

MA-011 AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC)



2002-2003	Distinguished Unit Award
2003-2004	Distinguished Unit Award
2004-2005	Distinguished Unit Award
2005-2006	Distinguished Unit Award
2006-2007	Distinguished Unit Award
2007-2008	Distinguished Unit Award w/Merit
2008-2009	Distinguished Unit Award
2010-2011	Distinguished Unit Award w/Merit
2011-2012	Distinguished Unit Award
2012-2013	Distinguished Unit Award
2013-2014	Distinguished Unit Award
2014-2015	Distinguished Unit Award
2015-2016	Distinguished Unit Award
2016-2017	Distinguished Unit Award
2017-2018	Distinguished Unit Award
2019-2020	Distinguished Unit Award
2024-2025	Distinguished Unit Award

CADET GUIDE

WELCOME LETTER

Welcome to Springfield Central High School Air Force Junior Reserve Officer Training Corps (JROTC). We are excited you chose “New England’s First and Springfield’s Finest” JROTC program as part of your curriculum. Our program provides you with the tools and environment that will help you grow as a productive citizen and as a leader. We will do this by focusing on our mission to **“develop citizens of character.”**

We will help you become a better version of you by emphasizing the Air Force Core Values of **“Integrity first, Service before self, and Excellence in all we do”** by applying what you learn, and through your participation in JROTC, you will:

- Develop leadership skills, build confidence, and become accountable and responsible
- Wear the uniform proudly and properly
- Respect the chain of command and use of proper customs and courtesies
- Become proficient in individual and flight drill
- Conduct yourself in a socially acceptable manner
- Perform assigned duties
- Apply yourself to learn the fundamentals of our program
- Practice good study habits, time management, and pass all of your classes
- Become a Citizen of Character
- Develop a healthy lifestyle

AFJROTC plays an important role at Springfield Central High School. We are involved in many campus activities and community events. Whether you are marching in a parade, supporting an athletic team or wearing your uniform proudly, remember that you represent your school, your community, and corps—you are a member of the **“Golden Eagles”**

Lastly, we want you to remember we are here to support you and help you be successful. We will set the bar high in our expectations of your performance. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems. You will find us to be firm, fair, and consistent. The Springfield School District, Central High School and the AFJROTC Department do not discriminate because of race, color, national origin, sex, disability or age in its programs or activities.

Again, welcome to MA-011!

THADDEUS S. TOKARZ
Principal

JROTC MISSION STATEMENT

Develop citizens of character.

JROTC CORE VALUES

- 1. Integrity first**
- 2. Service before self**
- 3. Excellence in all we do**

JROTC HONOR CODE

I will not lie, cheat, or steal, nor tolerate any cadet who does.

30-STEP UNARMED DRILL SEQUENCE



- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Fall In 2. Open Ranks, March 3. Ready, Front 4. Close Ranks, March 5. Present, Arms 6. Order, Arms 7. Parade, Rest 8. Flight, Attention 9. Left, Face 10. About, Face 11. Forward, March 12. Right Flank, March 13. Left Flank, March 14. Column Right, March 15. Forward, March | <ol style="list-style-type: none"> 16. To the Rear, March 17. To the Rear, March 18. Column Right, March 19. Forward, March 20. Eyes, Right 21. Ready, Front 22. Column Right, March 23. Forward, March 24. Change Step, March 25. Column Right, March 26. Forward, March 27. Flight, Halt 28. Left, Face 29. Right Step, March 30. Flight, Halt |
|---|---|

47-STEP ARMED DRILL SEQUENCE



- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Fall In 2. Right, Face 3. Report In 4. Inspection, Arms 5. Port, Arms 6. Order, Arms 7. Dress Right, Dress 8. Ready, Front 9. Parade, Rest 10. Platoon, Attention 11. 15 Count Manual, Arms 12. Count, Off 13. Close Interval, March 14. Normal Interval, March 15. Open Ranks, March 16. Close Ranks, March 17. Right Shoulder, March 18. Forward, March 19. Column Right, March 20. Left Shoulder, Arms 21. Rear, March 22. Change Step, March 23. Rear, March | <ol style="list-style-type: none"> 24. Platoon, Halt 25. File from the Right, March 26. Platoon, Halt 27. Column of Threes to the Left, March 28. Port, Arms 29. Forward, March 30. Rear, March 31. Rear, March 32. Left Shoulder, Arms 33. Eyes, Right 34. Ready, Front 35. Rear, March 36. Column Left, March 37. Rear, March 38. Platoon, Halt 39. Order, Arms 40. Left, Face 41. Left Step, March 42. Platoon, Halt 43. Right Step, March 44. Platoon, Halt 45. Right, Face 46. Report Out 47. Fall Out |
|---|---|

PHONETIC ALPHABET



ALPHA	JULIET	SIERRA
BRAVO	KILO	TANGO
CHARLIE	LIMA	UNIFORM
DELTA	MIKE	VICTOR
ECHO	NOVEMBER	WHISKEY
FOXTROT	OSCAR	X-RAY
GOLF	PAPA	YANKEE
HOTEL	QUEBEC	ZULU
INDIA	ROMEO	

MILITARY TIME (24-HOUR CLOCK)



Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000 or 2400	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

MILITARY DATE

DD/Mmm/YY (i.e. 15 Sep 25)
or
DD/Month/YYYY (i.e. 15 September 2025)

Number Zero vs Letter O

Number Zero = 0 vs. Letter O = O

NATIONAL CHAIN OF COMMAND*Current as of 20 January 2025*

President of the United States (POTUS) (Commander-in-Chief of Armed Forces)	The Honorable Donald J. Trump
Vice President	The Honorable JD Vance
Secretary of Defense	The Honorable Pete Hegseth
Chief of Staff of The Air Force	General David W. Allvin
Chief Master Sergeant of the Air Force	Chief Master Sergeant David Flosi
Director, Air Force JROTC	Colonel Matthew Tipton

MA-011 AFJROTC CADET CHAIN OF COMMAND

Position	1st Semester	Second Semester
Wing Commander	Cadet Yaslin Perez	
Vice Wing Commander	Cadet Carlos Cruz-Sedan	
Command Chief Master Sergeant	Cadet Arianna Mutti	
Director of Operations	Cadet Janitza Cedano	
Director of Logistics	Cadet Heavenly Castro	
Director of Academics	Cadet Emmanuel Okeke	
Mission Support Group Commander	Cadet Jaylannie Ortiz	

AFJROTC RANK INSIGNIA

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)

U.S. AIR FORCE RANKS CHART



US AIR FORCE RANKS

									
Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant	Chief Master Sergeant of the Air Force
AB	AMN	A1C	SrA	SSgt	TSgt	MSgt	SMSgt	CMSgt	CMSAF
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9
Airman Ranks				Non-Commissioned Officer (NCO's) Ranks					

													
Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General	General	General	General	General of the Air Force
2nd Lt	1st Lt	Capt	Maj	Lt Col	Col	Brig Gen	Maj Gen	Lt Gen	Gen	Gen	Gen	Gen	GOAF
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	O-10	O-10	O-10	O-11

Hint: Be My Little General

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CHAPTER 1 – AFJROTC MISSION, GOALS AND OBJECTIVES

1. The “mission” of the AFJROTC program is to “Develop citizens of character.”
2. The “goals” of the AFJROTC program are to instill:
 - a. The values of citizenship
 - b. Service to the United States
 - c. Personal responsibility
 - d. A sense of accomplishment.
3. 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 and the Air Force's core values:
 - Integrity First
 - Service Before Self
 - Excellence In All We Do
4. This program will enable the students to:
 - a. Develop a high degree of strong morals, self-esteem, self- reliance, personal appearance, and leadership.
 - b. Adhere to the values of integrity, service, and excellence.
 - c. Increase their understanding of patriotism and responsibilities as US citizens.
 - d. Participate in community service activities.
 - e. Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
 - f. Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
 - g. Acquire a broad-based knowledge of aerospace studies and leadership education.
 - h. Strive to graduate from high school and prepare for college and careers in the 21st century.
 - i. Cultivate a commitment to physical fitness and a healthy lifestyle.



DRILL TEAM NATIONAL CHAMPIONS

Chapter 1 Study Guide

1. What is the **mission** of the AFJROTC program?

“Develop citizens of character.”

2. The **goals** of the AFJROTC program are to instill what?

The values of citizenship, Service to the United States, Personal responsibility, and a sense of accomplishment.

3. What are the Air Force Core Values?

Integrity First, Service Before Self and Excellence in all we do.

CHAPTER 2 – ELIGIBILITY, ENROLLMENT, DISENROLLMENT AND PROGRAM COMPLETION

1. **Eligible Students.** All Central 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*** and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniform.
2. **Reserve Cadets.** Reserve cadets are allowed to participate in all of Springfield CHS AFJROTC activities, which include: Community Service, Drill Team, CIA Trips, LDR activities. Reserve cadets must have one year of AFJROTC. Time in reserve status **does not** count towards a certificate of completion.
3. **Transfers.** Students transferring from Army, Navy, Marine Corps, Coast Guard, 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).
4. **Non-discrimination.** 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.
5. **Disenrollment.** AFJROTC students may be removed from the program at any time during the academic year with proper cause. A student may be disenrolled for:
 - a. Failure to maintain acceptable standards (including uniform wear and grooming).
 - b. Disciplinary reasons.
 - c. Any other reason deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the JROTC corps.
 - d. Documentation will be kept in the cadet file or on-line gradebook for any behaviors which could lead to disenrollment. Before the SASI's final decision for disenrollment the following steps will be taken.
 - (1) The cadet's parent(s)/guardian(s) will be contacted to determine if the unacceptable behavior can be corrected. This communication will be documented in writing.
 - (2) The cadet's principal and counselor will be contacted to determine what scheduling options are available.
 - (3) The cadet and his/her parents/guardians will be notified of the requirement to return all issued uniforms and other loaned items.
 - (4) The cadet, parents, principal, and counselor will be notified of the potential for the cadet to return to JROTC in the future.
6. **Program Completion.**
 - a. **AFJROTC Graduate.** A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.
 - b. **Completion Certificate.** Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.



Certificate Types:

- All cadets will be awarded an AF Form 1256, Certificate of Training, for successful completion of 2 academic program years of AFJROTC with SASI concurrence.
 - AFJROTC Form 310, AFJROTC Certificate of Completion, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years.
 - Certificate Eligibility. Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance.
- c. Recognition. The AFJROTC Form 308, AFJROTC Certificate of Recognition, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.
- d. Advanced Enlistment, ROTC Course Credit, Senior ROTC Scholarships and Service Academy Appointments. AFJROTC Cadets who complete all program requirements may be eligible for advanced promotion opportunities, Senior ROTC Course Credit and Scholarship opportunities, and special consideration for Service Academy Appointments. Cadets interested in these programs/opportunities should consult with their instructors, military recruiters, senior ROTC detachments, and service academy appointment liaisons as appropriate.
7. Other Considerations.
- a. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special group of students as compared to the remainder of the student body.
 - b. 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 will be upheld.
 - c. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be limited in their participation in corps activities and selection for corps leadership positions.
 - d. Cadets wishing to participate in after school Leadership Development Requirement (LDR) AFJROTC activities may do so at the discretion of the SASI/ASI's.
 - e. Only students currently enrolled in the AFJROTC program may be issued uniforms.
 - f. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

Chapter 2 Study Guide

1. True or False. All cadets enrolled in AFJROTC must be done so voluntarily?

True

2. True or False. All enrollment and disenrollment decisions will be free from discrimination regarding race, religion, color, ethnicity, gender, or national origin.

True

3. Who determines if a cadet's rank transfers if they are coming from another JROTC program?

Senior Aerospace Science Instructor (SASI)

4. True or False. A student may be disenrolled from AFJROTC for failure to wear the uniform?

True

CHAPTER 3 – HISTORY OF AFJROTC

1. The idea of the JROTC program began in 1911 in Cheyenne, Wyoming by Army Lieutenant Edgar R. Steevers. 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 JROTC 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 JROTC 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.
2. With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to more than 870 high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. JROTC 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 JROTC 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 40% of the cadet corps.
3. 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.
4. Springfield Central High School AFJROTC was 1 of 20 units established in 1966. The Springfield Central High School program has a long-standing history of excellence having been named an honor unit several times. The following names represent all the Instructors that have taught AFJROTC at Springfield Central High School:



Senior Aerospace Science Instructors

Lt Col James Smith	1966-1977
Lt Col Potter	1977-1986
Major Merit	1986-1993
Colonel Thomas Cleland	1993-2015
Major Hardin	2012-2013
Major William Kieda	2015-2021
VACANT	2021-2023
Lt Col Chris MacLean	2023-2025
VACANT	2025-Present

Aerospace Science Instructors

MSgt Francis Studley	1966-1977
CMSgt Palmer	1977-1993
CMSgt Bosely	1994-1996
CMSgt Augustus Oakley	1997-2014
MSgt Steven Sykes	2000-2021
SMSgt Stephen Lawrence	2002-2018
CMSgt William Butman	2014-2023
MSgt James Brown	2015-Present
MSgt David Bedner	2019-Present
SMSgt Rachel Pfeiffer	2021-2022

Chapter 3 Study Guide

1. When and where did the idea of the JROTC program begin?
1911; Cheyenne, Wyoming
2. Who founded the JROTC program?
Army Lieutenant Edgar R. Steevers
3. What act originally authorized JROTC?
The National Defense Act of 1916.
4. True or False. The AFJROTC Program exists in schools all over the world.
True. The program exists in DoD Schools in Europe, Asia and in Puerto Rico.
5. What is the percentage of female students in AFJROTC programs today?
40 percent
6. How many instructors are presently assigned to MA-011?
2 (MSgt Bedner, MSgt Brown)
7. In what year did AFJROTC begin at Springfield Central High School?
1966

CHAPTER 4 – CADET CONDUCT

NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum

1. **Attitude** is a state of mind. It may be positive, or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
 - a. The Air Force JROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the Springfield Central AFJROTC program.
 - b. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline** refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that results from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority.
4. **Integrity.** The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.
5. **Ethics** as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - a. Be honest.
 - b. Keep promises.
 - c. Obey and be loyal to proper authorities.
 - d. Be courageous.
 - e. Grow in knowledge.
 - f. Be willing to work.
 - g. Be moderate (don't do anything to excess).
 - h. Maintain and enhance your health.
 - i. Don't harm people.
6. United States Air Force Core Values.



- a. **Integrity First.** Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today’s military. Integrity is the ability to hold together and properly regulate all elements of one’s personality. People of integrity, for example, are capable of acting on conviction, or their strong beliefs. They can control their impulses and appetites.
 - b. **Service before Self.** This statement tells us that professional duties take precedence over personal desires.
 - c. **Excellence in All We Do.** This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long-term, upward spiral of accomplishment and performance.
7. Cadet Roles and Responsibilities.
- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Springfield Central High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
 - b. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - c. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
 - d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior//higher ranking cadets.
 - e. Cadet leaders are required to provide a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
 - f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets **will not** abuse their rank or position.
8. Titles of Address—Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word **cadet** as to not confuse with active-duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma’am.
9. Saluting—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in Chapter 16 of this handbook. 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.
- a. When to Salute—Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform off campus. **Note:** The SASI is a retired officer and will **ALWAYS** be saluted when outside in uniform.
 - b. 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.”
 - c. Pledge of Allegiance at School—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
10. Academic Standards—Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, at Springfield Central High School will result in your development and improvement academically. You are expected to do your homework, turn in your work, and pass your classes. Your instructor will monitor your academic progress. Academic eligibility is a requirement for many of our activities and field trips. Promotion is also based on academics. A continued lack of

academic performance may be consideration for removal from the AFJROTC program. The SASI, ASI, and Director of Academics are available at any time to assist you in reaching your objectives and goals.

11. Appearance and Grooming Standards—After joining the cadet corps, new cadets should meet established standards within the first week of school. If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.
12. Competition—Healthy competition in academics, wellness and other activities is a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school handbook).
13. Public Display of Affection (PDA) — PDA is **prohibited** between all cadets in or out of uniform, on campus or while off campus at a sponsored AFJROTC event.
14. Inappropriate Behavior—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority), disrespect, verbal threats, and physical attacks. As stated previously, this type of behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school.
15. Hazing is strictly forbidden. It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.
 - a. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
 - b. Harassment, such as improper or abusive language, and coercion of lower-class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.
16. Springfield Central High School Code of Conduct. Cadets are expected to follow all Springfield Central High School rules and procedures found in the Springfield Central High School Student Handbook. Of note are the school dress code and electronics use policy. These policies are restated below.
 - a. Dress Code. The school's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. A student's dress and grooming should be clean, neat and in good taste always. A student's appearance shall not create a distraction from nor interfere with the normal orderly process of the instructional program or of the management of any school program. The school prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption or interference with normal school operations. The school prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
 - b. Electronic Devices. Cadets are not permitted to use electronic devices in class. Without such permission, the instructor will collect the items and turn them into the principal's office.

Chapter 4 Study Guide

1. What are cadets responsible for in any given situation and not to blame others or circumstances beyond their control?

Their attitude

2. That mental attitude and state of training that renders innate obedience and proper conduct under all conditions describes what?

Military discipline

3. What is integrity?

Integrity is the willingness to do what is right even when no one is looking. In other words, integrity is honesty.

4. What factors are used to choose cadets for leadership positions in the corps?

Demonstrated performance, job knowledge, and leadership potential

5. True or False. It is ok for cadets to abuse their rank or position?

False

6. When addressing a cadet, how do you differentiate between them and an active-duty Air Force member?

By using the term Cadet before their rank.

7. Describe the reason for the hand salute.

The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform.

8. Who are cadets required to salute?

Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform off campus.

9. True or False. Cadets are not required to stand, place their hand over their heart, and recite the pledge of allegiance to the US Flag when in uniform?

False

10. Describe the unit policy on the Public Display of Affection (PDA).

PDA is **prohibited** between all cadets in or out of uniform, on campus (inside the "T") or off campus at a sponsored AFJROTC event.

11. What is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm?

Hazing

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:
 - a. Classroom entrance — Cadets will stand beside their assigned seat at parade rest. After the tardy bell rings, the flight sergeant closes the door and calls the room to attention.
 - b. Roll call—The flight commander will put the cadets at parade rest then take roll. When their name is called, cadets will come to attention, answer “here sir/ma’am” as appropriate and go back to parade rest. The flight commander will verify, then record attendance in schoology and direct the flight to take their seats. The instructor will verify and record any absences in the computer and begin instruction. If a cadet shows up after the tardy bell, the cadet must have a tardy pass, if not the cadet must obtain a tardy pass, return to class, and request permission to enter class. The flight commander and/or AS-IVs will then talk about the announcements.
 - c. Tardies—No excuses are accepted for tardiness and school tardy procedures will be followed. No person will be reported as present unless they are in the classroom.
2. The Flight Sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the period. At this time, the flight commander will lead the class in preparing for dismissal, straightening the room, returning books, picking up trash, etc. Before the bell rings to change classes, the flight will again be called to attention by the Flight Sergeant. The flight will remain at attention until dismissed by the instructor or flight commander.
3. 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 without the instructor's permission.
 - b. Talk when the instructor is speaking or someone else is talking.
 - c. Sit on desktops, step, or jump through desks, tilt chairs backward or put feet on tables or chairs.
 - d. Throw anything in the classroom.
 - e. Write on or deface tables, chairs, walls, etc.
 - f. Eat, drink, or chew gum in the classroom, unless given permission.
 - g. Make loud noises or participate in horseplay in the classroom.
 - h. Leave trash in the room.
 - i. 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.
4. Academic Work—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, 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. For all written assignments, cadets will be required to label their work in the following cadet academic header format:



First Line: Cadet Rank Last Name, First Initial
Second Line: Flight

Third Line: Military Date Format

Example

	c/AB Smith, J.
	Avenger Flight
	15 Sep 25

5. Room 105 Instructor Office Entrance Procedures. For any cadet to enter the instructor office the following procedures apply. If the instructors are conducting official business, cadets must use judgment regarding their urgency of need.
 - a. Knock once loudly on the door.
 - b. Once addressed, ask for permission to enter with the statement, "Sir/Ma'am, permission to enter."
 - c. Once granted permission, enter the spaces and state your business.
 - (1) If the instructor directed the cadet to come to the office---"Sir/Ma'am, Cadet *Last name* reports as ordered."
 - d. Stand at attention unless otherwise directed by the instructor.
 - e. At the end of the conversation, come to attention, salute the instructor (nothing is said), execute an about face and exit the office spaces.
6. Logistics Room and Room 105—These areas are used for briefings, meetings, administrative and logistical work. The Wing Commander & Director of Logistics will decide which cadets have access to these areas. The Wing Commander & Director of Logistics are responsible for the activity and the cleanliness of the rooms. If anyone fails to follow these guidelines, the SASI or ASI's have the authority to remove ALL privileges of all cadets to use these rooms.

1. List behaviors that are prohibited in the JROTC Classroom.

Leaving seat or classroom without permission, talking when someone else has the floor, sitting on desktops, jumping through desks, tilting chairs backward, putting feet on tables or chairs, throwing things, writing on/defacing property, eating, drinking, chewing gum, writing on board without permission, disturbing pictures/posts on boards, doing work for other classes without permission, sitting in unassigned seat, obnoxious behavior or horseplay, leaving trash in the room or sleeping in class.

2. What should a cadet do if he/she feels drowsy during class?

Stand at parade rest in the back of the room until they feel refreshed enough to return to their seat.

3. Describe the Academic Header format required on written work in AFJROTC.

Line 1 – Cadet Rank, last name, and first initial

Line 2 – Flight

Line 3 – Date in correct military format

4. What is the appropriate reporting statement **when directed** to the instructor's office?

"Sir/Ma'am, Cadet *Last Name* reports as ordered" – instructor directed conversation

CHAPTER 6 - GOVERNMENT PROPERTY

1. Uniform Issue—within the first 45 days of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform. The Air Force uniform items listed below are issued free of charge. However, cadets and parents/guardians must accept responsibility to replace any lost or damaged item(s).

a. Any items that need alterations (i.e., hem, sewing, etc.) will be taken by the instructors for alterations covered at government expense.

Uniform Item	Cost (Male Items)	Cost (Female Items)
Service Dress Coat	\$163.46	\$153.78
Lightweight Blue Jacket	\$99.28	\$91.15
Trousers/Slacks	\$57.53	\$53.76
Short Sleeve Blue Shirt	\$15.73	\$13.79
TOTAL VALUE:	\$335.90	\$312.48

NOTE: All prices are subject to change based on current market values.

DRY CLEANING (Park Cleaners: 262 Allen St., Springfield)

Uniform Item	Cost
Lightweight Blue Jacket (Zipper)	\$8.80
Service Coat (3-Button) & Skirt	\$7.70
Trousers/Slacks	\$5.25
Short Sleeve Blue Shirt	\$4.00
Tie / Tie tab	\$2.50
Hat	\$2.50
TOTAL:	\$30.75

2. Responsibilities—Cadets will care for and properly maintain uniforms and equipment. Cadets and their parent or guardian must understand that the equipment must be returned in good condition. Payment for loss, damage, or cleaning of any item will be at the current market price.
3. Uniform Discipline:
 - a. *Purpose:* The uniform represents our nation and its highest ideals. Cadets must maintain this respect by ensuring his/her uniform is always correct and in good condition.
 - b. *Maintenance:*
 - (1) Uniform items that become unserviceable (i.e., torn, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.
 - (2) If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.
 - (3) Alterations will be made in accordance with Air Force standards.
4. Uniform Turn-in—When a cadet leaves the program or school for any reason, he/she will be required to turn in all issued uniforms, ranks, and cords (excluding shoes, socks, name tags and ribbons).
 - a. If a cadet fails to return their issued uniforms within 5 school days of dis-enrollment, they will be put on obligations which will prevent them from receiving diplomas or participate in school-wide activities until all issued items are returned.

Chapter 6 Study Guide

MA-011 AFJROTC Cadet Guide

1. True or False. There are no costs to cadets for alterations of the JROTC Uniform.

True

2. When should a cadet bring in a uniform item that has become unserviceable or no longer fits?

As soon as possible

3. Are cadets authorized to have uniform items altered on their own without instructor approval?

No

4. What must a cadet do with his or her uniform when they are no longer in JROTC?

Turn it in within 5 days of dis-enrollment.

CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force JROTC cadets generally wear the same uniforms worn by active-duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force JROTC Instruction 36-2001, *Air Force JROTC Operations*; *AFJROTC Guide* and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards.
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2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly.
 3. 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. 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 from the time you depart your home and throughout the school day.
 - b. Wear the complete uniform in the proper manner and be properly groomed until the end of the school day.
 - c. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.
 - d. 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 hoodies will NOT be worn with the uniform at any time.
EXCEPTION: Due to winter weather conditions, cadets have an option to change upon arrival to school and after the last bell. **(Civilian winter coats are allowed while traveling to and from school.)**
 - e. The uniform policy of the Springfield Central AFJROTC is not subject to compromise. ***Repeated failure to wear the uniform properly and/or when required will result in removal from the AFJROTC program.*** Cadets are responsible for preparing their uniforms for inspections. It is understood that 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 a valid reason.** At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements speak to your AS-IV or instructor.
 4. 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. The AFJROTC uniform must be worn once per week as directed by HQ Air Force. It is **your** responsibility to comply with this directive.
 5. Wearing once per week 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 P.E. classes or art. 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 first and 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. **NOTE:** If cadets are assigned to In-House on a uniform day, they're responsible to take initiative to be graded by their instructor.

6. Each week cadets will receive a grade for uniform wear during an inspection. The inspection will take place in the classroom, hallway, or alternate location. The inspection will be conducted by the instructor, flight commander or AS-IV. While cadets may inspect other cadets for discrepancies, only the instructors will determine the grade given. During the inspection, discrepancies will be noted on the cadet inspection record. When the inspection is complete, each cadet will review their discrepancies and ask questions. **If a cadet does not wear their uniform during uniform inspections, they will be sent to civility. If a cadet receives 4 zeros in a marking period they will be removed from the program. This is meant to preserve the integrity of the program.**
7. 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 Wednesday or Thursday. 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 (without valid reason) the maximum points will be 80. The makeup wear must occur prior to the next scheduled inspection. If a cadet is making up a uniform wear, it is the cadet's responsibility to find the SASI/ASI to inspect them and log the grade in the computer. If a cadet **knows** in advance that they will be absent on the uniform wear day, they may wear the uniform before the absence and will receive a full grade based on a personal inspection.
8. PT Uniform—On PT Days (typically on Friday), cadets will wear PT attire **to include appropriate athletic style shoes**. Cadets will be given time at the beginning of class and end of class to change into/out of PT clothes.

NOTE: PT "Make up" days are typically Tue, Wed, & Thu in room 105 from 2:30 – 3:00pm.

9. Major uniform or continuous grooming violations that are due to direct refusal by the cadet to correct **may** result in the cadet going to In-House. This may include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, nails, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, 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 Springfield Central High School. This requirement may only be imposed by the instructors.
10. Care for the Uniform. All uniform items issued must be cared for and maintained by the cadet to whom it was issued. **Your uniform should be cleaned every week** prior to wearing it. General care includes washing the uniform pants, shirt, t-shirt, & socks. You should hang your uniform appropriately...**DO NOT** stuff it in your backpack, or throw it in your lockers, or toss it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the instructor's attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.
 - a. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
 - b. The service dress coat and lightweight blue jacket is "**dry-clean only**" and will **NEVER** be placed in a washing machine or dryer...you will ruin it.
 - c. The blue pants can be washed on a delicate setting in a washer and dry on a low heat setting. These items may also be ironed on a **low** heat setting.
 - d. **DO NOT** leave the necktie in a tight knot. Untie and retie the necktie with each wear.
 - e. Keep a lint brush at home or in your locker and use it 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.



Chapter 7 Study Guide

1. When are cadets allowed to change out of their uniform during the school day?

P.E. classes or art. In these cases, cadets are required to wear the AFJROTC uniform until that class time and change back into their uniform after that class is over (with the exception of the first and last period of the day.)

2. What will happen if a cadet changes out of their uniform during the school day and does not put it back on?

He or she will receive a grade or zero for uniform wear and will be required to make it up

3. If a cadet fails to wear the uniform on the assigned day, what is the make-up policy?

The cadet must wear the uniform prior to the next uniform wear date for a maximum grade of 80. It is the cadet's responsibility to contact one of the instructors to ensure the make-up grade is entered.

4. What should a cadet do if he or she knows in advance they will be absent on uniform day?

Wear the uniform before (preferably) or after the uniform day for a full grade.

5. What typically happens on Friday's during JROTC?

We have PT and cadets will wear PT attire to include appropriate athletic style shoes.

6. Which item when worn makes the Class A uniform different from the Class B uniform?

Service Dress Coat

7. True or False. The lightweight jacket may be worn with the Class B uniform in or out of the classroom?

True

8. Which items are mandatory when wearing the Class B uniform (blue shirt only)?

Name tag and rank insignia

CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS

1. 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. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force JROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—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.
2. Cadet Uniform Standards:
 - a. Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI). For more information on these type of activities and uniform wear, talk to your instructor.
 - b. Uniform wear standards for cadets are based on two directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force JROTC Instruction (AFJROTCI) 36-2001, *Air Force JROTC Operations*.
 - c. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while



standing

at

attention.

Note: If the uniform does not fit properly, the cadets should see the SASI/ASI. Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

- c. Uniform Do's and Don'ts. Here are a few general do's and don'ts about wearing the uniform.

Do

- Wear the Air Force service uniform, as prescribed in AFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI/ASI.
- Wear the uniform at other times specified by the SASI/ASI.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports. Safety is the major concern.

- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

Don't

- Do not wear the uniform with other civilian clothing (exception walking to school in the cold).
 - Do not lend your uniform to anyone who is not a member of the Air Force JROTC program.
 - Do not allow articles such as phones, wallets, pencils, pens, tissues, combs to be visible.
 - Do not wear earphones or headphones while in uniform (unless for in class use).
- d. Uniform items (including AFJROTC-unique uniform items), accouterments, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.
- e. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.
- f. Springfield Central High School has been designated a "No Hat, No Salute" campus. Hats are not required while in uniform on campus. Hats will be worn with the uniform during **off campus** events.
- g. Springfield Central AFJROTC Physical Training (PT) Uniform—The PT uniform will be worn during designated PT days. Appropriate athletic shoes must also be worn during PT days.
- h. Unisex Policy—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.
- i. Insignia Placement—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in chapter 9. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 11 for criteria for earning the awards, ribbons and badges.
- j. Shoulder Patches—Wear of the AFJROTC official shoulder patch and Springfield Central High School Unit patch is mandatory on all the short sleeve blue shirt, service coat, and lightweight blue jacket.
- k. Shoulder Cords. If properly earned, cadets are authorized to wear distinctive should cords with any blue service uniform combination (they will not be worn on the lightweight jacket). At no time will shoulder cords be worn with civilian clothing. Authorized shoulder cords will only be worn on the short sleeve shirt or service dress coat, on the left side, flush with the shoulder seam (under the epaulet on the short sleeve shirt) and pinned underneath the cord. The MA-011 authorized cords are described as follows.
- (1) Top-7 Leadership. Metallic Silver braided cord.
 - (2) Drill Team. Black and Metallic Gold braided cord.
 - (3) Academics. Black braided cord.
 - (4) City Color Guard. Light Blue braided cord and White gloves.
 - (5) The Golden Pinks (Cancer Awareness). Metallic Gold with Pink braided cord.
 - (6) Spartan's Fitness Team. Red braided cord.
3. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity, and military image. The first four are absolute, objective criteria for the efficiency, health, and well- being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
- a. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
 - b. Rings. Airmen 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.
 - c. Necklaces. Will not be visible at any time. If worn, it will be concealed under a collar or undershirt.

- d. 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) (which is defined as plain, not drawing attention or faddish) 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; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.
- e. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.
- f. 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. You are now allowed to have more than 25% of their body covered in tattoos
 - You're allowed a single ring tattoo on one hand (no more than 3/8" in width, below the knuckle and above the finger joint)
 - There are no restrictions as to the size of your tattoo
 - You can now have half or full sleeve tattoos
 - Feet tattoos are now allowed
 - You CANNOT have any tattoos on your face, neck, head, lips, or eyelids
- g. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). **Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.**

NOTE: Getting a new piercing in an unauthorized body part (i.e., ear cartilage, lips, nose, etc.) that will require healing time, WILL NOT make it authorized to be worn in uniform, EVEN IF IT IS ALLOWED BY THE SCHOOL DRESS CODE. These items will have to be removed or the uniform will have to be taken off and the cadet will be given a zero for uniform wear.

- h. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).
 - i. Headphones/Earbuds. 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.
4. Specific Female Cadet Grooming Guidelines:
- a. 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/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding

from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the Airman 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/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

- b. Hair color. 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.**
- c. Hair accessories. If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- d. 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. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- e. All locs braids/twists, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, 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.
- f. Unauthorized: Mohawk, mullet, or etched design.

Authorized Women's Hair Styles

Hair in a bun is allowed, so long as it is only one bun as well as no wider than the width of the head. All loose ends must also get tucked in and secured.



The graphic features a dark blue background with a subtle grid pattern. At the top center is the Air Force Women's logo, a stylized eagle with wings spread. Below the logo, the title "FEMALE GROOMING STANDARDS" is written in large, bold, white capital letters. Underneath the title, a subtitle in smaller, yellow capital letters reads: "UP TO 2 BRAIDS, SINGLE PONYTAIL, BANGS CAN NOW TOUCH EYEBROWS". Below the text is a row of seven women from the back, each wearing a different uniform and showcasing a different authorized hair style: a woman in a light blue uniform with a long, dark, curly ponytail; a woman in a green uniform with a long, light brown ponytail; a woman in a blue uniform with two dark braids; a woman in a dark blue uniform with a single dark braid; a woman in a white uniform with a long, dark braid; a woman in a white uniform with a long, light blonde ponytail; and a woman in a camouflage uniform with a single dark braid. At the bottom of the graphic, a dark blue box contains white text detailing the grooming standards.

FEMALE GROOMING STANDARDS
UP TO 2 BRAIDS, SINGLE PONYTAIL, BANGS CAN NOW TOUCH EYEBROWS

AIR FORCE WOMEN ARE ABLE TO WEAR THEIR HAIR IN UP TO TWO BRAIDS OR A SINGLE PONYTAIL WITH BULK NOT EXCEEDING THE WIDTH OF THE HEAD AND LENGTH NOT EXTENDING BELOW A HORIZONTAL LINE RUNNING BETWEEN THE TOP OF EACH SLEEVE INSEAM AT THE UNDER ARM THROUGH THE SHOULDER BLADES. ADDITIONALLY, WOMEN'S BANGS MAY NOW TOUCH THEIR EYEBROWS, BUT NOT COVER THEIR EYES.

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



Braids



Twists



Locs

Unauthorized Female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Unauthorized Women's Hair Styles: Mohawk, mullet or etched design.

- f. **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- g. **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. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.
- h. **Earrings.** Female cadets may wear small (not exceeding 6mm in diameter) conservative (moderate, not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. **Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through.
- i. **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. Male Cadets are not authorized to wear cosmetics.**
- j. **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** (includes 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.

5. Specific Male Cadet Grooming Guidelines:

- a. Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.
- b. Men's Hair will have a 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 touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched 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 hair extensions.
- c. 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.
- d. 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.
- e. 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 are 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.
- f. Fingernails. Male cadets are not authorized to wear nail polish.
- g. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings. When not wearing earrings, male cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.
- i. Cosmetics. Male Cadets are not authorized to wear cosmetics.
- j. Undergarments (Mandatory). Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear a plain white undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Male Hair Grooming Standards.



Sideburns



Mustache

6. Cadet Grade and Rank:
 - a. The only difference between your cadet uniform and the one worn by active-duty Air Force personnel is the insignia. Cadets are divided into three categories: airman, non-commissioned officer, and officer. This three-way division is also true among active-duty personnel.
 - b. Airman grades include airman basic, airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.
 - c. The noncommissioned officer (NCO) grades start with the staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
 - d. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.
7. Uniform Standard Exceptions—Because Springfield Central High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.
 - a. Hat Area—Springfield Central High School has been designated a “No Hat, No Salute” campus. Hats are not required while in uniform on campus. Hats will be worn with the uniform during **off campus** events.
 - b. Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may wear their lightweight jacket while in classrooms, but it will be removed for uniform inspections.

CHAPTER 9 – MA-011 AFJROTC UNIFORM COMBINATIONS (OPTIONS)

- Option 1: Operational Camouflage Pattern (OCPs)
- Option 2: Class B's (Short Sleeve Blue Shirt - with or without tie or tab)
- Option 3: Class A's (Service Dress Coat)
- Option 4: Semi-Formal Dress uniform

Note: The lightweight jacket may always be worn with Option 2.

UNIFORM OPTION 1 – OCCUPATIONAL CAMOUFLAGE PATTERN (OCP)

CADET OCP Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan or Coyote Brown color.
2. The American Flag patch (mandatory) and will be full color (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) full color. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

UNIFORM OPTION 2 – CADET MALE BLUE SHIRT

NAME TAG:	Required-Grounded and centered over wearer's right pocket.
RIBBONS:	Optional (unless otherwise directed)-Grounded and centered over wearer's left pocket.
RANK (Enlisted):	Worn on both left/right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
RANK (Officer):	Worn on both epaulets. Place as close as possible to the shoulder seam.
BADGES (Right):	Awareness Presentation Team (APT) Badge (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge—first badge placed ½ inch above name tag and centered horizontally; additional badges placed ½ above previous badge
BADGES (Left):	Model Rocketry Badge – centered top to bottom and side to side on left pocket; Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ above previous badge.
TIE:	Tied in an appropriate knot and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
BELT/GIG LINE:	The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
SHIRT:	Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).
PANTS:	Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten the left back pocket button.
SHOES:	Issued black oxford shoes, shined to a high gloss. Patent Leather shoes may only be worn by upperclassmen.
SOCKS:	Plain, black, above the calf.
T-SHIRT:	Plain, white, V-neck or tank style.



Option 1 (without tie)



Option 2 (with tie)

UNIFORM OPTION 2 – CADET FEMALE BLUE SHIRT

NAME TAG:	Required-Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.
RIBBONS:	Optional (unless otherwise directed)-Centered on the left side, aligned with/parallel to the bottom of the name tag
RANK (Enlisted):	Worn on both left and right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wears no insignia of any kind on the collar.
RANK (Officer):	Worn on both epaulets. Place as close as possible to the shoulder seam.
BADGES (Right):	Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge – First badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge
BADGES (Left):	Model Rocketry Badge, Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) - First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.
TIE TAB:	The tie tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.
BELT/GIG LINE:	The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
SHIRT:	Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).
PANTS:	Clean, pressed, free of lint/dirt and altered to appropriate length.
SHOES:	Issued black oxford shoes, shined to a high gloss. Patent Leather shoes may only be worn by upperclassmen.
SOCKS:	Plain, black, above the calf.
T-SHIRT:	Plain, white, V-neck or tank style.



Option 1 (without tab)



Option 2 (with tab)

UNIFORM OPTION 3 – CADET MALE SERVICE DRESS

RANK (Officer and Enlisted):	Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground, Cadet Airman Basic wear no insignia of any kind on the lapel. NOTE: Rank is required to be worn on both the shirt and, on the coat, while in option 3.
NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.
BADGES (Right):	Awareness Presentation Team (APT) Badge – Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge (not pictured) – first badge placed $\frac{1}{2}$ inch above name tag and centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge
BADGES (Left):	Model Rocketry Badge (pictured) – Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Aeronautic (AMA) Wings (not pictured) – worn 1 inch below pocket, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed $\frac{1}{2}$ inch above ribbons and centered horizontally, additional badges placed $\frac{1}{2}$ inch above previous badge
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
TIE:	Tied in an appropriate knot and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
BELT/GIG LINE:	Same as Option 2.
SHIRT:	Same as Option 2.
PANTS:	Same as Option 2.
SHOES:	Same as Option 2.
SOCKS:	Same as Option 2.
T-SHIRT:	Same as Option 2.



Option 3 (Male)

UNIFORM OPTION 3 – CADET FEMALE SERVICE DRESS

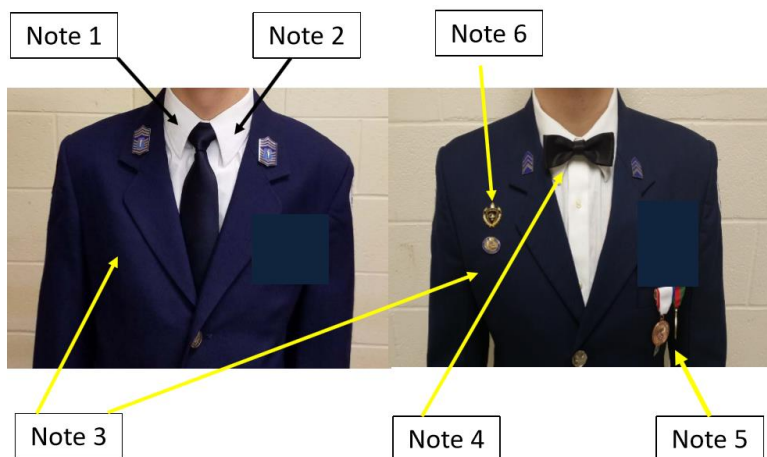
RANK (Officer and Enlisted):	Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground, Cadet Airman Basic wear no insignia of any kind on the lapel. NOTE: Rank is required to be worn on both the shirt and, on the coat, while in option 3.
NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.
BADGES (Right):	Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge.
BADGES (Left):	Model Rocketry Badge (pictured), Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
TIE TAB:	The tie tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.
BELT/GIG LINE:	Same as Option 2.
SHIRT:	Same as Option 2.
PANTS:	Same as Option 2.
SHOES:	Same as Option 2.
SOCKS:	Same as Option 2.
T-SHIRT:	Same as Option 2.



Option 3 (Female)

UNIFORM OPTION 4 – SEMI-FORMAL DRESS UNIFORM

1. The blue or white long-sleeve shirt will be plain, knit, or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted cadets 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. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
5. Large medals may be worn on the Service Dress coat only, ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn.
6. 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.
7. Headgear is not worn with the semi-formal dress uniform.



Option 4

CADET LIGHTWEIGHT BLUE JACKET

The lightweight blue jacket may be worn with uniform Option 1 or Option 2. The lightweight jacket is considered an outer garment and therefore will be taken off while indoors. However, as stated in Paragraph 5, due to the varying temperatures in school lightweight jackets may be worn inside at Springfield Central High School; however, they will be removed for uniform inspections.

While worn, the lightweight jacket must be zipped at least $\frac{1}{2}$ way up. It can be zipped up further and even to the top but must be at least $\frac{1}{2}$ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm, they should take the jacket off.

RANK: Worn on both the right and left collar, centered from left to right, edge of rank is parallel with the outer edge of the collar, and 1 inch from the bottom of the collar

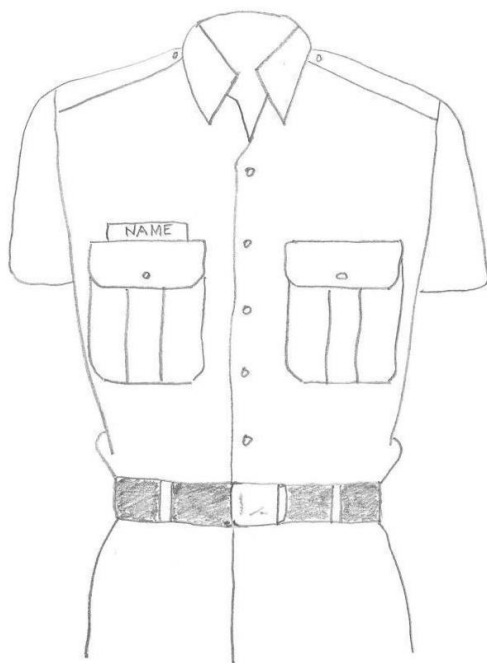


Lightweight Blue Jacket

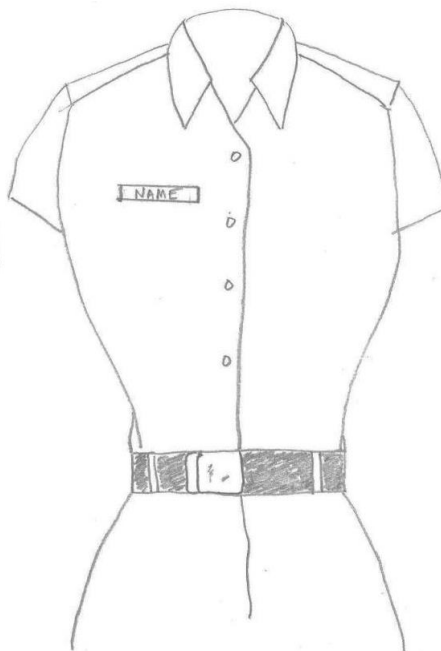
“GIG” LINE

(Line formed by shirt, belt buckle and zipper flap)

Male Gig Line

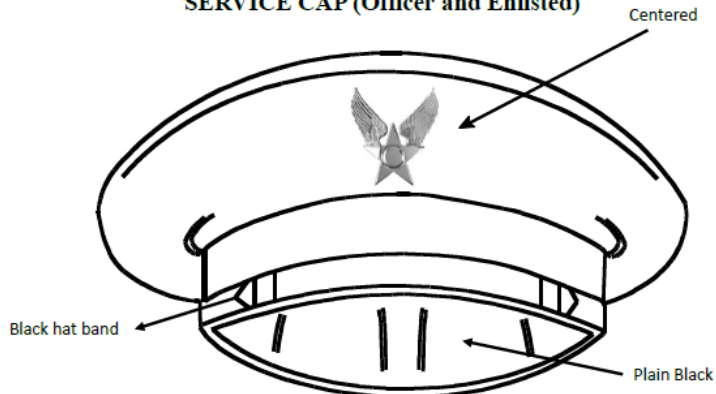


Female Gig Line



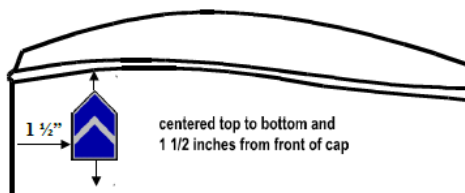
CADET HEADGEAR

SERVICE CAP (Officer and Enlisted)



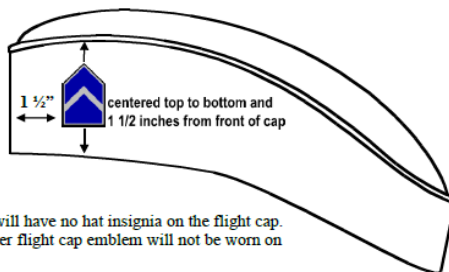
Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



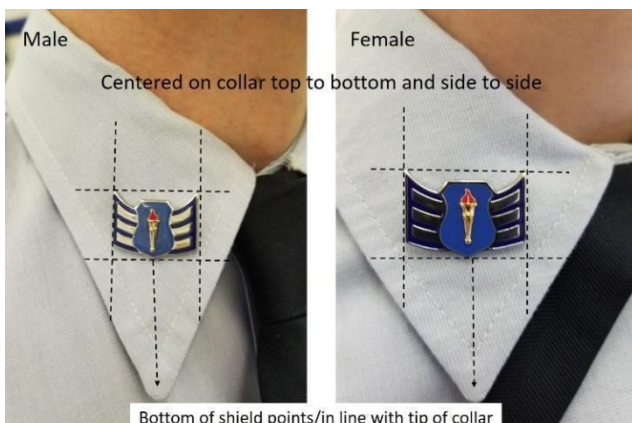
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

FLIGHT CAP* (Officer and Enlisted)



- 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.

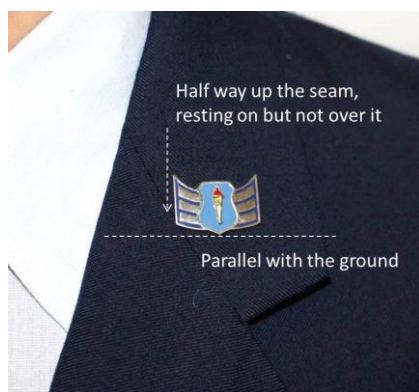
RANK PLACEMENT



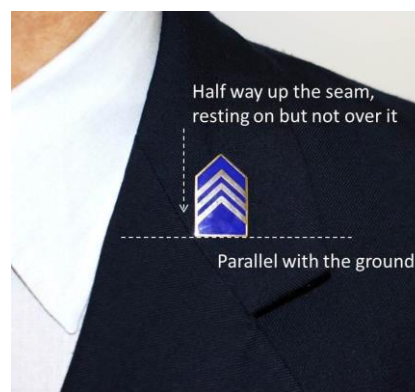
Enlisted Rank Placement on Blue Shirt



Rank Placement on Lightweight Jacket (officer and enlisted)



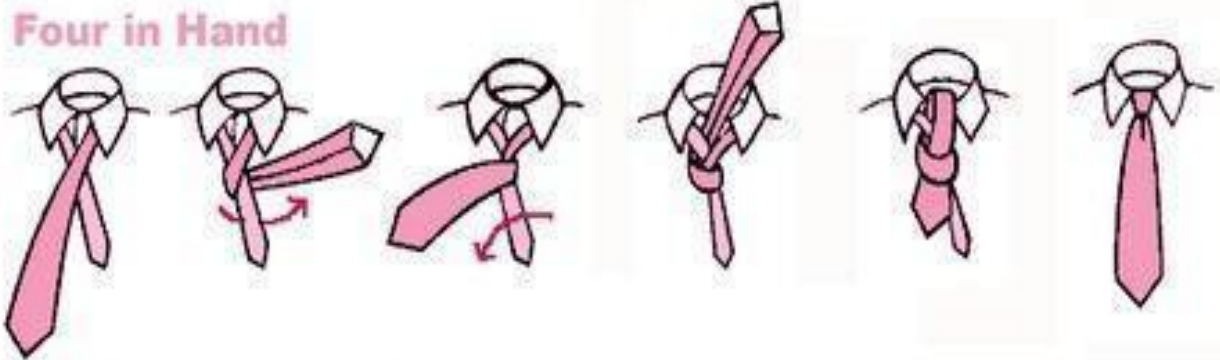
Enlisted Rank Placement on Service Coat



Officer Rank Placement on Service Coat

HOW TO TIE A TIE

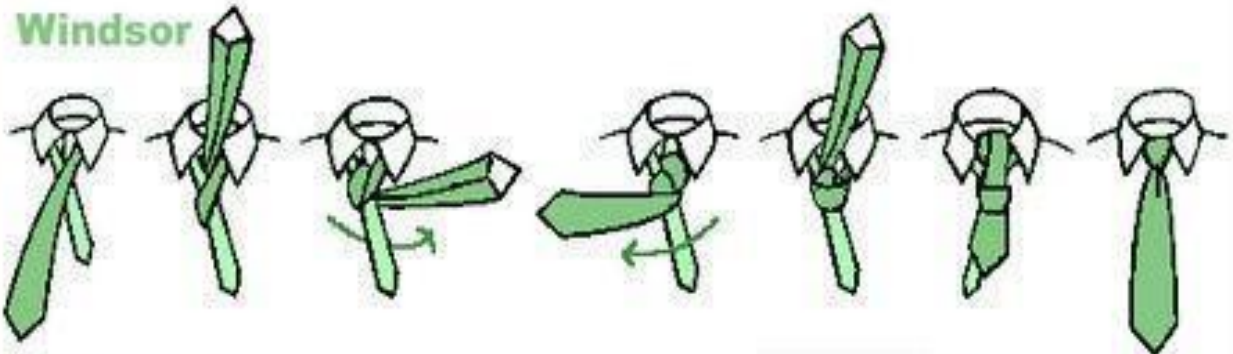
Four in Hand



Half Windsor



Windsor



Shell Knot



Chapter 8 & 9 Study Guide

1. What are sometimes wearing of the AFJROTC uniform inappropriate?

Student demonstrations, for crowd control, political events, or for any other inappropriate activity.

2. What should cadets do if their uniform does not fit properly?

Contact their instructor and bring the uniform in immediately for alterations or replacement.

3. When should ribbons be replaced?

When they become dirty, worn, frayed, or faded

4. Are cadets allowed to have things sticking out of their pocket(s) while in uniform?

Do not allow articles such as phones, pencils, pens, tissue, and combs to be visible.

5. Are hats required to be worn while in uniform at Springfield Central High School?

No. CHS is a "No Hat, No Salute" campus

6. What color is the Top-7 Leadership shoulder cord?

Metallic silver

7. What are five elements of the Air Force uniform?

Neatness, cleanliness, safety, uniformity, and military image

8. What word describes items worn while in uniform such as bracelets, earrings, and eyeglasses?

Conservative

9. How many rings may be worn while in uniform and can they be worn on the thumb(s)?

Three; yes

10. What is the maximum width of a bracelet worn while in uniform?

½ inch

11. What are the standards for earrings worn by females while in uniform?

One small round or square (white diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes.

12. Can male cadets wear earring(s) while in uniform?

No

13. When are sunglasses not allowed to be worn while in uniform?

When in military formation.

14. What are the standards for body piercing while 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 (includes visible through the uniform). Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).

15. Female hair may now touch their eyebrows but not cover their eyes.

True.

16. If a female uses pins, combs, barrettes, elastic bands, or similar items in their hair while in uniform, what are the restrictions?

They must be plain, similar in color to your hair (unless the item is black), and modest in size.

17. Can males use grooming aids in their hair while in uniform?

Yes, but it must not be visible

18. What is the maximum bulk of hair allowed on the top of a male's head in uniform?

2 ½ inches

19. Describe the rank insignia for a Cadet Captain.

A blue bar with 3 thin silver lines

20. Describe the rank insignia for a Cadet Senior Airman.

A chevron of three stripes, with a blue shield with a torch in the middle

21. Describe how enlisted rank is placed on the collar of the short sleeve blue shirt.

Centered with the outer edges grounded to the inside seam with the bottom of the shield pointed towards and in line with the tip of the collar

22. Describe how both enlisted and officer rank is placed on the lapel of the service dress coat.

Halfway up the seam with the edge resting on but not over the seam and parallel to the ground

23. Which items are mandatory when wearing the Class A's uniform (Service Dress)?

Name Tag, Rank, Ribbons, Badges, Tie/Tie Tab

CHAPTER 10 - CADET PROMOTION SYSTEM

1. Eligibility:

- a. Cadets who have demonstrated a ***potential for increased responsibility*** may be selected periodically for promotion.
- b. Promotion eligibility is based on **academic grades** and a **minimum of four uniform grades**.
- c. and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
 - (1) To be eligible for promotion to officer rank, a cadet must meet all promotion eligibility requirements and be selected for an officer staff position. (*See promotion criteria below)
 - (2) Promotion to the grade of cadet CMSgt depends on position and grade vacancies and the performance of the cadet filling the position. (*See promotion criteria below)
- d. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be the NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified cadets are available to fill the higher positions in the cadet corps.

2. Frequency of Promotions:

- a. There will be four promotion cycles each school year period.
- b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the wing commander and approval by the SASI/ASI.

CADET AMN and NCO PROMOTION PROCEDURES

- a. Enlisted promotions from Cadet Airman through Cadet Technical Sergeant will be earned using Aerospace Science report card grades which result in promotion points. These points will be cumulative while a cadet remains in AFJROTC with points added to his/her promotion point total after each marking period.
- b. Each marking period, a cadet's report card grade in AFJROTC will earn points as shown:

"A"	=	4 promotion points
"B"	=	3 promotion points
"C"	=	2 promotion points
"D"	=	1 promotion point
"F"	=	0 promotion points
- c. Promotion points will be used to determine promotions up to the rank of Cadet Technical Sergeant as shown:

<u>Cadet Rank</u>	<u>Total Points Needed for Promotion</u>
C/AB	0
C/Amn	2 (i.e. 1 st Marking Period)
C/A1C	5 (i.e. 2 nd Marking Period)
C/SrA	9 (i.e. 3 rd Marking Period)
C/SSgt	13 (i.e. 4 th Marking Period)
C/TSgt	17 (i.e. 5 th Marking Period)
C/MSgt and C/SMSgt	WEPS Test (see Below)
Officer rank	WEPS Test (see below) and Interview

Promotion to Cadet Master Sergeant and Cadet Senior Master Sergeant and Officers will be based on the Weighted Enlisted Promotion System (WEPS) test. The following is required:

- a. Sign-up for scheduled WEPS test when announced.
- b. Enlisted cadets must score 80% or higher. Officer candidates must score 90% or higher.

- c. The WEPS test will consist of general knowledge JROTC questions from AS-I lessons. Results will be posted and or given on request by an instructor.
- 3. Cadet grades are not to be confused with, or used interchangeably with, USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only cadet Colonels and cadet Master Sergeants, etc.

Chapter 10 Study Guide

1. What are the c/Amn to c/TSgt promotion procedures based on?

Academic grades / Promotion Points

2. What are the total points needed to be promoted to SrA?

9

3. How does academic eligibility affect JROTC promotions?

Cadets will not be promoted if they are academically ineligible. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.

CHAPTER 11 – CADET AWARDS AND DECORATIONS

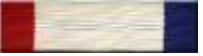
1. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this handbook. Only Awards and Decorations approved by Holm Center/JR and listed in the AFJROTC Operational Supplement may be worn.



HUMANITARIAN AWARDS

AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
1.Air Force JROTC Valor Award (Gold) (All Cadets)	Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.*	Medal, Ribbon, Citation 
2.Air Force JROTC Valor Award (Silver) (All Cadets)	Voluntary act of heroism that does not involve risk of life. For each additional award earned an additional small silver star will be awarded. *	Medal, Ribbon, Citation 
56.Cadet Humanitarian Award (All Cadets)	Humanitarian act above and beyond the call of duty. Not to be used to recognize community service. For each additional award earned an additional small silver star will be awarded. *	Ribbon, Certificate 
99.Silver Star Community Service with Excellence Award (All Cadets)	A unit can earn the Silver Star Award if it is in the top 5% of all AFJROTC units who have the highest "per cadet average" of community service hours from 11 April to 10 April the following year. For each additional award earned an additional small silver star will be awarded. *	Ribbon 
59.Community Service with Excellence Award (All Cadets)	Intended to recognize those individual cadets who provide significant leadership of a major unit community service project that greatly benefits the local community. **	Ribbon, Certificate 

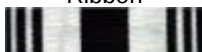
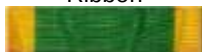
NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
4.Air Force Association Award (AS-III)	Excel in a position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon.	Medal, Ribbon, Certificate 
5.Daedalian Award (AS-III)	Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class.	Medal, Ribbon, Certificate 
8.Daughters of the American Revolution (DAR) Award (AS-IV)	Rank in the top 25% of their AFJROTC class. Rank in the top 25% of their high school class. Demonstrate qualities of dependability and good character. Demonstrate adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.	Medal, Ribbon, Certificate 
6.American Legion Scholastic Award (AS-III or IV)	Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.	Medal, Ribbon, Certificate 
7.American Legion General Military Excellence Award (AS-III or IV)	Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate 
10.Reserve Officers Association Award (AS-IV)	Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.	Medal, Ribbon, Certificate 

12. Military Officers Association Award (AS-III)	Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school, and country. Demonstrate exceptional military leadership potential.	Medal, Ribbon, Certificate 
13. Veterans of Foreign Wars Award (AS-III or IV)	Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in student activities. Not have previously received this award.	Medal, Ribbon, Certificate 
79. National Society United States Daughters 1812 Award (All Cadets)	Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.	Medal, Ribbon, Certificate 
14. National Sojourners Award (AS-II or III)	This award is presented annually recognizing an outstanding cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must: Be in the top 25% of their academic class, encourage and demonstrate ideals of Americanism, and demonstrate potential for outstanding leadership.	Medal, Ribbon, Certificate 
16. Scottish Rite, Southern Jurisdiction Award (AS-III)	Contribute the most to encourage Americanism by participation in LDR activities or community projects. Demonstrate academic excellence by being in the top 25% of class. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship, and patriotism.	Medal, Ribbon, Certificate 
17. Military Order of the Purple Heart Award (AS-I, II, III)	Show a positive attitude towards the country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects.	Medal, Ribbon, Certificate 
15. Sons of the American Revolution (SAR) Award (AS-III)	Must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies. Be in the top 10% of their AFJROTC class. Be in the top 25% of their overall class.	Medal, Ribbon, Certificate 
11. Military Order of World Wars Award (AS-I, II, III)	Excel in all academics and military training. Actively participate in AFJROTC co-curricular activities. Want to continue in AFJROTC.	Medal, Ribbon, Certificate 
9. American Veterans Award (All Cadets)	Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.	Medal, Ribbon, Certificate 
18. Air Force Sergeants Association Award (AS-III or IV)	Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.	Medal, Ribbon, Certificate 
75. Tuskegee Airmen Inc. AFJROTC Award (AS-I, II, III) 2 cadets	Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service projects.	Ribbon, Certificate 
62. The Retired Enlisted Association Award (All Cadets - Enlisted only)	For exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.	Medal, Ribbon, Certificate 
61. Celebrate Freedom Foundation Award (All Cadets)	Cadet must have a positive attitude, outstanding personal appearance, initiative, judgment, and self-confidence, courteous demeanor, growth potential and highest personal and ethical standards.	Ribbon, Certificate 

28.Air Commando Association (ACA) Medal (All Cadets)	Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.	Ribbon, Certificate 
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LOCAL AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
98.Distinguished Unit with Merit Award (All Cadets)	The criteria for the DUA with Merit is the same as the DUA (see below) and is earned if the unit is designated as an "Exceeds Standards" unit during the HQ AFJROTC External Assessment (every 3 years.) *	Ribbon 
54.Distinguished Unit Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. AFJROTC Operations Support will post criteria for this award annually. *	Ribbon 
24.Outstanding Organization Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. AFJROTC Operations Support will post criteria for this award annually. *	Ribbon 
27.Outstanding Flight Ribbon (All Cadets)	Selected by the SASI and ASI based on uniform wear, performance, academic average, PT participation and effort, and overall attitude.**	Ribbon 
63.Top Performer Award (2% of Cadets)	SASI nominates to Regional Director prior to Evaluation or Staff Assistance Visit (SAV) (SASI may also select recipients on out of cycle evaluation years). Leadership and job performance in primary duty. Nominees must also be in good academic standing in all high school course work.	Certificate, Ribbon 
20.Outstanding Cadet Ribbon (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.**	Ribbon 
21.Leadership Ribbon (All Cadets: end of MP4)	Awarded to a cadet who consistently excels in a leadership position(s). Awarded once per school year.	Ribbon 
23.Superior Performance Ribbon (All Cadets: end of each MP)	Awarded to a cadet who has won Cadet of the Marking Period.**	Ribbon 
22.Achievement Ribbon (All Cadets: end of each MP)	Awarded to a cadet who has been nominated for Cadet of the Marking Period.**	Ribbon 
26.Academic Ribbon (All Cadets: end of MP4)	Achieve overall "80" grade point average with "90" in JROTC for the year.**	Ribbon 
28.Cadet Leadership Course (CLC) Ribbon (AS-1 at completion of event)	Awarded for successful completion of a CLC. This ribbon is awarded to a first year cadet only.	Ribbon 

77.Special Teams Placement Ribbon (All Cadets: end of MP4)	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 Bowl Teams, etc.	Ribbon 
102.All-Service National Competition Ribbon (All Cadets: end of MP4)	Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Saber Teams, Academic Bowl Teams, etc.	Medal, Ribbon 
103.Air Force Nationals Competition Ribbon (All Cadets)	Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, etc.	Medal, Ribbon 
66.Orienteering Ribbon (All Cadets: end of event during MP)	Awarded to team members who participate in an orienteering meet or successfully complete a competition.	Ribbon 
31.Leadership Development Requirement (LDR) Leadership Ribbon (All Cadets: end of event during MP)	Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to drill team commander, color guard team commander, Saber Team Commander, etc.).**	Ribbon 
32.Drill Team Ribbon (All Cadets: end of MP4)	Participate on the team for the entire drill season and compete in at least three drill meets.**	Ribbon 
33.Color Guard Ribbon (All Cadets: end of event during MP)	Participate in at least five city color guard events. To keep the cord you must attend two events each year.**	Ribbon 
34.Sabre Team Ribbon (All Cadets: end of event during MP)	Participate in at least three saber team events.**	Ribbon 
64.Marksmanship Ribbon (All Cadets)	SASI will award the Marksmanship Ribbon to the cadets that participate in a Marksmanship Program. (NOTE: The MA-011 does not currently have a marksmanship program.)**	Ribbon 
105.JLAB Ribbon (All Cadets)	Cadets must be a member of the JLAB team. 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.	Ribbon 
106.Cyber Patriot Ribbon (All Cadets)	Cadets must be a member of the Cyber Patriot team. 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. (This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)	Ribbon 
107.StellarXplorers Ribbon (All Cadets)	Cadets must be a member of the StellarXplorers team. 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. (This ribbon replaces the	Ribbon 

	StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)	
108.Raiders Team Ribbon (All Cadets: end of MP4)	Cadets must be a member of the Raiders Team. Must attend one event.	Ribbon 
109.Military Model Building Ribbon (All Cadets)	Cadets must be a member of the Military Model Building Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.	Ribbon 
110.Unmanned Aircraft Systems (UAS) Ribbon (All Cadets)	Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.	Ribbon 
111.Robotics Ribbon (All Cadets)	Cadets must be a member of the Robotics club/team. 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.	Ribbon 
41.Good Conduct Ribbon (All Cadets: end of MP4)	Cadets must not have any disciplinary actions for an entire school year to be eligible to qualify for this award. Must be recommended by the AS-IV.**	Ribbon 
35.Service Ribbon (All Cadets: end of each MP)	Awarded once a year when cadets have earned 15 hours of school, community, or AFJROTC service projects.**	Ribbon 
37.Health and Wellness Ribbon (All Cadets: end of MP1 & MP4)	Awarded for successfully completing the Presidential Fitness Test. The bronze star will be awarded to any cadet scoring 75-84, silver star for 85-95, and gold star for 96-100 on the Presidential Fitness Assessment.*	Ribbon 
38.Recruiting Ribbon (All Cadets: end of MP2 & MP4)	Awarded for outstanding effort in support of unit recruiting activities. Cadets must recruit one new member to JROTC and that new member must be remain in JROTC for at least one semester.**	Ribbon 
39.Activities Ribbon (All Cadets: end of each MP)	Awarded for participation in Leadership Development Requirement (LDR) activities other than Color Guard, Drill Team, and Special Teams Competition ribbons (i.e., orienteering team, bowling team, academic bowl team, raiders team, saber team, Military Ball Coordinator). Cadets must participate in 3 LDR activities to earn this ribbon. An oak leaf cluster is earned for each year of membership beginning with the second year.**	Ribbon 

40.Attendance Ribbon (All Cadets: end of MP4)	Awarded to cadets who have no more than 4 absences in AFJROTC for the entire year.**	Ribbon 
42.Dress and Appearance Ribbon (All Cadets: end of MP2 & MP4)	Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.**	Ribbon 
36.Longevity Ribbon (All Cadets: end of MP4)	Successfully complete AFJROTC course requirements for the entire year.**	Ribbon 
100.Bataan Memorial Death March Ribbon (All Cadets: end of event during MP)	To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike.**	Ribbon 
101.Patriotic Flag Ribbon (All Cadets: end of each MP)	Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising/lowering ceremonies (10 events), flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations.**	Ribbon 
104.COVID-19 Ribbon (All Cadets)	Awarded to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2022.**	Ribbon 

* For each additional award earned an additional small silver star will be awarded.

** 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.

- Ribbon Devices. Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaf's come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the ribbon descriptions section previously. All oak leaf devices on ribbons must be displayed at the same angle with the stem pointing to the viewers left (see below picture). Devices are easily lost from ribbons, especially by taking off/putting on backpacks. If you lose a ribbon device, see your flight logistics specialist or an instructor for replacement.



- Ribbons will not be worn with medals.** Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence. Medals are authorized to be worn at the MA-011th Annual Awards Banquet any other event designated by the SASI.
- AFJROTC cadets are not authorized to wear ribbons earned while enrolled in the United States Army, United States Navy, or United States Marine Corps JROTC.** Cadets will be given equivalent

AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard JROTC ribbons/medals the cadet earned while serving in the sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

5. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons, or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.
6. Badges / Academic Cord:

1. GENERAL. The Kitty Hawk Air Society (KHAS) is a national AFJROTC academic honor society that recognizes academic and military achievement by cadets, provides additional leadership/educational opportunities, and encourages excellence.

2. REQUIREMENTS.

A. To qualify for the **Black Shoulder Cord** and **Kitty Hawk Badge** one must attain academic excellence in AFJROTC and in overall academic studies, exhibit good character traits, and be willing to accept responsibility. Specific requirements are as follows:

(1) To earn the **Black Shoulder Cord**, achieve a **90 average in AFJROTC** and an **overall average of 80 for all other classes with no failing grade in any class** for one marking period.

(2) Cadets must have **no in school or out of school suspensions** during a marking period.

B. To earn the **Kitty Hawk Badge**, cadets must continue to meet the requirements in paragraph 2A(1-2) for two consecutive marking periods.

(1) Members who fail to maintain these academic standards during a marking period will turn in their Academic Cord and Kitty Hawk Badge.

(2) When a new marking period begins, the cadet will have a chance to earn the academic cord and Kitty Hawk badge again by meeting the standards previously mentioned.



To earn the Aerospace Education Foundation (AEF) Academic Cadet Badge—cadets must attain a **minimum 3.3 grade point average (GPA) with no grade below a "C"** while maintaining the above criteria for three consecutive marking periods.



Awareness Presentation Team Badge (APT) — APT's key goal is to recruit middle schoolers to join JROTC as they enter high school. Additionally, they bring awareness to current issues relating to our students. **Note:** Only one badge per cadet during their AFJROTC career.



Model Rocketry Badge—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a rocket. Normally part of the MA-011 AS rotating curriculum.



7. Cadet of the Quarter Recognition Program. Each quarter, cadets will compete for the Cadet of the Quarter. Each AS-IV will fill out a nomination form found at attachment 5. All nominees will be given an Achievement Ribbon (#22). Winners will be given the Superior Performer Ribbon (#23), and Step-Promoted to the next higher rank (AS-I & AS-II only).

Chapter 11 Study Guide

1. Including national-level awards, how many TOTAL ribbons are there for AFJROTC cadets?

63

2. Does a cadet wear two of the same ribbon if they receive it twice?

No; they earn an oak leaf cluster

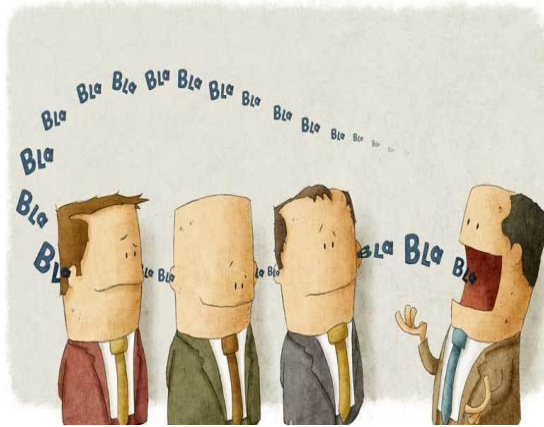
3. On what uniform may medals be worn and when?

Service dress uniform for formal and semi-formal occasions of a limited nature (dining ins/outs, military ball, awards ceremonies, picture days, or other formal events as specified by the SASI.)

4. Are AFJROTC cadets authorized to wear ribbons earned as a member of a different service (Army, Navy, Marine Corps) JROTC unit?

No. However, equivalent AFJROTC ribbons may be awarded by the SASI.

CHAPTER 12 - CORPS COMMUNICATIONS



1. Classroom Announcements—It is the responsibility of the AS-IV or flight commander to read to their flight the announcements from the weekly slides. If a cadet is briefed by the flight commander that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. If the flight commander fails to read the announcement, the cadet involved is still responsible for that event.
2. Cadets desiring to post a notice on the weekly slides must submit it to the Mission Support Group Commander or an Instructor. All notices must be TYPED in final format prior to submission and must be submitted a minimum of two days prior to the date the notice concerns.
3. Flight Binder—Each AS-IV is responsible for maintaining their flight binder EVERY class.
4. Continuity Books—Each member of the Top-7 is responsible for updating their respective continuity book.

Chapter 12 Study Guide

1. What are the rules for placing things on the weekly announcements?

All announcements must be typed and submitted to the Mission Support Group Commander or an Instructor with a minimum of two days prior to the date the notice concerns.

2. What should a cadet do if they sign up for a JROTC event and later find out they cannot attend?

Mark their name off of the list and notify their flight commander/instructor immediately

3. Is it ever “ok” for a cadet to say, “I didn’t know” about something posted on the weekly slides?

No. Things on the weekly slides are covered by the flight commander every day and it is each cadet’s responsibility to read and know the information posted on the weekly slides.

CHAPTER 13 - COMMUNITY SERVICE

1. Community service hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. These include: flagging of the graves, food drives, community parades, color guard details for the community, etc. Services conducted solely for or in support of AFJROTC activities are strictly considered as Leadership Development Requirements (LDRs) and are not considered as community service.
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in...these ideas should be routed through the flight commanders up the chain of command.
 - b. When signing up for a community service event, cadets will be required to provide a phone number. Many community service events take place during the evenings and weekends, and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign-up list so that volunteers may communicate with them or ask any questions. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event) they must notify the project officer and mark their name off the sign-up list. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
 - c. Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, cadets who are academically **ineligible must have instructor approval before signing up.**
 - d. Failure to Show. Cadets must understand the personal responsibility that goes along with volunteering for community service projects. Do not sign up for a project unless you are absolutely certain you can attend. Cadets are allowed to copy down project details or take pictures with their phones so they can verify their availability before signing up. If a cadet fails to show up for a community service event, they may be subject to disciplinary action and may suffer consequences such as demotion and not being allowed to participate in future events.
 - e. Credit for Community Service Time. Project officers are responsible for recording attendance, time served, and passing the information to the Personnel Officer to update the event in WINGS.



Chapter 13 Study Guide

1. Are community service events limited to only certain cadets?

No. All cadets are encouraged to get involved in corps community service projects

2. Can cadets who are academically ineligible sign up for community service projects?

Only with instructor approval

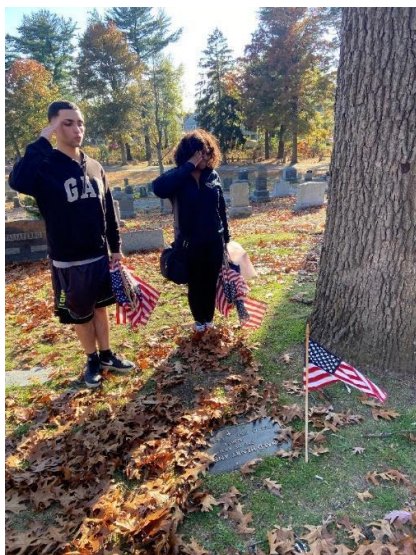
3. What may happen if a cadet signs up for a community service project and does not show up?

They may be subject to disciplinary action and may suffer consequences such as demotion and not being allowed to participate in future events

4. Who is responsible for recording attendance, time served, and passing the information to the Personnel Officer?

Project

Officer



CHAPTER 14 - LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) & CURRICULUM IN ACTION (CIA) TRIPS

1. The Springfield Central AFJROTC participates in a variety of LDR activities. Parades, drill meets, the annual Military Ball, and awards ceremony are just some of the yearly activities. Following are some of the clubs and varied activities.
 - a. Drill Team - a special marching unit which performs regulation and exhibition armed/unarmed drill
 - b. Color Guard - a special marching unit which performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
 - c. Saber Team - a special marching unit which performs regulation and exhibition drill using military sabers; The Saber Team also performs at the homecoming game, military ball, dining out and other special functions.
 - d. Fitness Team (Spartans) - a physically fit group of cadets who train and compete in PT at drill meets and the Mayor's Cup.
 - e. Awareness Presentation Team (APT) - a hand-selected group of cadets who visit local middle and elementary schools to inform them about high school JROTC
 - f. Rocket Club – a group of cadets who meet to learn about, build and launch model rockets.
 - g. Joint Leadership Academic Bowl (JLAB) – a group of cadets who volunteer for and prepare to compete in the annual JLAB competition.
2. (Curriculum-in-Action (CIA) Trips)—An attempt will be made to provide at least one CIA trip for every Springfield Central AFJROTC cadet each year. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. Each cadet **must** have a parental permission form on file prior to departure on any CIA or other sponsored trip.



Chapter 14 Study Guide

1. What does the abbreviation LDR stand for?

Leadership Development Requirement

2. Why does AFJROTC take field trips?

To enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries

3. Are the drill team and color guard LDR activities?

Yes



CHAPTER 15 - CADET WELLNESS PROGRAM

1. The Cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. While the CHWP is optional for cadets to participate in, parents **must** indicate that they do not wish for their child to participate on the permission form. Cadets are graded for their participation in the wellness program based on “dressing out,” participation, and effort...no grades are given for the number of repetitions or times of runs. This program is also used to build teamwork and esprit de corps within the unit.

2. The CHWP at Springfield Central High School will consist of three main areas of study/practice:

- a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
- b. Team Sports – will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie.
- c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress. Percentile charts for each assessment area can be found Attachment 10.



3. Fitness Assessment Exercises/ Measurements:

- a. Right Angle Push-ups

Objective - To measure upper body strength/endurance by maximum number of push-ups completed in one minute.

Testing - The cadet starts in a push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for one minute. The cadet stops on the word “stop.”

Scoring - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

- b. Curl-Ups

Objective - To measure abdominal strength/endurance by maximum number of curl-ups performed in 1 minute.

Testing - Have cadets lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in

the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for 1-minute. The cadet stops on the word “stop.”

Scoring - “Bouncing” off the floor is not permitted.

c. 1-Mile Endurance Run/Walk

Objective - To measure heart/lung endurance by fastest time to cover a one-mile distance. Due to the extreme heat in some regions, it may be necessary to do this exercise indoors or early morning hours.

Testing - On a safe, one-mile distance, cadets begin running on the count “Ready? Go!” Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible.

Scoring - Before administering this test, cadets’ health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

4. Flight PT Leader Procedures—Each flight will choose a PT Leader. This cadet will be someone other than the flight commander although the commander can assist. The flight PT Leader is responsible for ensuring the flight is aware of the planned activity for the week, accounting for those who dress out and fully participate in wellness activities, accounting for and recording repetitions and times during exercises, and recording repetitions and times in WINGS.



Chapter 15 Study Guide

1. What are grades earned by cadets in the wellness program based on?

Dressing out, participation and effort

2. What are the three components of the Cadet Health and Wellness Program?

Classroom instruction, Team Sports, and the Fitness Assessment and workouts

3. What are the measured exercises of the fitness assessment?

1-mile run, pushups, and sit-ups.

CHAPTER 16 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Textbook.

- 1. WHY CADETS DRILL.** Why has drill and ceremonies been a vital part of cadet life since the inception of JROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.



- 2. DRILL HELPS THE INDIVIDUAL.**

- You stand taller because of drill.
- You develop a sense of pride about yourself, and that pride translates into success in other areas of your life.
- You begin to appreciate attention to detail and see how small things make a big difference.
- You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
- You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
- You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.

- 3. DRILL BUILDS THE TEAM.**

- The group members learn to adapt their movements to match those of the team.
- The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
- The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
- The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.

- 4. DRILL DEVELOPS LEADERS.**

- Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
- Leaders learn the importance of issuing clear instructions to the team.
- Leaders learn that teamwork is possible only if they first motivate the group members to excel.
- Leaders learn to value their place in the chain of command. They see the chain in action at formations.
- Leaders learn about the building blocks of leadership in the Cadet Program.

- **TEACHING TIP:** A good exercise for cadets is to ask them to identify the benefits of drill and make a running list on the board. **The Right Amount of Drill** is good for cadets.

5. Types of Commands.

- a. Most commands consist of two parts. The **preparatory command** explains what the movement will be. The **command of execution** explains when the movement will be carried out.

PREPARATORY COMMAND	COMMAND OF EXECUTION
Flight,	ATTENTION
Right,	FACE
Parade,	REST
To the Rear,	MARCH
Open Ranks,	MARCH

- b. Combined Commands. In certain commands, the preparatory command and the command of execution are combined, for example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution.
- c. Supplementary commands are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time. Two examples are **CONTINUE THE MARCH** and **STAND FAST**.
- d. Informational commands have no preparatory command or command of execution, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**.
6. **The Command Voice.** The way a command is given affects the way the movement is executed. A correctly delivered command is loud and distinct enough for everyone in the element to hear. It is given in a tone, cadence, and snap that demand a willing, correct, and immediate response. A voice with the right characteristics of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.

- a. Loudness. This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.
- b. Projection. This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.
- c. Distinctness. This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.
- d. Inflection. This is the change in pitch of the voice. Pronounce the preparatory command—the command that announces the movement—with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.
- e. Snap. This is that extra quality in a command that demands immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, you must have knowledge of commands and the ability to voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

7. **Counting Cadence.** Counting cadence acquaints students with cadence rhythm. When trainees get out of step, the commander either corrects them by counting cadence or halts the element and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP.** To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.
8. **Demonstration-Performance Training Method.** When teaching someone how to perform a task (how to drill, how to use a compass, how to preflight an airplane, etc.) the demonstration-performance method can be your best training tool. One of the strengths of this training method is that you and the cadet/student get immediate feedback. You can see if the cadet knows how to perform the task and the cadet builds confidence if you're there to tell them whether they are doing it right or not. Below are the steps to use in the demo-perf method including using the "by-the-numbers" training method.
- State the name of the movement and explain its purpose.
 - Perfectly demonstrate how the movement is performed at a normal cadence, twice.
 - Also break the movement into segments, showing how it's performed, one step at a time. Mention any special rules or standards.
 - Have cadets try executing the movement on their own, and then as a group, by the numbers. Allow cadets to ask questions.

EXAMPLE: BY THE NUMBERS, Right, FACE

- On "FACE," cadets execute count one and freeze.
- Flight leaders check cadets and fix any problems.
- On, "Ready, TWO," cadets complete the facing.
- Flight leaders give feedback.
- Closely watch the cadets do the movement as a group without the numbers and at normal cadence. Give each cadet feedback. Once every cadet is ready, move on to the next topic.

NOTE: The by-the-numbers training method can only be used with 2-count commands.

9. **Dress, Cover, Interval, and Distance (DCID).**

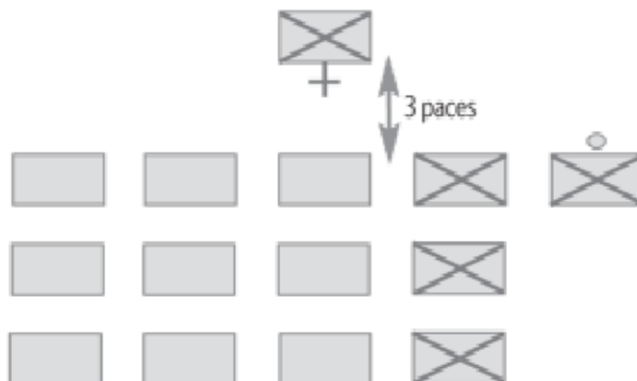
- Dress – The alignment of individuals placed side by side.
- Cover – The alignment of individuals placed one behind the other.
- Interval – The space between individuals placed side by side; normal interval is approximately an arm's length; close interval is approximately 4 inches.
- Distance – The space between individuals, approximately 40 inches, measured from the chest of the individual to the back of the individual directly in front.

10. Drill Symbols and Flight Formations.

Legend of Drill Symbols

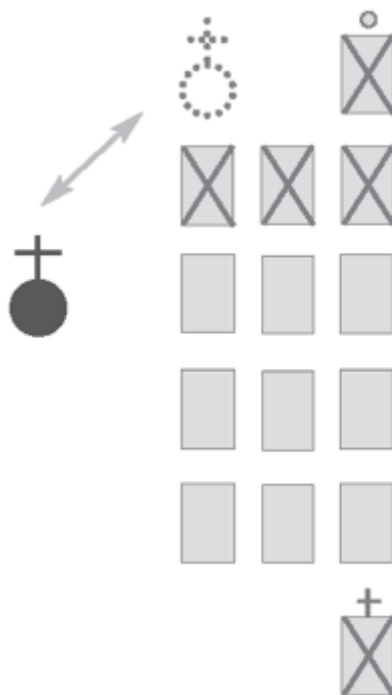
Flight in Line Formation

as it is being formed by the flight commander/sergeant
formation in which the flight “falls in”



Flight in Column Formation

formation in which the flight normally marches



If the flight is not part of a larger formation, the flight commander typically marches to the side. If part of a squadron-level formation, the flight commander may be positioned above the first file.

11. Drill Positions and movements.

NOTE: THE NEXT SECTION DESCRIBES DRILL MOVEMENTS AS PERFORMED IN THE 30-COUNT DRILL SEQUENCE. OTHER MOVEMENTS/COMMANDS ARE THEN COVERED AFTER THIS SECTION.



#1 - FALL IN.

- On FALL IN, the guide takes a position facing the flight commander such that the first element will fall in centered on and three paces from him or her. If no guide is used, the first element leader assumes the responsibilities of the guide.
- Once halted at the position of attention, the guide performs an automatic dress right dress and ready front. Once positioned, the guide does not move.
- The first element leader falls in directly to the left of the guide and executes an automatic dress right dress.
- The second, third, and fourth element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
- The remaining cadets fall into any open position and execute an automatic dress right dress. As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention.
- See also "Dress Right, DRESS" on page 51.
- Once it is formed, the flight will be squared off prior to sizing. The left flank of the formation will be squared off with extra cadets filling in from the fourth to the first element. For example, if there is one extra cadet, he or she will be positioned in the fourth element; if there are two extra cadets, one will be positioned in the third element and one will be positioned in the fourth element; and so forth. The flight sergeant will occupy the last position in the fourth element.
- To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller cadets (except the guide, element leaders, and flight sergeant) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller cadets (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

#2 - Open Ranks, MARCH.

- Is given only if the formation is in line at normal interval.
 - On the command MARCH, the third element stands fast and automatically executes dress right dress at normal interval.
 - Each succeeding element in front of the third element takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress:
 - o The third element does not take any steps and automatically executes dress right dress
 - o The second element takes one step forward
 - o The first element takes two steps forward.
- **TEACHING TIP:** take the number of steps forward based on the number of elements **behind** you.
- Once halted, the distance between ranks will be about 70 inches.
 - The flight commander proceeds and aligns the flight.

#3 - Ready, FRONT.

- Once the flight is aligned, the flight commander takes three paces past the first element, halts, faces to the left (down line) and commands Ready, FRONT.

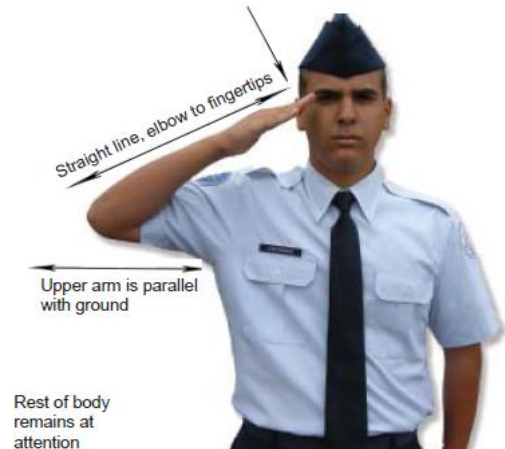
#4 - Close Ranks, MARCH.

- To close ranks when at open ranks, the command is Close Ranks, MARCH.
 - On MARCH, the first element stands fast.
 - The second element takes one step forward with coordinated arm swing and halts at the position of attention.
 - The third element takes two steps forward and halts at attention.
- **TEACHING TIP:** take the number of steps forward based on the number of elements in front of you.

#5 – Present, ARMS (Hand, SALUTE – COUNT ONE)

- On “ARMS” cadet raises the right hand smartly in the most direct manner.
- While raising hand, extend and join fingers once halfway up.
- Palm is flat and facing the body.
- Thumb is along forefingers.
- Fingers, palm, and forearm form straight line.
- As arm is raised it traces a path up the gig line.
- Upper arm horizontal, slightly forward of body and parallel to ground.
- Tip of middle finger touches the front right corner of headdress (or the outside corner of eyebrow or front right edge of glasses.)
- Palm tilted slightly toward face.
- Rest of body remains at attention.

Middle finger touches outside corner of right eyebrow, hat visor, or glasses, with palm tilted slightly toward face.



#6 – Order, ARMS (Hand, SALUTE – COUNT TWO)

- Arm comes smoothly and smartly down.
- Retrace path used to raise the arm.
- Hand is cupped as it passes the waist.
- End with entire body at attention.

- **TEACHING TIPS:** Hand salute as a command is only to be used in training situations. To actually perform a hand salute, a cadet would be in a situation in which he or she initiates or returns a salute to another person. In this situation, the cadet renders a salute and immediately returns to attention without further command. However, the command to have a cadet or formation execute a salute is **Present, ARMS**. In this situation, the cadet renders a salute and holds it (count one of Hand, SALUTE), until commanded to **Order, ARMS** (count two of Hand, SALUTE.)

#7 - Parade, REST.

- On "REST," raise left foot slightly from hip and move smartly to the left.
- Heels 12-inches apart and online.
- Legs straight, but not stiff.
- As left foot moves, bring arms, fully extended, to back of body.
- Extend & join fingers, pointing them to ground with palms facing outward.
- Right hand in palm of left, right thumb over the left, forming an "X".
- Head and eyes straight ahead.
- Silent & immobile.

- **TEACHING TIPS:** Ensure arms are fully extended, not resting above the belt. If cadets are to casually wait around, use at ease instead. When true parade rest is desired, enforce the posture, silence, and immobility rules 100%.



PARADE, REST

#8 - (Flight,) ATTENTION.

- Heels together smartly and online with feet at 45° angle.
- Legs straight, but don't lock knees.
- Body erect, chest lifted, back arched, shoulders square.
- Arms hang straight down and wrists straight with the forearms.
- Thumbs resting along index finger and seam of pants (hands cupped).
- Head and eyes straight front.
- Silent & immobile.

- **TEACHING TIPS:** Use attention judiciously. If cadets are waiting or expected to watch the instructor demonstrate something, put them at ease. When attention truly is warranted, enforce the posture, silence, and immobility rules 100%.



#9 – Left (Right,) FACE (*Description below is for Left, FACE.*)

- COUNT ONE.

- On "FACE," raise left toe and right heel slightly.
- Pivot 90° to the left on the left heel and the ball of the right foot.
- Legs straight but not stiff.
- Upper body remains at attention.

- COUNT TWO.

- Bring left foot smartly forward.
- Heels come together and online.
- Feet at 45°.
- End at attention.

- **TEACHING TIP:** Watch that cadets do not lean forward during the movement.



#10 - About, FACE.

- COUNT ONE.

- On "FACE," lift right foot from hip slightly.
- Ball of right foot in "magic spot," half a shoe length behind and slightly left of the left heel.
- Do not bend knee during above movement.
- Weight of body on ball of right foot and heel of left.
- Legs straight but not stiff.
- Upper body remains at attention.

- COUNT TWO.

- Pivot 180° to the right on ball of right foot and heel of left, twisting at hips.
- Upper body remains at attention (pin arms).
- Heels finish together and online, feet at 45°.
- End at attention.



ABOUT, FACE

- **TEACHING TIP:** The toughest part of executing an about face is locating the "magic spot" in count one. Also watch that cadets don't "whirly-bird" their arms.

#11 - Forward, MARCH.

- On MARCH, the cadets smartly step off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.
 - When stepping off and while marching, the cadet will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg.
 - The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally.
 - The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh).
- **TEACHING TIP:** Watch that cadets do not anticipate the command by leaning forward after "Forward" is called.

#12 - Right (Left) Flank, MARCH. *Description below is for Right Flank, MARCH.*

- Given as the heel of the right foot strikes the ground.
 - On the command MARCH, the cadet takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. The cadet then steps off with the right foot in the new direction of march with a full 24-inch step and coordinated arm swing. Pivot and step-off are executed in one count.
 - Hands are pinned to the legs (as at attention) during the pivot.
 - Throughout the movement, maintain proper dress, cover, interval, and distance.
- **TEACHING TIP:** Watch that the cadets do not lean forward as they perform the flank. The upper body is supposed to remain at attention, that is, perpendicular to the ground.

#13 – Left Flank, MARCH. See #12.

#14 & #15 - Column Right (Left), MARCH & Forward, MARCH. Description below is for Column Right, MARCH. Column Right is called on the right foot.

- FOURTH (FAR RIGHT) ELEMENT

- On MARCH, the element leader on the far right takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot and suspends arm swing during the pivot.
- Following the pivot, cadets step off in a 24-inch step and resume coordinated arm swing, but then beginning with the second step after the pivot, they take up the half step.
- Each succeeding member of that far right element marches to the approximate pivot point established by the person in front of him or her and executes the column as described above.

- THIRD ELEMENT

- The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes two 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on the right. Then he or she begins half stepping and establishes interval and dress.
- Each succeeding member of the third element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- SECOND ELEMENT

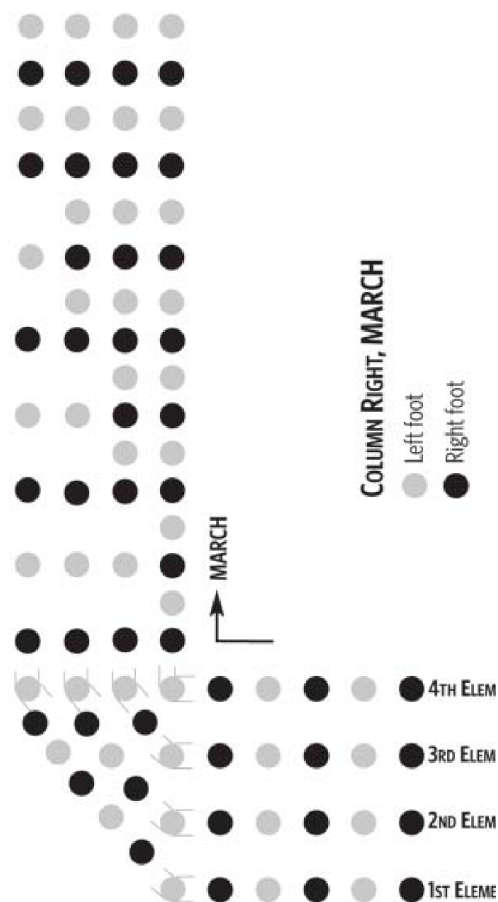
- The second element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the second element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- FIRST ELEMENT

- The first element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the first element marches to the point established by the person in front of him or her and performs the same procedures as the element leader.

- THE GUIDE

- The guide performs the pivots and steps exactly as the fourth element leader.



- Following completion of the pivots, the guide continues in a 24-inch step until he or she is ahead of the fourth element leader.
- The guide pivots 45 degrees to a position in front of the fourth element leader; then he or she pivots 45 degrees again toward the front and begins half stepping.

- **Forward, MARCH**

- Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, Forward, MARCH will be given.
- On the command MARCH, take one more 12- inch step with the right foot, then step off with a full 24-inch step with the left foot.

#16 - To the Rear, MARCH.

- Given as the heel of the right foot strikes the ground.
 - On the command MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet then pivot on the balls of both feet, turning 180° to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot.
 - While pivoting, do not force the body up or lean forward.
 - The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.
- **TEACHING TIP:** Watch that cadets do not lean forward as they turn and ensure they pin their arms -- no “whirly-twirls.”

#17 - To the Rear, MARCH. See #16.

#18 & #19 - Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#20 & #21 - Eyes, RIGHT & Ready, FRONT.

- On RIGHT, all persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right.
- On FRONT, heads and eyes are turned smartly to the front.

- **TEACHING TIPS:** This command can be executed at the halt or while marching. If marching, the preparatory command, and command of execution are called on the right foot. Likewise, Ready, FRONT is called on the left foot if on the march. When instructing new cadets, teach Eyes, RIGHT at the halt first. Check that each cadet turns his or her head 45° (cadets tend to turn only slightly or a full 90°).



Remains at attention



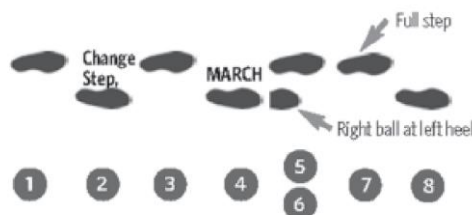
Turn head 45° to right

#22 & #23- Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#24 - Change Step, MARCH.

- The preparatory command and the command of execution are given as the right foot strikes the ground.
- On MARCH, the cadets take one more 24-inch step with the left foot.
- Then in one count, cadets place the ball of the right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.
- Cadets then step off with the left foot in a 24-inch step, resuming coordinated arm swing.
- The upper portion of the body remains at the position of attention throughout.

➤ **TEACHING TIP:** Make sure cadets do not “hop” or “skip” during the movement.

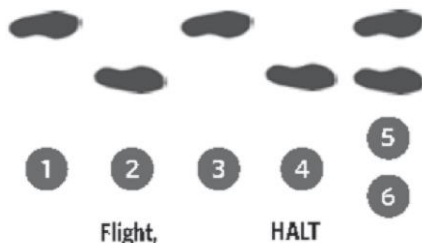


#25 & #26 - Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#27 - Flight, HALT

- Given as either foot strikes the ground.
- On the command HALT, the cadet will take one more 24-inch step.
- Next, the trailing foot will be brought smartly alongside the front foot.
- The heels will be together, online, and form a 45-degree angle.
- Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

➤ **TEACHING TIP:** When executed properly, the flight will make a single sound as it halts in unison.

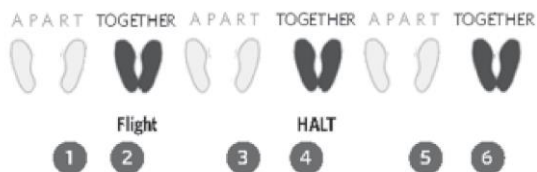


#28 – Left, FACE. See #9.

#29 & #30 - Right (Left) Step, MARCH & Flight, HALT. Description below is for Right Step, MARCH.

- Given only from a halt and for short distances.
- On MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement.
- The cadet places the right foot 12 inches, as measured from the inside of the heels to the right of the other (left) foot.
- Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention.
- This movement is continued in quick time; the upper portion of the body remains at attention and hands remain pinned (as at attention) throughout.
- **Flight, HALT** (from Left & Right Step)
 - To halt from the right step, the preparatory command and command of execution are given as the heels come together.

- On HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.
- **TEACHING TIP:** Watch that cadets don't speed up. Also watch that they march in a straight line sideways – they may tend to come forward or move backward.



ADDITIONAL DRILL COMMANDS/MOVEMENTS

FALL OUT.

- On the command FALL OUT, individuals may relax in a standing position or break ranks.
- All individuals remain in the immediate area.
- No specific method of dispersal is required.
- Moderate speech is permitted.

DISMISSED.

- On the command, "DISMISSED," cadets break ranks as shown in "FALL OUT."
- All individuals are expected to leave the immediate area.
- **TEACHING TIPS:** The main distinction between FALL OUT and DISMISSED is what the cadets do after breaking ranks. "FALL OUT" is appropriate if cadets are to return to the classroom, go indoors, etc. "DISMISSED" is used if cadets are to return home, enjoy free time, etc. Note that it is not required for cadets to take a step backward and/or perform an about face – simply breaking ranks is appropriate.

AT EASE.

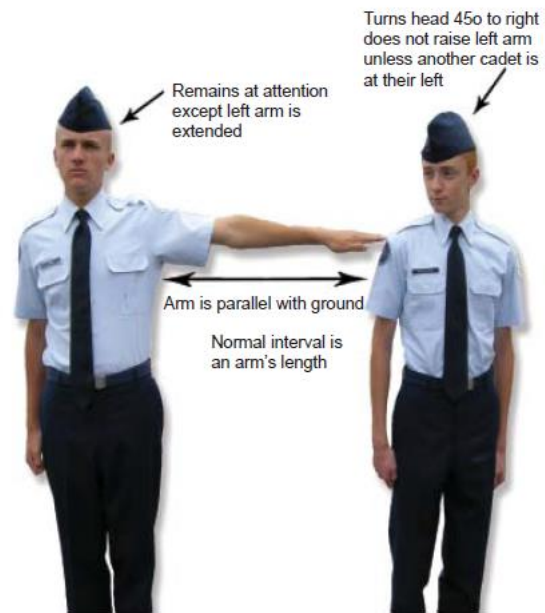
- Relax in standing position.
- Keep right foot in place.
- Remain silent.

REST.

- Same as AT EASE but moderate speech is permitted.
- **TEACHING TIP:** The four positions of rest are parade rest, at ease, rest, and fall out.

Dress Right, DRESS.

- On the command DRESS, everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.
- As the arm is raised, uncup the hand, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger.
- At the same time as the left arm is raised, each cadet (except the guide and second, third, and fourth element leaders) performs Eyes, RIGHT.
- The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.
- The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.
- As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.
- *If the arm is too long*, place the extended hand behind the other person's shoulder.
- *If the arm is too short*, leave it extended toward the other person and parallel to the ground.



DRESS RIGHT, DRESS

- **TEACHING TIP:** Think **shuffle, shuffle halt**. Teach cadets to correct their alignment quickly.

Ready, FRONT.

- On "FRONT," cadets lower their arms with snap to their sides (without slapping their sides) and recup their hands.
- As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap.
- The body is now back to the position of attention.

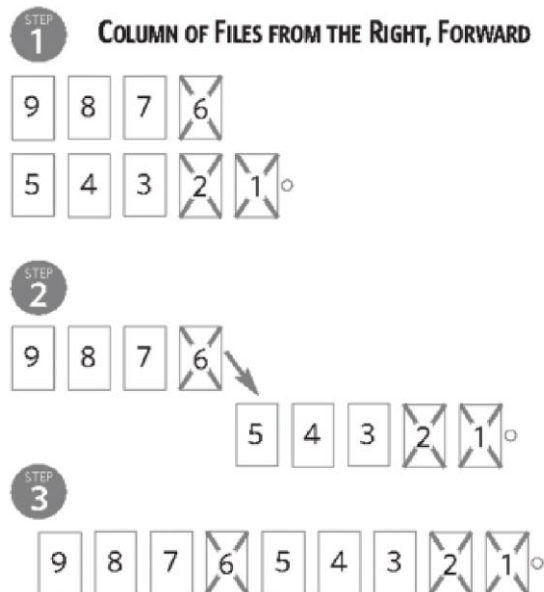
Count Cadence, COUNT.

- Give the command of execution as the left foot strikes the ground.
 - The next time the left foot strikes the ground, the group counts cadence for eight steps, as follows: ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.
 - Do not shout the counts. Give them sharply and clearly and separate each number distinctly.
- **TEACHING TIPS:** Explain that the purpose of the command is to help the flight get in step. Cadets who are out of step need to take the opportunity afforded by this command to get back into step. Note that you count odd numbers on the left foot and even numbers on the right foot.

Column of Files from the Right (Left), Forward, MARCH and Column of Files from the Right (Left), Column Right (Left), MARCH.

Description below is for Column of Files from the Right, Forward, MARCH.

- On the preparatory command, the guide takes a position in front of the file that will move first.
- The element leader of the right element turns his or her head 45 degrees to the right and commands "Forward."
- At the same time, the remaining element leaders turn their heads 45 degrees to the right and command STAND FAST. Their heads are kept to the right until they step off.
- On the command MARCH, the extreme right element steps off (or they perform a column right if that version of the movement is called).
- The element leader of each remaining element commands Forward, MARCH (or a column, if that version is called) as the last cadet in each element passes, ensuring the leader's element is in step with the preceding element.
- All elements then incline to the right, following the leading elements in successive order.



Close, MARCH & Extend, MARCH.

- **Close, MARCH (AT THE HALT).**
 - o On MARCH, the fourth element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together:
 - o The third element takes two steps
 - o The second element takes four steps
 - o The first element takes six steps.
- **EXTEND, MARCH (AT THE HALT)**
 - o To return to normal interval, the cadets reverse the procedures described above (i.e., the third element takes two left steps...)
- **Close, MARCH (ON THE MARCH)**
 - o On MARCH, which is given on the right foot, the fourth element takes up the half step following the command of execution.
 - o The third element obtains close interval by pivoting 45 degrees to the right on the ball of the left foot, taking one 24-inch step (with coordinated arm swing) toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot.
 - o The second element does, likewise, taking three steps between pivots.
 - o The first element does, likewise, taking five steps between pivots.
 - o Upon executing the pivots, the cadets resume their original direction of march, and they take up the half-step once close interval is obtained.
 - o On the command Forward, MARCH, all elements resume a 24-inch step.
- **Extend, MARCH (ON THE MARCH)**

- To return to normal interval, the cadets reverse the procedures described above and the command is called on the left foot.

AT CLOSE INTERVAL, DRESS RIGHT, DRESS.

- All cadets except the last one in each element raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body.
- At the same time the left hand is raised, all cadets except the guide and second, third, and fourth element leaders turn their head and eyes 45 degrees to the right. First element cadets establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.



Chapter 16 Study Guide

1. Name the three main benefits of drill and ceremonies within the cadet corps.

Drill helps the individual, builds the team, and develops leaders

2. What are the two parts of most drill commands?

The preparatory command and the command of execution

3. Name three examples of a combined command.

Fall in, At Ease and Rest

4. What type of command is given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time?

Supplementary command

5. Name two examples of an informational command.

Prepare for inspection and dismiss the squadron

6. What are the five characteristics of the command voice?

Loudness, projection, distinctness, inflection, and snap

7. At what position must one be to give a drill command?

Attention

8. How is cadence given while marching?

In sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP.**

9. What is the best method to use when teaching drill?

The Demonstration-Performance Training Method

10. In which formation does the flight *Fall in* and in which formation does the flight normally march?

Line Formation; Column Formation

11. What is the difference between **FALL OUT** and **DISMISSED**?

On the command FALL OUT, individuals may relax in a standing position or break ranks and all individuals remain in the immediate area. On the command, DISMISSED, cadets break ranks as shown in FALL OUT and all individuals are expected to leave the immediate area.

12. What is the angle of the feet while standing at attention?

45 degrees

13. What is the distance between the heels while standing at parade rest?

12 inches

14. What are the four positions of rest?

Parade rest, at ease, rest, and fall out

15. How does the arm/hand travel from the side to the ending position when executing a hand salute?

Along the gig line with the hand opening halfway up

16. At what degree does the head turn when executing an eyes right?

45 degrees

17. When the flight is in line formation and the command, dress right dress is given, which cadets do not turn their heads?

The element leaders

18. When the flight is in line formation and the command, dress right dress is given, which cadets do not extend their arms?

The last cadet in each element

19. What is the distance between heels in a normal marching step?

24 inches

20. What is the distance the normal arm swing while marching?

6 inches to the front and 3 inches to the rear

21. What is the distance between the heels during each step during the right or left step march?

12 inches

22. During open ranks march, what determines the number of steps each cadet takes?

The number of cadets behind them

23. On what foot is the command change step march called?

The right foot

24. During a column movement (right or left,) when does each cadet (with the exception of the base element) start to half step?

When the reestablish dress to the right or left as applicable

25. How is the interval established during the drill movement at close interval dress right dress?

By placing the palm flat on the hip and extending the elbow to the side

CHAPTER 17 – ACTIVITY FEES AND OTHER COSTS



1. What is the activity fee and what is it for? Each year cadets will be asked to pay a non-refundable \$40.00 activity fee.
 2. The \$40.00 activity fee helps cover expenses not provided by the school or Air Force sources (i.e., Name tags and other uniform items). It also pays for JROTC gear (i.e., sweatshirt)
 3. What about fundraisers? We have fundraisers each year to help offset some of the costs for the program. The more effort the cadets put on raising funds...the more they get to do and the less money they have to spend out-of-pocket for certain events.
 4. What about the Drill Team? In an effort to keep our full competition schedule, drill team members may be required to pay additional fees. These fees help cover additional drill team uniform items and cost of trips not funded by the Air Force.
5. Our goal is to ensure that each cadet can gain the full experience that AFJROTC can provide.

CHAPTER 18 – DISCIPLINE MANAGEMENT PLAN

1. Self-discipline is the foundation for each cadet's success. The corps' discipline management plan is a system designed to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline unless under the supervision of the instructors.
2. Instructors will track discipline and administer corrective actions based on different offenses. All information will be shared with the school administration.
3. When appropriate, the Department Head may direct the Wing Commander to convene a Cadet Evaluation Board (CEB) to review misconduct allegations. The Vice-Wing Commander will serve as CEB President and will select upper class cadets to form a board to formally review the discretionary case including the Command Chief. The CEB will consider all facts and circumstances surrounding the allegations during a closed, formal hearing. The hearing will take place within 10 school days of the CEB's appointment. At the hearing, witnesses and evidence will be heard. The accused cadet will be notified by the CEB President well in advance and will be present at the hearing and may provide the CEB with statements, witnesses, and additional evidence on his/her behalf. Following the hearing, the CEB President will provide the Corps Commander and Department Head or the Aerospace Science Instructor present at the CEB, a written summary of the case along with recommended actions. This written summary will be presented within 7 school days after the CEB concludes the hearing. Department Head will review the CEB hearing summary and recommendations. The Department Head will act as appropriate.
4. Cadets who are given a CEB will be either handed a CEB notice letter by their AS-IV or the CEB president. At the CEB, the cadet is to knock on 105 once, wait until they are told to come in, and then report. The report should be as follows, "Sir/Ma'am, Cadet Rank, Last Name reports for CEB Sir/Ma'am." The cadet will be told to be seated and the CEB will commence.
5. The CEB board will consist of no less than 3 but no more than 7 AS-IVs who will provide unbiased opinions after the hearing to lead to a decision on behalf of a cadet who has been given a CEB. An Aerospace Science Instructor will be present at the hearing but they will not be involved.
6. Violations should be reported through the cadet's chain of command. Infractions should be reported to your flight commander or AS-IV. Corrective action should be taken at the lowest level possible. However, if the infraction warrants, you may report the misconduct to your instructor. The CEB president may jump straight to a CEB if they believe a cadet's behavior justifies so.

The process of disciplinary action will be as follows:

- i. Verbal reprimand
- ii. Written Letter of Reprimand
- iii. In-House or detention
- iv. Cadet Evaluation Board
- v. Removal from AFJROTC Program

5. Behaviors, in and out of uniform, that can result in a CEB are, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, disobeying chain of command, insubordination, disrespect, verbal threats, bullying, and physical attacks, any inappropriate language and/or pictures on social media program, failure to properly wear uniform, skipping class, and poor grades. Other behaviors not listed may result in a CEB if needed.

6. Punishments for a cadet if decided by CEB board and Aerospace Science Instructors are, but not limited to, demotion, loss of leadership position, missing out on AFJROTC events, logo duty, apologizing in front of AFJROTC classes, being kicked off a team, and removal from AFJROTC program. Failure to report to CEB evaluation, if given, will result in an automatic demotion of rank and or position.

CHAPTER 19 – SOCIAL MEDIA

1. The MA-011 AFJROTC maintains social media networks to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, or other unauthorized posts will be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan and may also be subject to discipline under the Springfield Central High School Code of Conduct.
2. Springfield Central Air Force JROTC Website. Our Web Site can be found at www.chsafjrotc.com. Cadets can find almost anything they need at this site to include cadet guide, uniform wear information, master schedule, upcoming events, forms, etc. Cadets are encouraged to check the web site regularly to stay abreast of the most current information.
3. Remind App. This application will be used for communication outside of school. All cadets and parents are highly encouraged to sign up for this application simply by texting **@afjrotcchs to 81010**. This is a fee service and approved by the school district for communications by and between instructors and cadets alike.

CHAPTER 20 – CADET LEADERSHIP COURSE (CLC)

1. Cadet Leadership Course. Each year, MA-011 Cadets may be afforded the opportunity to attend a Cadet Leadership Course. The MA-011 conducts their CLC at Springfield Central High School. This 3-day course is held during the week before school begins. CLC is intended to welcome the new cadets, show them around the school, issue the Air Force uniform, teach drill, enhance the cadet experience, and develop cadets into leaders in their home units.
2. Selection. All incoming Freshmen or otherwise new students will be invited to attend the course.
3. Requirements. Volunteers wishing to attend the CLC must be available to attend the entire course. Selectees may be asked to wear uniforms and other items as needed. Any returning cadet who would like to help run the course must meet the following criteria:
 - a. Academic standing (must be eligible)
 - b. Demonstrated proficiency in uniform wear
 - c. Demonstrated proficiency in drill and ceremony
 - d. Demonstrated positive attitude
 - e. Demonstrated potential to serve the corps in a leadership position
4. Benefits. Cadets who attend and successfully complete the CLC are eligible to receive the Cadet Leadership Course Ribbon. Additional awards may be available at the discretion of the CLC host. Additionally, CLC graduates may be selected for accelerated promotion and receive preferential standing when applying for leadership positions within the MA-011.
5. Wing Leadership CLC Prerequisite. It is required that the selected MA-011 Wing Leadership for the upcoming school year (each year) attend the CLC. This requirement can only be waived by the SASI.

CHAPTER 21 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART

1. Cadet Position 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. To apply for a corps staff position, cadets must submit a Corps Staff Application (Attachment 3.)
 - a. Flight positions may change each marking period based on grades.
 - b. Personnel changes will be made whenever a cadet's performance of duty is not up to standard through sufficient time and effort.
 - c. Command and staff positions may be changed depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Wing and/or Vice Wing Commander. Personnel changes in key positions will be limited.
 - d. The authority to remove someone from a corps position rests solely with the SASI/ASI.
2. Selection of the Wing Commander—The Wing Commander selection be announced during the Annual Awards Ceremony. The Wing Commander will be selected by the JROTC Instructors based on the following criteria:
 - a. Leadership potential based on past performance
 - b. Written Essay
 - c. Findings of the selection panel consisting of SASI, ASI and previous wing commander.
3. After the announcement of the wing commander, he/she will select their staff, who in turn will select their staffs (all with the concurrence of the instructors). The only positions not picked by the wing commander will be drill team commanders who will be handpicked by the instructor staff from a pool of qualified applicants.
4. Corps Job Descriptions:
 - a. The **Wing Commander** is responsible for: The appearance, discipline, efficiency, training, and conduct of the corps; delegating authority so plans/actions will improve the leadership training programs; developing specific, measurable, and attainable goals for the unit; ensuring each cadet understands established goals; leading the staff in developing a method of measuring stated goals; providing each staff member the opportunity to develop her/his leadership traits; administering corps activities according to CHS and USAF principles and procedures; recognizing and respecting every cadet as an individual; serving as advisor to the principal and other administrators regarding AFJROTC programs and activities; spreading a positive image and attitude about the corps throughout the school; assigning cadets to corps staff positions; reviewing AS-IV Reports and submitting to SASI/ASI; conducting corps staff meetings; epitomizing the Air Force Corps Values.
 - b. The **Vice Wing Commander** is responsible for and must: Follow the directives of the Wing Commander; act in the absence of the Wing Commander; control and organize the corps staff; organize and actively participate in corps staff meetings; set up the cadet recognition board and ensure that the flights nominate worthy cadets.
 - c. The **Command Chief Master Sergeant** is responsible for and must: Follow the directives of the wing commander; assist in training of new cadets; be attuned to cadet enlisted concerns and bring those to the wing commander; track and review uniform wear percentages and identify trends regarding uniform wear; ensures the main school flag is raised and lowered each school day; organizes and administers the WEPS quarterly test.; attend and actively participate in corps staff meetings.
 - d. The **Director of Operations** is responsible for and must: Follow the directives of the wing commander; establish/maintain the corps annual schedule of activities and assign project officers; plan/coordinate co-curricular activities with other school organizations; oversee corps staff operations to include academic, personnel, logistics and public affairs functions; assume command of the corps in the absence of the wing/vice wing commander; attend and actively participate in

- corps staff meetings.
- e. The **Director of Logistics** is responsible for and must: Keeps the supply rooms clean; make sure that the uniform inventory is accounted for and kept up to date; Plan and implement procedures for the issue, turn-in, and cleaning of AFJROTC uniforms; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided database; ensure all AFJROTC computer equipment is inventoried and working properly; ensure all AFJROTC textbooks are inventoried annually; ensure equipment is set up and returned after events; train flight logistics representatives in their duties; attend and actively participate in corps staff meetings.
 - f. The **Director of Academics** is responsible for and must: Advises the Wing Commander and Staff on the status of corps academic progress; establish and maintain academic assistance services for cadets; ensure recognition for cadets who demonstrate academic excellence; develop and implement procedures to participate in the Academic Bowl; develop and implement procedures for tracking academic performance; attend and actively participate in corps staff meetings.
 - g. **Mission Support Group Commander:** Assists the Wing Commander in accomplishing Corps goals. Helps accomplish Corps goals by supervising wing support functions. Trains, supervises, and delegates functional responsibility to assigned staff members. Ensures tasks and duties are adequately performed. Meets regularly with group staff. Advises the Wing Commander of progress toward accomplishing corps projects and goals. Meets with Support staff regularly. Reports corps support group status to the Wing Commander.
 - h. The **Personnel Officer** is responsible for and must: Ensure that all cadet record information is recorded and accurate in WINGS; ensure that all cadet personnel actions are updated and orders published; record and publish minutes of corps staff meetings; ensure that the Springfield Central AFJROTC web site is maintained and accurate; ensure that the Springfield Central AFJROTC Cell Phone Application (REMIND) is maintained and accurate; train flight personnel representatives in their duties; attend and actively participate in staff meetings.
 - i. The **Public Affairs Officer** is responsible for and must: Attain and maintain cadet corps public relations at the highest possible level; ensure that the school and the public are informed about corps activities; provide newsworthy items to school/local papers and to radio/television stations; provide adequate corps publicity to the Springfield Central High yearbook staff; ensure photography and videography documentation at all corps events; ensure a cadet newsletter is published at least two times a year; ensure proper advertisement, preparation, execution and follow-up of all corps events including promotion ceremonies, banquets, etc.
 - j. The **Wellness Officer** is responsible for and must: Plan and implement weekly wellness activities to include physical training and team sports; plan and implement the Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided database; train flight wellness representatives in their duties; attend and actively participate in corps staff meetings.
 - k. The **Squadron Commanders** are responsible for and must: Ensure their assigned flight's morale; lead squadron during parades, family night, and graduation; attend and actively participate in corps staff meetings.
 - l. The **Flight Commanders** are responsible for and must: 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; encourage flight members to wear their uniforms and become a cohesive team; keep current all flight member personnel information, permission forms, activities fees, and personal data; fill out and turn in Flight Commander Report (Attachment 4) to Squadron Commander as directed; attend and actively participate in corps staff meetings.
 - m. The **Flight Sergeants** are responsible for and must: Act in the absence of the flight commander in their assigned duties; 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.
 - n. The **Element Leaders** are responsible for and must: direct and monitor their element during the assembly in the hallway prior to the tardy bell. Report any absences of element members during the roll call. Ensure their element members are aware of uniform wear for the week, PT activities for the week, and other upcoming events. Monitor passing rate of individuals within their element and offer assistance or referral to others when possible. Maintaining good order and discipline

within their element.

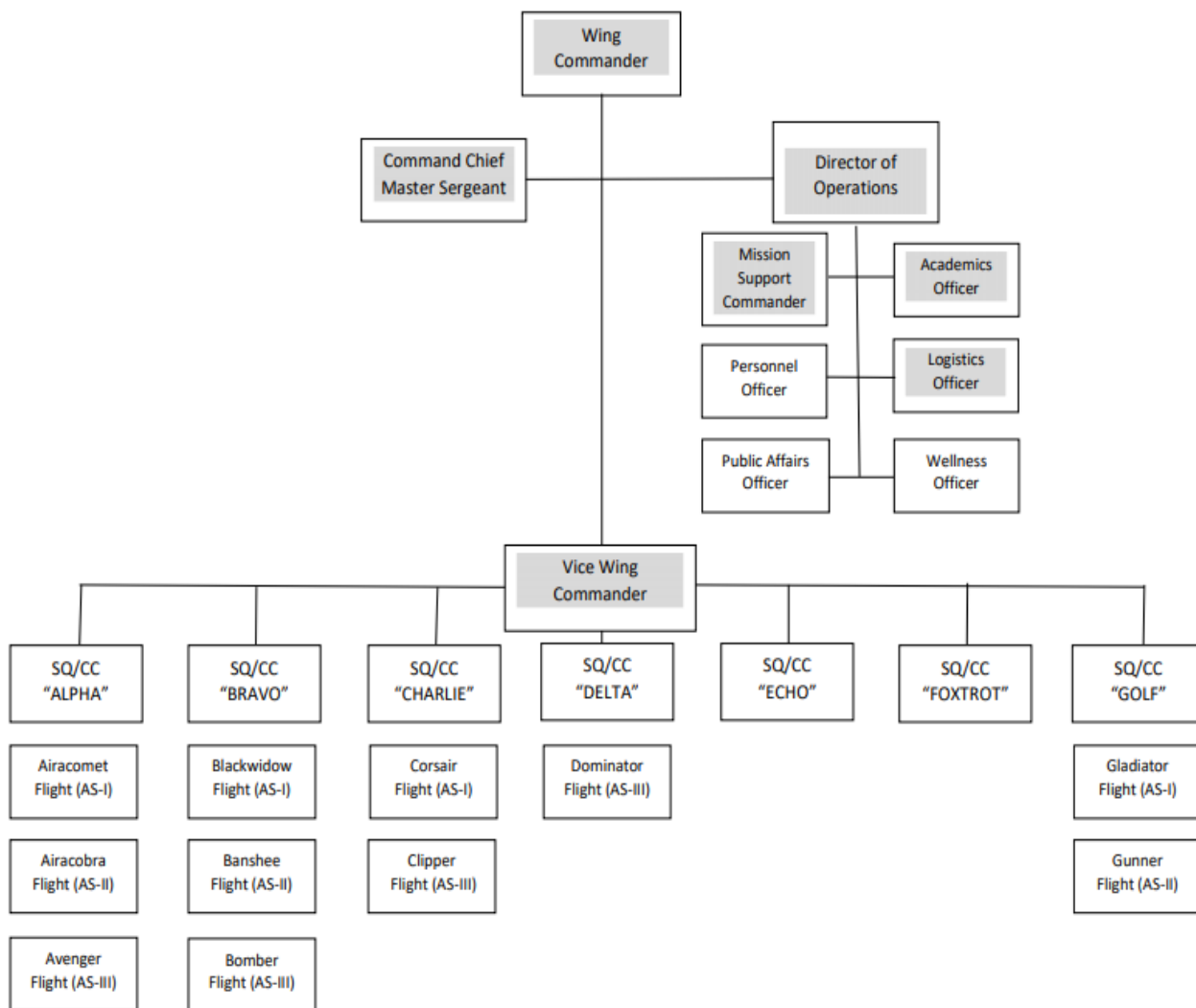
- o. The **Flight Logistics Representatives** are responsible for and must: Conduct uniform issue, turn-in, and cleaning procedures for members of their flight; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided database.
- p. The **Flight Personnel Representatives** are responsible for and must: Ensure that all flight cadet record information (personal information, flight assignment, class period, etc.) is recorded and accurate in the headquarters provided database; ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in the headquarters provided database.
- q. The **Flight Wellness Representatives** are responsible for and must: Implement weekly wellness activities to include physical training and team sports; implement the Physical Fitness Test and ensure that all cadet fitness information is recorded and accurate in the headquarters provided database.
- r. **Project Officers** are responsible for all aspects of projects they are assigned to lead to include: Advertisement, signup lists, logistics requirements, personnel assignments, direction of personnel before, during and after the event, and event completion to include cleanup and return of logistical equipment. Project officers are required to fill out a Project Officer Assignment and After-Action Report (found at Attachment 8) after the event and turn it in to the Director of Operations.

MA-011 AFJROTC UNIT MANNING DOCUMENT

POSITION TITLE	MAXIMUM GRADE	AUTHORIZED
Wing Commander	c/Col	1
Vice Wing Commander	c/Lt Col	1
Command Chief Master Sergeant	c/CMSgt	1
Director of Operations	c/Major	1
Director of Academics	Any Cadet Officer	1
Director of Logistics	Any Cadet Officer	1
Mission Support Group Commander	Any Cadet Officer	1
Personnel Officer	Any Cadet Officer	1
Public Affairs Officer	Any Cadet Officer	1
Wellness Officer	Any Cadet	2
Event Project Officer	Any Cadet	As needed
Squadron Commander	c/Major	5
Flight Commander	Any Cadet Rank	1 per flight
Flight Sergeant	Any Cadet Rank	1 per flight
Element Leader	Any Cadet Rank	4 per flight
Flight Logistics Representative	Any Cadet Rank	1 per flight
Flight Personnel Representative	Any Cadet Rank	1 per flight
Flight Wellness Representative	Any Cadet Rank	1 per flight
Unarmed Drill Team Commander	Any Cadet Rank	1
Armed Drill Team Commander	Any Cadet Rank	1
Color Guard Commander	Any Cadet Rank	2 (male and Female)
Sabre Team Commander	Any Cadet Rank	1
Male PT Team Commander	Any Cadet Rank	1
Female PT Team Commander	Any Cadet Rank	1

MA-011 AFJROTC ORGANIZATIONAL CHART

NOTE: The following positions make up the “Top-7”:



**Attachment 1
INSTRUCTOR DUTIES**

<u>(SASI)</u> • Department Chair • Events Coordinator • Officer Interviews • JROTC Scholarships • ASVAB Coordinator • Family Support Grp <u>All Instructors:</u> • WINGS • Promotions • Family Night • Military Ball • Awards/Graduation • APT Coordinator • Comm. Svc hours • Football Games • Home Drill Meet • FLT Drill Comp.	<u>(AS-1)</u> • HR: 110 • AS-I Marking Period • Supply • JROTC Website • Mayor's Cup	<u>(AS-2)</u> • HR: 105 • AS-II Marking Period • City Color Guard • Fundraisers	<u>(AS-3)</u> • HR: 113 • AS-III Marking Period • Drill Teams Director • Drum Corps. • Flag Corps. • Golden Pinks Advisor	<u>Office Manager</u> • Dept. Admin • Cadet Certificates • Cadet Banners • Financial Manager • Events Coordinator • Fitness
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Attachment 2
SAMPLE COMMUNITY SERVICE SIGN-UP LIST

EVENT	FLAGGING OF THE GRAVES
DATE	Friday, 22 May 2026
TIME	1430 – 1600
PLACE	Oak Grove Cemetery
UNIFORM	Civilian Clothes
MORE INFO	Meet in room 105

ATTENDANCE			
Name	Flight	Name	Flight

Project Officer

Instructor

Attachment 3
CADET STAFF APPLICATION

MA-011 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified cadets. The Cadet Staff positions are described in Chapter 21 of the Cadet Guide. Selections for staff positions will be based on commitment, leadership, experience, and potential.
2. Each corps staff position comes with a tremendous amount of responsibility. Accepting a role on the cadet staff may require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time.
3. Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your flight commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK/NAME: _____ GRADE: _____

FLIGHT: _____

STAFF POSITION APPLYING FOR: _____

QUALIFICATIONS (What makes you the best cadet for this position):

PRIOR POSITIONS HELD:

Attachment 4
AS-IV REPORT

MA-011 AFJROTC AS-IV REPORT			
Compliance with uniform wear			
Date: _____	Date: _____	Date: _____	
a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____	a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____	a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____	
Comments:			
Participation in PT/Sports			
Date: _____	Date: _____	Date: _____	
Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused:	Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused:	Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused:	
Comments:			
Citizenship/Cadet Conduct (attendance, attitude, self-discipline, leadership potential, etc.)			
Who did well this grading period? _____ Why? _____ Who did not do so well this grading period? _____ Why? _____ Comments:			
AS-IV Signature: _____		Date: _____	

See reverse side of form for review process

Director of Operations Review/Comments:			
Director of Operations Signature:		Date:	
Vice Wing Commander Review/Comments:			
Vice Wing Commander Signature:		Date:	
Wing Commander Review/Comments:			
Wing Commander Signature:		Date:	
SASI/ASI Review/Comments:			
SASI/ASI Signature:		Date:	

Attachment 5
Recognition Program Nomination Form

MA-011 AFJROTC RECOGNITION PROGRAM
NOMINATION

AS-IVs will fill out this form to recommend nominees to the quarterly recognition board. Fill out a separate form for each nominee. Fill out the form completely and submit to your JROTC Instructor by the suspense date.

----- Please Print Clearly -----

CADET NAME: _____ FLIGHT: _____

CATEGORY:

☐ 1st Year Cadet ☐ 2nd Year Cadet ☐ 3rd Year Cadet

JUSTIFICATION (Why have you nominated this cadet for recognition? Consider teamwork, leadership, enthusiasm, etc.):

AS-IV Signature

Date

Attachment 6
Project Officer Assignment and After-Action Report

MA-011 AFJROTC PROJECT OFFICER ASSIGNMENT

What is a Project Officer (PO) and what is his/her job? A project officer is a cadet who leads and works with other team members to achieve project success at an event assigned to them (such as a spirit night or community service event.) POs are responsible for creating a sign-up list, making sure those who signed up are present, providing instruction, and assuring everyone is doing their part to complete the project. After completion of the project, POs will fill out the After-action Report portion of this form and turn it into the Director of Operations, no later than 3 days after the project.

What are the benefits of being a Project Officer? Through acting as a PO, a cadet can gain leadership experience and have a hands-on role in helping make a difference in their community.

Who can be a Project Officer? POs must be responsible, driven cadets who are eager to give back to the community as stated in the cadet creed and provide an encouraging, enthusiastic leadership style to the group they are working with. Because a lot of projects take place off-campus, it is crucial for the PO to embody the core values, have a positive attitude, and be an exemplary representative of CHS JROTC.

- **Must** be academically eligible
- **Cannot** have any documented disciplinary issues

AFTER-ACTION REPORT

Project Officer: _____

Project Name: _____ Date: _____

of Cadets Signed up: _____ # of Cadets Present: _____

1. How did the project go? Would you say project success was achieved? Be detailed.

2. How did the cadets perform? Who did well? Who did not do well?

3. Do you feel as if you have developed your leadership skills further after leading this project? Is there anything you learned?

4. Comments/Additional Information.

Project Officer Signature

Date

Director of Operations Signature

Date

Attachment 7
Completion Certificates

2-Year Certificate



The
United
States
Air Force



CERTIFIES THAT

HAS SUCCESSFULLY COMPLETED

Two Years of Air Force JROTC

AND IS HEREWITH AWARDED THIS

Certificate of Training

DATE _____

AF FORM 1256, NOV 88. PREVIOUS EDITIONS WILL BE USED.

3/4-Year Certificate



United States Air Force



Junior ROTC

Certifies that

successfully completed _____ years of the AFJROTC program given at _____

and is hereby awarded this

Certificate of Completion

in

Aerospace Studies Leadership Studies Wellness

SENIOR AEROSPACE SCIENCE INSTRUCTOR



PRINCIPAL

DATE

AFOATS Form 110, 20000906

Attachment 8 Physical Fitness Test Percentile Charts

Right Angle Push Ups

Male						Female					
1 of 1						1 of 1					
Effective Date 07/01/2023						Effective Date 07/01/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+	Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	43	49	53	59	62	100	33	33	35	37	40
95	38	41	46	50	55	95	27	29	30	30	32
90	33	36	41	45	50	90	23	25	26	27	30
85	30	33	38	41	45	85	20	21	23	25	25
80	28	30	35	39	41	80	19	20	21	22	23
75	25	29	31	35	40	75	16	18	20	20	20
70	23	26	30	32	35	70	15	16	18	19	20
65	21	25	28	30	33	65	13	15	15	16	17
60	20	22	25	29	30	60	12	13	15	15	15
55	18	20	23	26	30	55	10	11	12	13	14
50	16	20	21	24	26	50	10	10	11	11	12
45	15	17	20	21	24	45	8	9	10	10	10
40	13	15	18	20	21	40	7	7	8	9	10
35	11	13	15	18	20	35	5	6	6	7	7
30	10	11	13	15	17	30	4	5	5	5	5
25	7	9	10	12	14	25	3	3	3	3	3
20	5	6	7	10	10	20	1	2	2	1	1
15	1	2	3	4	4	15	0	0	0	0	0
10	0	0	0	0	0	10	0	0	0	0	0
5	0	0	0	0	0	5	0	0	0	0	0

Curl-Ups

Male

1 of 1

Effective Date 07/02/2023

+ -

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	51	55	60	62	65
95	46	50	52	56	59
90	43	45	50	51	54
85	40	43	46	49	50
80	39	41	44	46	49
75	36	40	41	44	46
70	35	37	40	42	44
65	34	36	38	40	41
60	32	34	36	38	40
55	31	33	35	36	38
50	30	31	33	35	35
45	28	30	31	32	34
40	26	29	30	30	31
35	25	26	28	30	30
30	23	24	25	26	27
25	20	21	22	24	24
20	16	17	20	20	20
15	10	10	10	10	10
10	9	9	9	9	9
5	8	8	8	8	8
0	0	0	0	0	0

Female

1 of 1

Effective Date 07/02/2023

+ -

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	43	45	46	50	51
95	38	40	41	43	45
90	35	36	38	40	41
85	32	34	35	37	38
80	31	32	33	35	35
75	30	30	31	32	33
70	28	29	30	30	31
65	26	27	28	30	30
60	25	26	27	28	29
55	24	25	25	26	26
50	22	23	24	25	25
45	21	21	22	22	23
40	20	20	20	20	20
35	18	18	19	20	20
30	15	15	15	16	16
25	13	12	12	12	12
20	10	9	9	8	7
15	9	8	8	7	6
10	8	7	7	6	5
5	7	6	6	5	4
0	0	0	0	0	0

1-Mile Endurance Run/Walk

Male

1 of 1

Effective Date 07/03/2023

+ -

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	6:55	6:37	6:26	6:17	6:10
95	7:22	7:05	6:52	6:42	6:35
90	7:48	7:28	7:13	7:02	6:54
85	8:11	7:49	7:33	7:20	7:11
80	8:30	8:09	7:53	7:39	7:28
75	8:51	8:30	8:12	7:57	7:45
70	9:15	8:52	8:33	8:15	8:02
65	9:37	9:13	8:55	8:35	8:21
60	10:00	9:36	9:17	8:57	8:40
55	10:24	10:00	9:40	9:20	9:02
50	10:48	10:23	10:03	9:45	9:25
45	11:14	10:48	10:30	10:09	9:51
40	11:40	11:15	10:58	10:36	10:17
35	12:06	11:47	11:29	11:07	10:50
30	12:45	12:19	12:02	11:44	11:26
25	13:20	13:00	12:43	12:24	12:07
20	14:07	13:48	13:32	13:15	13:00
15	15:00	14:53	14:41	14:30	14:15
10	16:36	16:18	16:13	16:10	16:01
5	30:00	30:00	30:00	30:00	30:00
0	59:00	59:00	59:00	59:00	59:00

Female

1 of 1

Effective Date 07/03/2023

+ -

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	8:16	8:14	8:13	8:07	8:02
95	9:01	9:00	8:57	8:50	8:43
90	9:37	9:34	9:31	9:24	9:15
85	10:06	10:00	10:00	9:52	9:44
80	10:33	10:27	10:24	10:17	10:07
75	10:59	10:53	10:50	10:42	10:31
70	11:22	11:17	11:14	11:06	10:56
65	11:49	11:42	11:41	11:30	11:20
60	12:11	12:04	12:01	11:56	11:43
55	12:35	12:33	12:30	12:19	12:05
50	13:00	12:55	12:45	12:45	12:32
45	13:25	13:20	13:11	13:09	13:00
40	13:55	13:50	13:41	13:38	13:30
35	14:25	14:20	14:13	14:08	14:00
30	15:00	14:59	14:51	14:40	14:39
25	15:26	15:25	15:20	15:10	15:02
20	16:16	16:15	16:12	16:03	15:48
15	17:31	17:31	17:25	17:24	16:50
10	19:41	19:37	19:32	19:20	18:30
5	30:00	30:00	30:00	30:00	30:00
0	59:00	59:00	59:00	59:00	59:00