is to fly, fight, and win
I am faithful to a proud heritage,
a tradition of honor, and a legacy of valor

I am an American Airman
Guardian of freedom and justice
My nation's sword and shield
Its sentry and avenger
I will defend my nation with my life

I am an American Airman
Wingman. Leader. Warrior.
I will never leave an airman behind
I will never falter

And I will not fail

ATTACHMENT 5

Uniform Wear Guidelines, Pictures & Notes



Cadets may only wear one of these badges on their uniform



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



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.

ATTACHMENT 5 (continued)

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

ATTACHMENT 5 (continued)

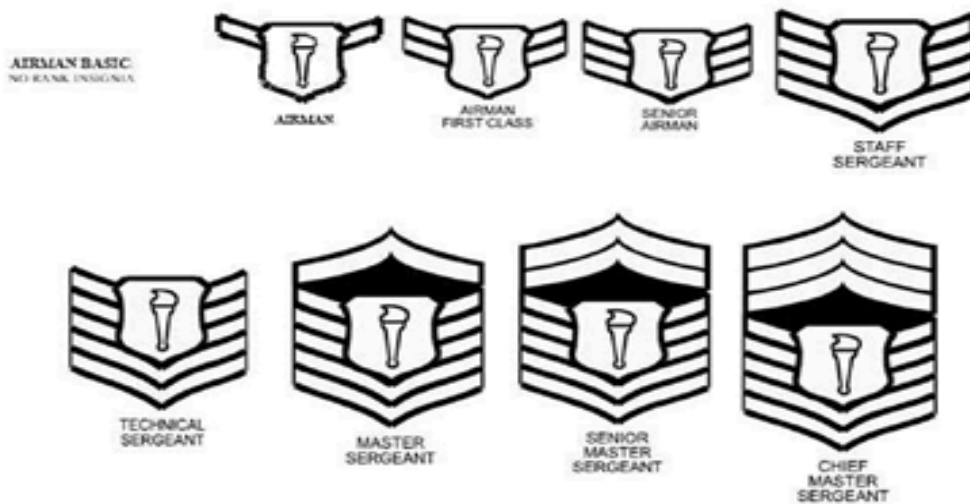
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

















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

CADET ENLISTED RANK



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

No Insignia								
Cadet/ Airman Basic (c/AB)	Cadet/ Airman (c/Amn)	Cadet/ Airman 1 st Class (c/A1C)	Cadet/ Senior Airman (c/SrA)	Cadet/ Staff Sergeant (c/SSgt)	Cadet/ Technical Sergeant (c/TSgt)	Cadet/ Master Sergeant (c/MSgt)	Cadet/ Senior Master Sergeant (c/SMSgt)	Cadet/ Chief Master Sergeant (c/CMSgt)

					
Cadet/ 2 nd Lieutenant (c/2Lt)	Cadet/ 1 st Lieutenant (c/1Lt)	Cadet/ Captain (c/Capt)	Cadet/ Major (c/Maj)	Cadet/ Lieutenant Colonel (c/LtCol)	Cadet/ Colonel (c/Col)

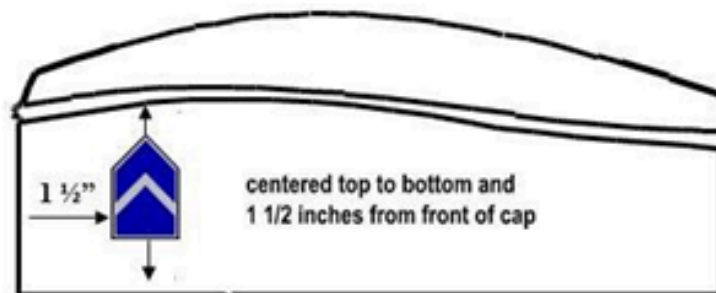
ATTACHMENT 5 (continued)

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.

ATTACHMENT 5 (continued)

CADET FEMALE HEADGEAR

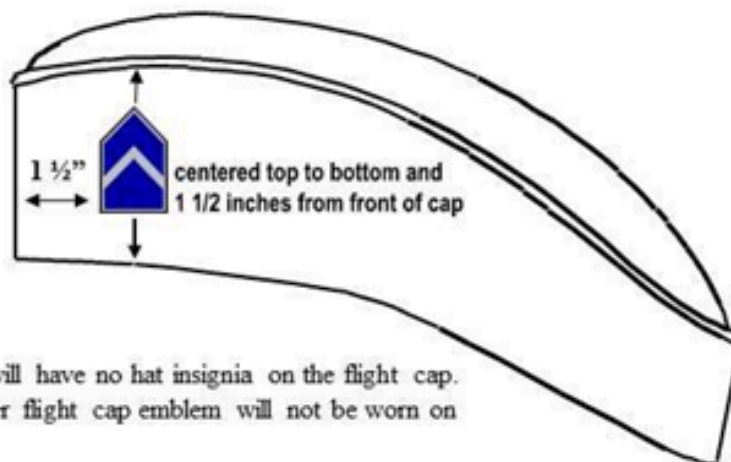
SERVICE CAP

Solid Blue Color with no embroidery



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

FLIGHT CAP*



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

ATTACHMENT 5 (continued)

CADET BERET HEADGEAR

BERET

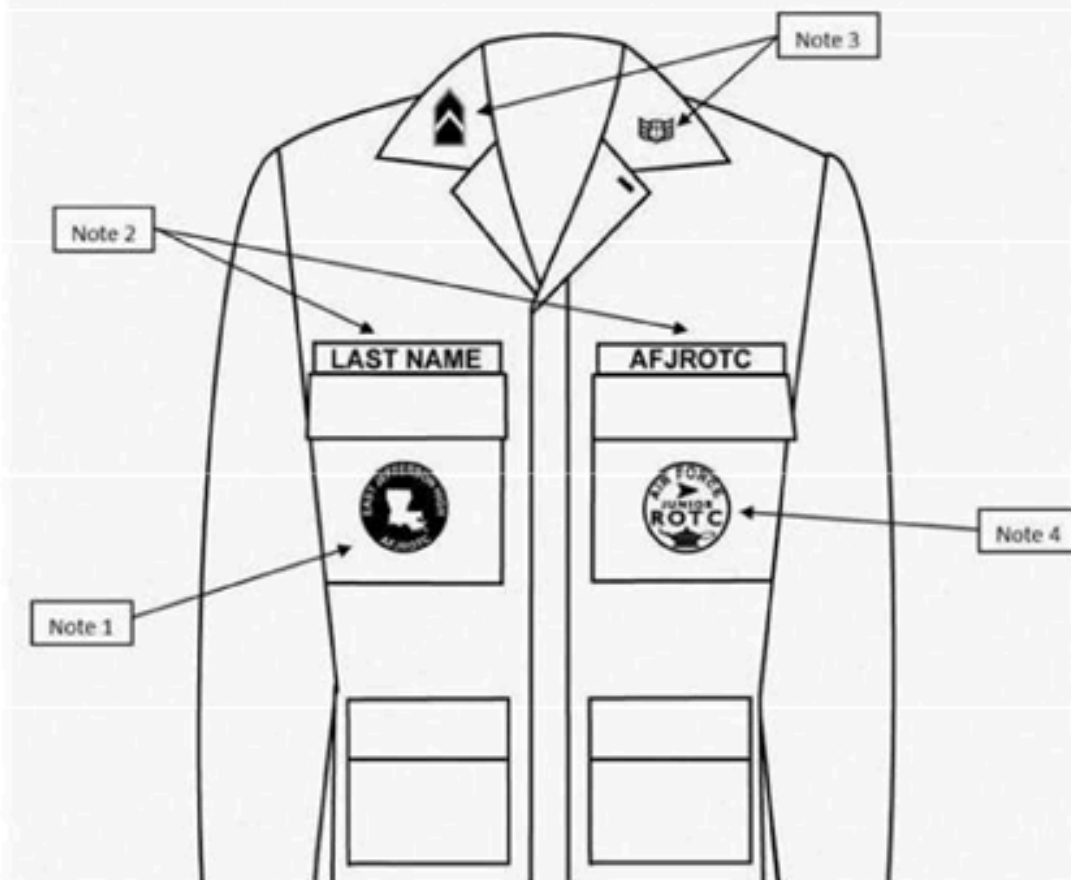


Berets.

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.

ATTACHMENT 5 (continued)

CADET ABU Male and Female



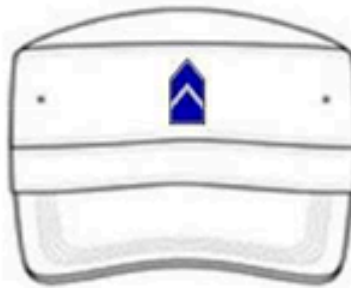
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

ATTACHMENT 5 (continued)

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



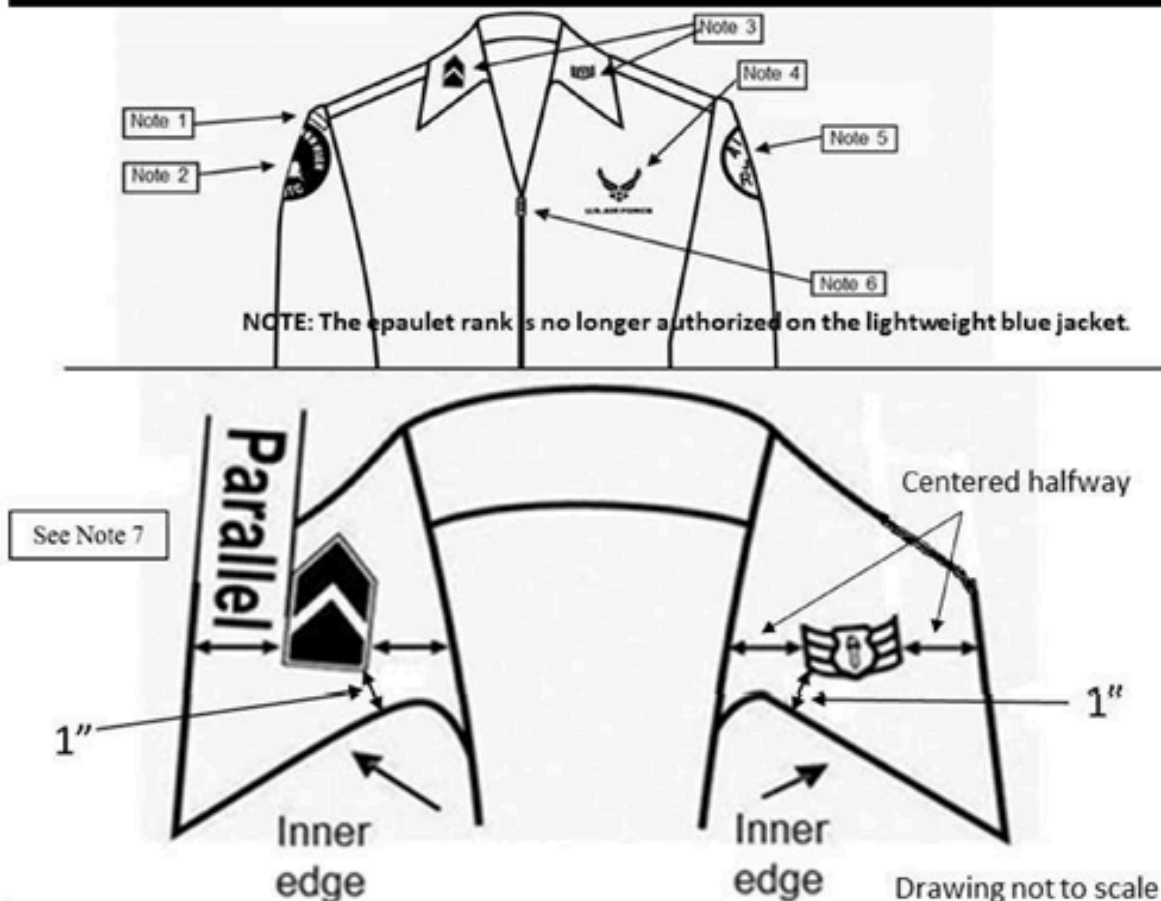
Officers will wear rank insignia on the ABU cap.

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

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

ATTACHMENT 5 (continued)

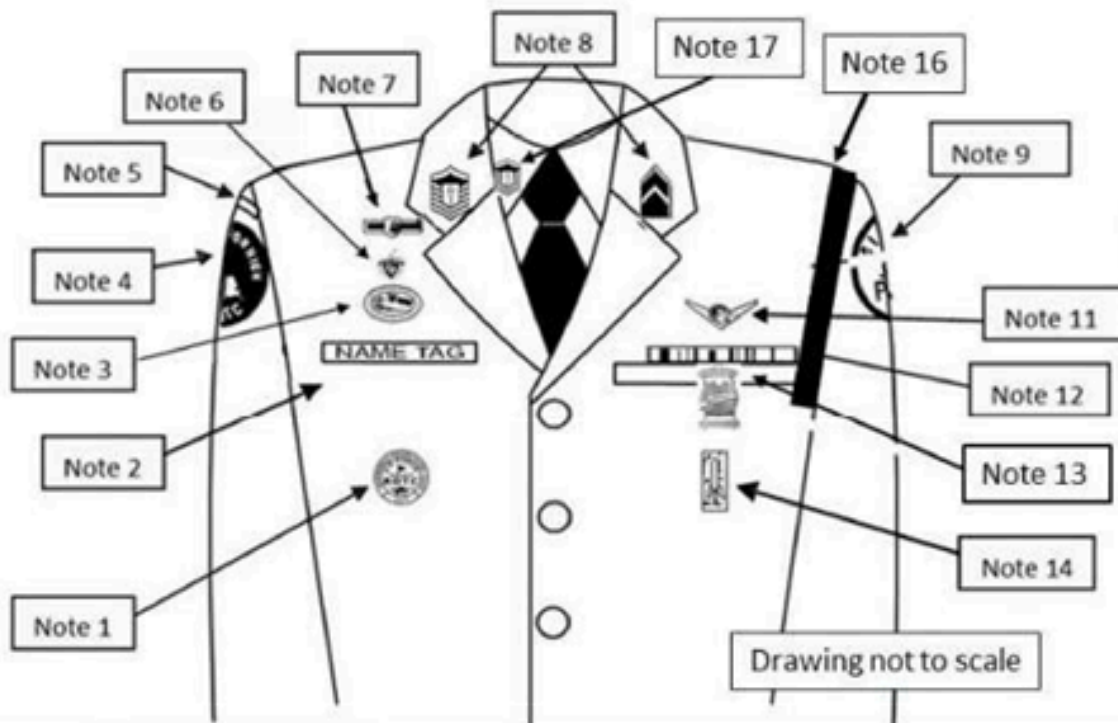
CADET LIGHT WEIGHT BLUE JACKET



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

ATTACHMENT 5 (continued)

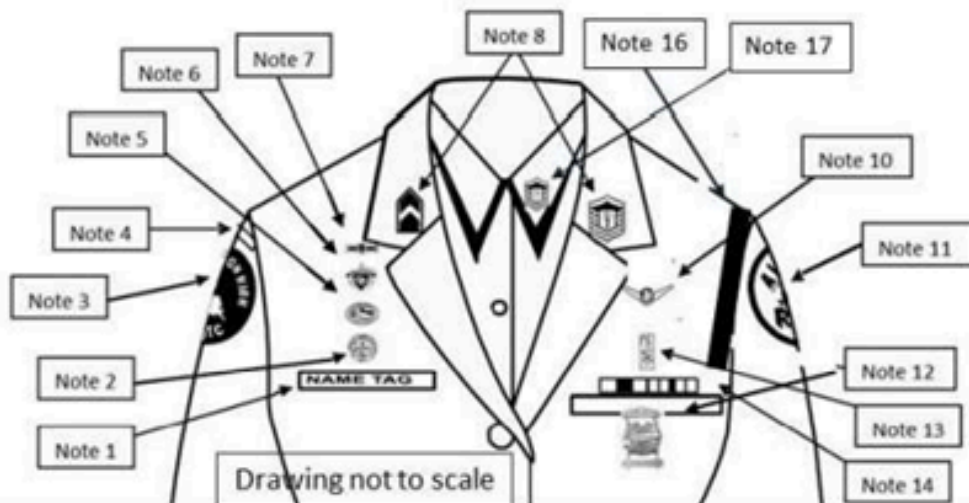
CADET MALE SERVICE DRESS



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

ATTACHMENT 5 (continued)

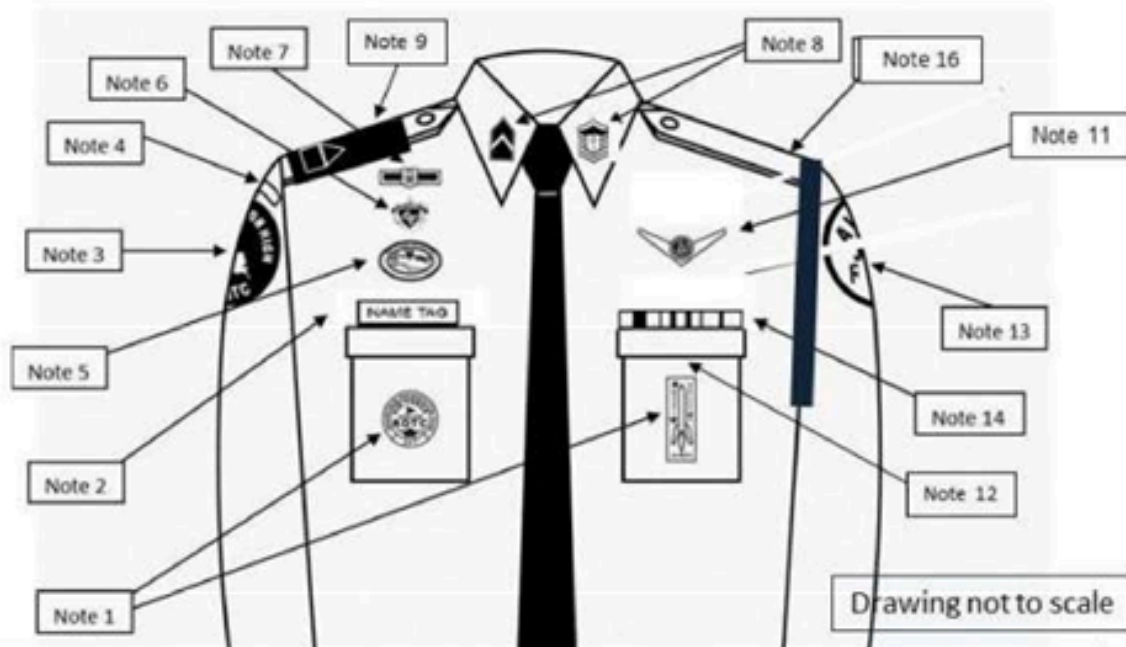
CADET FEMALE SERVICE DRESS



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

ATTACHMENT 5 (continued)

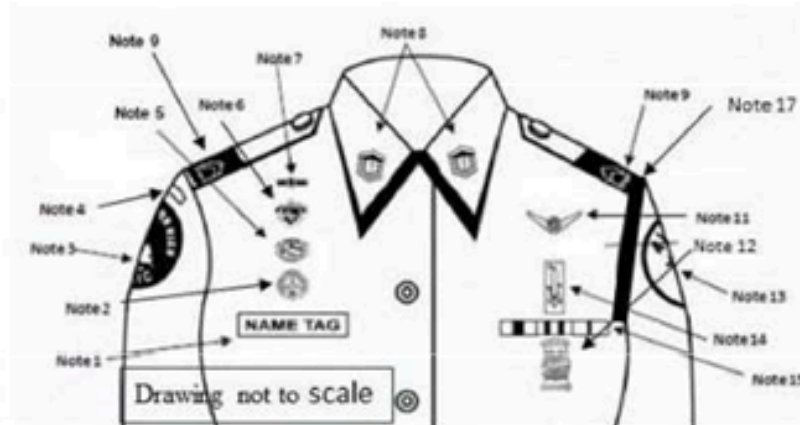
CADET MALE BLUE SHIRT



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

ATTACHMENT 5 (continued)

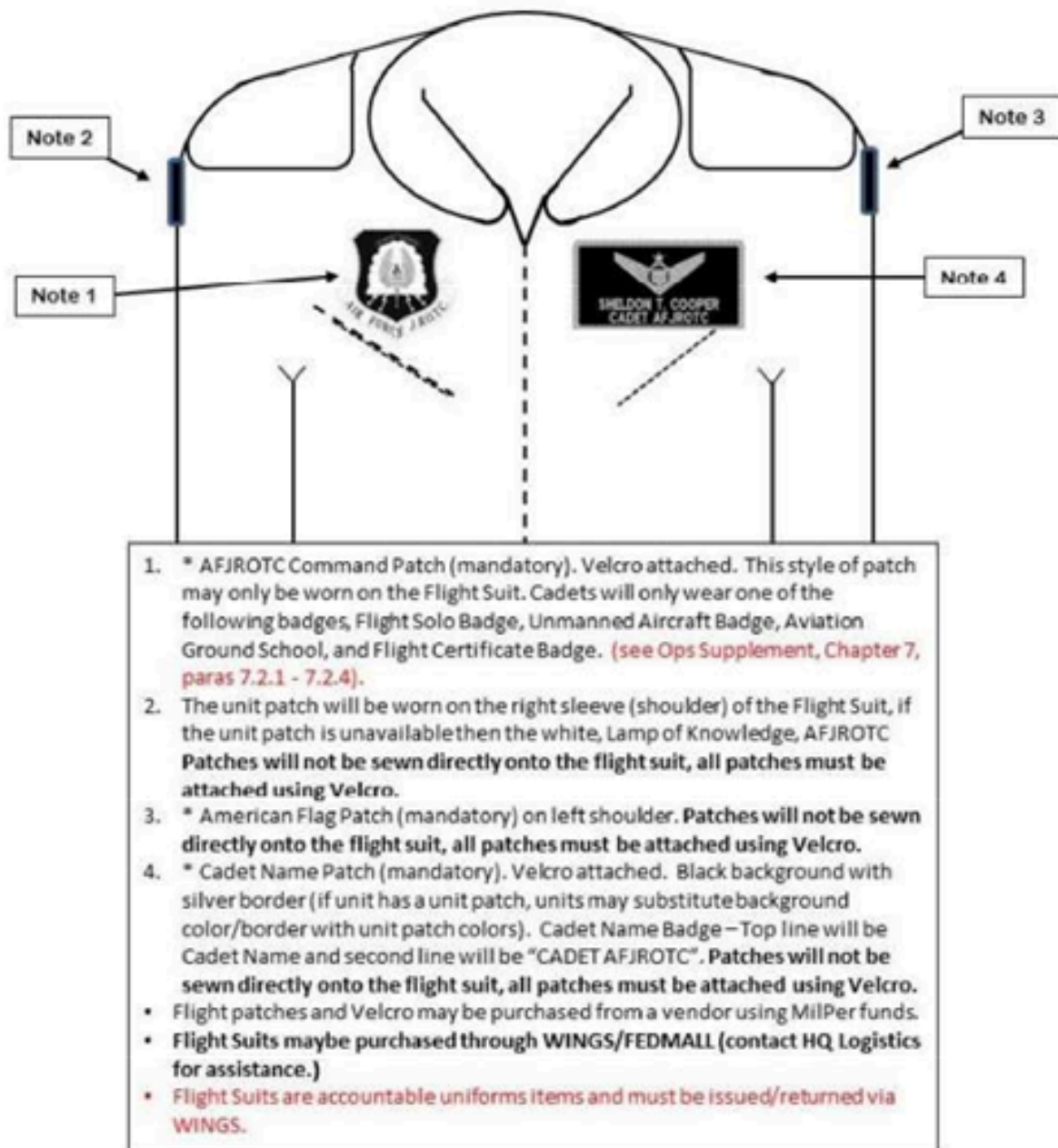
CADET FEMALE BLUE SHIRT



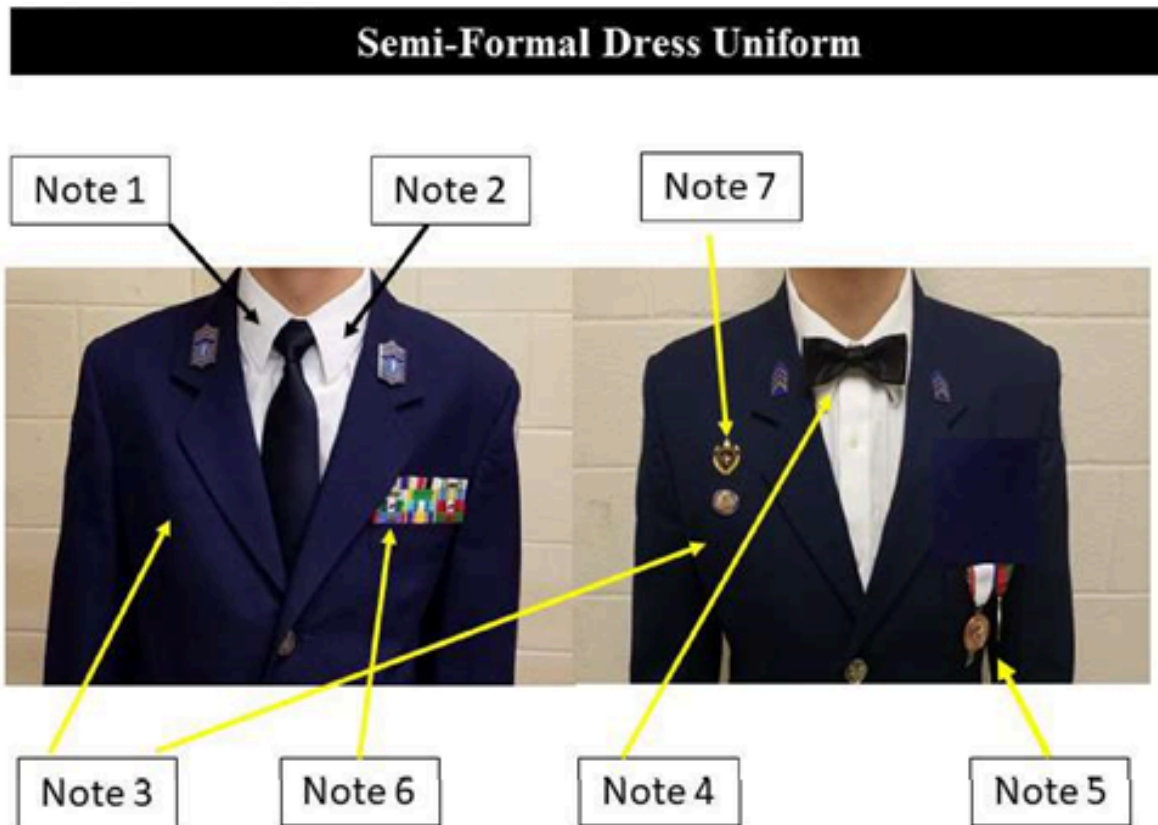
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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.

ATTACHMENT 5 (continued)

FLIGHT SUIT (Male and Female)



ATTACHMENT 5 (continued)



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.**

ATTACHMENT 5 (continued)

Sample Exhibition Uniform



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 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 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.

ATTACHMENT 5 (continued)

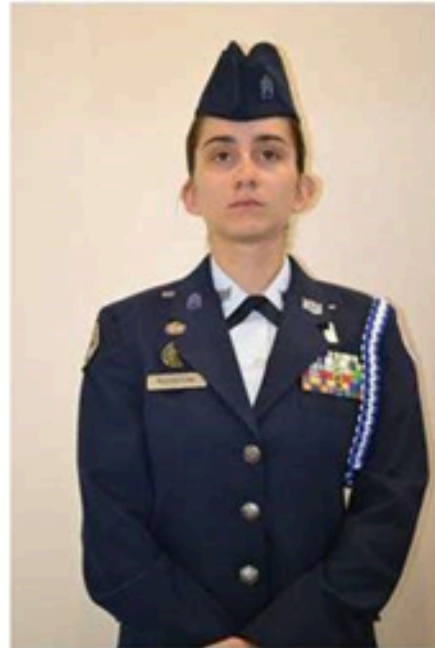
Sample Exhibition Uniform



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.

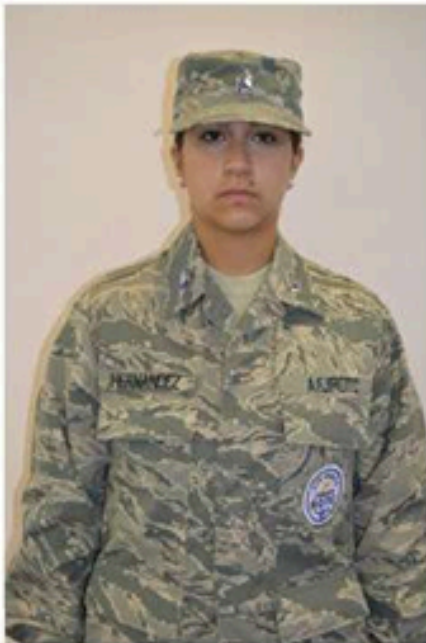
ATTACHMENT 5 (continued)

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



ATTACHMENT 5 (continued)

Sample Uniform Pictures



ATTACHMENT 5 (continued)



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

ATTACHMENT 5 (continued)

Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



ATTACHMENT 6

FEMALE HAIR STANDARDS



Braids



Twists



Locs

ATTACHMENT 6 (continued)

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

ATTACHMENT 6 (continued)

UNAUTHORIZED FEMALE HAIRSTYLES

Figure 3.2. Female – Unauthorized Hair Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

ATTACHMENT 6 (continued)

MALE HAIR STANDARDS



Figure 3.1. Male – Unauthorized Hair Examples.



ATTACHMENT 7

	<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 1</i></p> <p>Bring the wide end of the tie over the narrow</p>		<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 2</i></p> <p>Bring the wide end up through the middle</p>
	<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 3</i></p> <p>Bring the wide over to the left</p>		<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 4</i></p> <p>Bring the wide end behind the narrow end</p>
	<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 5</i></p> <p>Bring the wide end of the tie up</p>		<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 6</i></p> <p>Bring the wide end down through the middle, then back to the front</p>
	<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 7</i></p> <p>Swing it over in front, to the right</p>		<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 8</i></p> <p>Then bring it up through the back</p>
	<p>WINDSOR The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.</p> <p><i>Step 9</i></p> <p>Hold the front of the knot loose with your index finger, pass the wide end down through the loop (created in step 8) in front. Tighten the knot</p>	<h1>The Windsor Knot</h1>	

ATTACHMENT 8

Air Force and Space Force JROTC Ribbon Chart



Version: 1 July 2023

Attachment 9

POC Training Requirements:

- Have a minimum of 10 hours shadowing trained POC
- Maximum of 2 cadets shadowing per POC
- Hours must be spaced out over minimum 2 events
- Be approved by POC(s) training the cadet
- In order to request shadowing from a trained POC (Point of Contact), you must contact the POC set for a service event and request a time to be trained and to have them record/log hours.

POC Training Guide:

- List responsibilities
 - -i.e accountability, maintaining discipline/order, effective communication with event organizer(s)
- Manage and Monitor the POC Training Request Form