TX-794TH AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS

2018-2019 CADET HANDBOOK
I am an Air Force Junior ROTC Cadet.

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

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

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

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

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.
Welcome to Cooper High School Air Force Junior ROTC. We are excited you choose to belong to JROTC. Our program is dedicated to providing you the tools and environment that will help you grow as a citizen and leader. We will do this by focusing on our mission to “develop citizens of character dedicated to serving their country and community.”

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,” and the AFJROTC Cadet Creed 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 the Aerospace, Leadership and Wellness components of our program
- Practice good study habits, time management and pass all of your classes
- Become a Citizen of Character
- Develop a healthy life style

AFJROTC plays an important role at Cooper 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 “Cougar Nation…Rise Up!”

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. You will find us to be firm, fair and consistent. The Abilene Independent School District, Cooper High School and the AFJROTC Department do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Again, welcome to the TX-794th! Remember … “It’s Our Job…To Be The Best!”

STEVEN E. SHINKLE, Colonel, USAF (ret)
Senior Aerospace Science Instructor

RONALD F. DEOS, MSgt, USAF (ret)
Aerospace Science Instructor
2018-2019 CORPS GOALS

GOAL #1 – CADET IMPACT (ACADEMIC)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOAL #2 – CADET IMPACT

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOAL #3 – SCHOOL IMPACT (RECRUITING AND RETENTION)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOAL #4 – SCHOOL IMPACT

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOAL #5 – COMMUNITY IMPACT (COMMUNITY OUTREACH)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOAL #6 – COMMUNITY IMPACT

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
# TABLE OF CONTENTS

Chapter 1 – Eligibility, Enrollment, Disenrollment and Program Completion ........................................ 1
Chapter 2 – History of AFJROTC ................................................................. 3
Chapter 3 – AFJROTC Mission, Goals and Objectives ......................................................... 4
Chapter 4 – Cadet Conduct ................................................................. 5
Chapter 5 – AFJROTC Classroom Procedures ................................................................. 9
Chapter 6 – Government Property ........................................................................ 11
Chapter 7 – Wearing the AFJROTC Uniform ............................................................... 13
Chapter 8 – Uniform Wear and Grooming Standards .................................................... 16
Chapter 9 – Cadet Promotion System ........................................................................ 38
Chapter 10 – Cadet Awards and Decorations ........................................................... 40
Chapter 11 – Corps Communications ...................................................................... 48
Chapter 12 – Community Service & Letter Jacket Policy ............................................. 49
Chapter 13 – Leadership Development Requirements (LDR) & Curriculum in Action (CIA) Trips ........... 50
Chapter 14 – Cadet Wellness Program .................................................................... 51
Chapter 15 – Drill and Ceremonies ........................................................................ 53
Chapter 16 – Activities Fees and Other Costs ............................................................ 67
Chapter 17 – Discipline Management Plan ................................................................ 68
Chapter 18 – Social Media ...................................................................................... 69
Chapter 19 – Cadet Leadership Course(s) (CLC) ........................................................ 71
Chapter 20 – Corps Position Selection/Job Descriptions/Manning Document/Organizational Chart ................................................................. 72
Chapter 21 – Basic Cadet Knowledge ...................................................................... 77
Attachment 1 – How to Tie a Tie ............................................................................. 84
Attachment 2 – Sample Community Service Sign-up List ........................................... 85
Attachment 3 – Cadet Staff Application ..................................................................... 86
Attachment 4 – Flight Commander Weekly Report ...................................................... 87
Attachment 5 – Letter of Counseling ....................................................................... 89
Attachment 6 – Letter of Reprimand ....................................................................... 90
Attachment 7 – Recognition Program Nomination Form ............................................... 91
Attachment 8 – Completion Certificates .................................................................... 92
Attachment 9 – Cadet Handbook Study Guide ........................................................... 93
CHAPTER 1 – ELIGIBILITY, ENROLLMENT, DISENROLLMENT AND PROGRAM COMPLETION

1. Eligible Students. All Cooper 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. In accordance with the cross-town agreement, Academy of Technology, Engineering, Math and Science (ATEMS) High School students who meet the above criteria, may enroll in AFJROTC.

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 disenrolled 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. Inaptitude or indifference to training.
   c. Disciplinary reasons.
   d. Any other reason deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the corps.
   e. Documentation will be kept in the cadet file or on-line gradebook for any behaviors which could lead to disenrollment. A cadet’s parent(s) will be contacted prior to any disenrollment action. Additionally, other teachers, counselors, coaches, etc., may be consulted to see if the substandard behavior can be corrected. In any case, with proper documentation, the SASI has the sole discretion on disenrollment of cadets.

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.

~ 1 ~
- 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.

e. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.

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

8. Reserve Cadets. A student who has been a cadet for at least one academic year, who completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for that particular year, may be designated as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.
CHAPTER 2 – HISTORY OF AFJROTC

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

2. With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to 875 high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 124,000 cadets. Only boys were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then the number of females has increased to over 36% of the cadet corps.

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. Cooper High School AFJROTC was established in 1979. The original instructors were Col John Wright and CMSgt Kater Swinson. The Cooper High School program has a long standing history of excellence having been named an honor unit several times and most recently, the unit has been named a Distinguished Unit for 12 of the last 14 years, and 11 years straight. Additionally, the unit has received the Distinguished Unit Merit Award three times, every year eligible since 2009.

**Senior Aerospace Science Instructors**

- Colonel John C. Wright
  - 1979-1997
- Colonel Michael A. Kenny
  - 1997-2009
- CMSgt Kater Swinson
  - 1979-1991
- CMSgt John C. Hewitt
  - 1991-2004
- Colonel Steven E. Shinkle
  - 2009-Present
- MSgt Ronald F. Deos
  - 2004-Present
CHAPTER 3 – AFJROTC MISSION, GOALS AND OBJECTIVES

1. The mission of the AFJROTC program is to “Develop citizens of character dedicated to serving their nation and community.”

2. The goals of the AFJROTC program are to instill:

   a. The values of citizenship
   b. Service to the United States
   c. Personal responsibility and accountability
   d. A sense of pride, confidence and 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 of “Integrity First, Service before Self and 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 understanding of patriotism and responsibilities as US citizens.
   d. Participate in community service activities.
   e. Expand 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. 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.
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 Junior ROTC 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 cooperative operation of Air Force Junior ROTC.

   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, AISD, Cooper 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 the Chapter 15 of this handbook and in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/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 on and off campus.

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, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your work and pass your classes. The SASI and ASI 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 and ASI 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 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. Abilene ISD/Cooper High School Code of Conduct. Cadets are expected to follow all AISD and Cooper High School rules and procedures found in the District Code of Conduct and Cooper High School Student Handbook. Of particular note are the district/school dress code and electronics use policy. These policies are restated below.

a. Dress Code. The District’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 at all times. 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 District prohibits any clothing or grooming that in the principal’s judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District 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. The following specific guidelines must be adhered to in the matter of dress in all AISD schools.

- Appropriate and modest attire is required. Some examples of items not to wear include but are not limited to: off-the-shoulder apparel, tank tops, spaghetti straps, muscle shirts, mesh tops, halter tops, see-through clothing, exposed midriff or backs, bicycle shorts, sunshades in the buildings.
- All apparel, accessories and visible body markings must be free of references to race, alcohol products, tobacco products, drugs, sex, vulgarity, profanity, death, suicide or violence, either explicitly or by innuendo. Body markings on any part of the body must be reasonably covered in an unobtrusive manner if they are gang related or violate any provision of the dress code.
Clothing must be appropriately sized and worn at the waistline. No shorts, skirts, or dresses may be shorter than five inches above the top of the knee. Clothing that is altered, slit, or frayed and exposes skin that otherwise would not be permitted, is not allowed. Leggings/tights are not allowed without shorts or skirts unless covered by an appropriate garment that completely covers the student's buttocks.

Clothing must adequately cover the student's body so as not to consistently expose any portion of underwear, cleavage, midriff or buttocks when standing or sitting with normal posture. Outer garments must cover undergarments (athletic shorts, pajamas etc.) at waist level.

Shoes appropriate for school must be worn at all times. See campus handbook as applicable. No house shoes. No shoes with wheels.

Hats, caps, hoods or any other head coverings are not to be worn in the building.

Hair should be clean and appropriately groomed and cut or styled in such a way that it does not cover the eyes. Students will not be allowed to spray paint or dye their hair green, blue, purple, pink, or other unnatural tints. The District also prohibits hairstyles and treatments that are unconventional, gang related and/or create a potential disturbance/distraction. Designs in hair and mohawks are prohibited for elementary and middle school students. See campus handbook for high school.

Visible body piercing or clipping jewelry is limited to the ears in elementary and middle school. In high school, facial piercings should be limited to clear or small studs. Body piercings should remain concealed at all times.

Any apparel, accessory or visible body marking that denotes gang-related association is prohibited (i.e. rags, bandanas, chains, spiked or studded items, or other physical alterations as identified by local law enforcement).

b. Electronic Devices. Students are not permitted to possess electronic devices such as tablets, handheld games, viewing or listening devices (iPods, DVD/CD players, radios, camcorders, cameras, etc.) or pagers unless prior permission has been obtained from the principal or teacher or pursuant to the district's Bring Your Own Device (BYOD) policy. Without such permission, teachers will collect the items and turn them in to the principal's office.

Cell Phones. Students may carry cell phones and may use them during passing periods, but upon entering the classroom all phones must be out of sight and turned off or completely silenced.

-- Cell phone use is permissible in the cafeterias and immediate patio areas around the cafeterias only during the student's designated lunch time.

-- If a faculty or staff member sees or hears the prohibited use of a student's cell phone in any instructional building during non-passing periods, the phone may be taken up.

• The parent, legal guardian, or student may come to the office after school and retrieve the phone on the first offense for a $15 cash fee.
• On the second offense, there may be a $15 cash fee charged, and a parent or legal guardian must be the one who picks up the phone after school.
• On the third and subsequent offense(s), the parent or other legal guardian must retrieve the phone after school, there may be a $15 cash fee charged and the student may be assigned detention, ISS, or other consequences. This policy is in place during the student's instructional day.

-- If at any time, including permitted cell phone use in the hallways or cafeteria, a faculty member or administrator has reasonable suspicion of conduct violations or illegal activity using the cell phone or other electronic device, the device is subject to confiscation and a school administrator will be allowed access to the device, SIM card, memory card, battery, and all components for the device. If any evidence of illegal activity is found, the device and/or evidence may be turned over to law enforcement authorities, charges will be filed and legal action may be taken.
CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:

   a. Classroom entrance—Cadets will assemble by element in the hallway in a single-file line at parade rest. After the tardy bell rings, the flight commander/sergeant will march the cadets into the classroom. Cadets will stand behind their assigned seat at parade rest. If the class is unable to demonstrate self-discipline or enter the classroom appropriately, the entrance procedures will be repeated.
   
   b. Roll call—After all cadets have entered, the flight commander/sergeant will call the room to attention, greet the class, and lead the class through the corps motto ("It’s our job…to be the best!") school motto ("Cougar Nation…Rise Up!") and the Cadet Creed. The flight commander/sergeant will then take roll. When their name is called, cadets will come to attention and answer “here sir/ma’am as appropriate and go back to parade rest. The flight commander/sergeant will verify, then record attendance in the flight folder and direct the flight to take their seats. The flight commander/sergeant will then cover any upcoming events, information, uniform wear, etc.
   
   c. Report—Once the flight commander/sergeant has made the announcements, they will call the flight to attention and inform the instructor that the class is ready for instruction, with the following reporting statement: “Sir, ___ Flight is prepared for instruction. Upon direction the flight commander/sergeant will verify, then 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 salute the flight commander/sergeant and request permission to enter class. The flight commander/sergeant will return the salute and collect the pass from the cadet and turn it in to the SASI/ASI. If the cadet does not have a pass, the flight commander/sergeant will direct the cadet to the SASI/ASI.
   
   d. 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 commander/sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the period. At this time, the flight commander/sergeant will lead the class in preparing for dismissal, straightening the room, returning books to the shelves, etc. When the bell rings to change classes, the flight will again be called to attention by the flight commander/sergeant. The flight will remain at attention until dismissed by the SASI/ASI at which point the flight commander lead the class in the flight motto and command the flight to “column of files from the left” to exit the room.

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 after tardy bell without instructor’s permission.
   b. Leave their seat without permission.
   c. Talk when the instructor is speaking or someone else has the floor.
   d. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
   e. Throw anything in the classroom.
   f. Write on or deface tables, chairs, walls, books, etc.
   g. Eat, drink, or chew gum in the classroom, unless given permission.
   h. Write on chalkboard without instructor permission.
   i. Disturb pictures or bulletin board items.
   j. Read or work on material that does not apply to AFJROTC without permission from the instructor.
k. Sit in any seat other than your assigned seat.
l. Remove markers or erasers from the board tray.
m. Make loud noises or participate in horse play in the classroom.
n. Throw trash on the floor.
o. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed they may return to their seat.

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/Tsgt Doe, J. |
| A Flight |
| 23 Aug 12 |

5. Instructor Office Entrance Procedures. For any cadet to enter the instructor office the following procedures apply.

a. Knock once loudly on the door.
b. Once addressed, ask for permission to enter with the statement, “Sir, permission to enter.”
c. Once given permission, march smartly into the office at a place approximately 3 paces from the instructor's desk, stop at attention, salute, and give the appropriate reporting statement.

(1) If the cadet is initiating the conversation, “Sir, Cadet Last name reports.”
(2) If the instructor directed the cadet to come to the office, “Sir, Cadet Last name reports as ordered.”

d. Stand at attention unless otherwise directed by the instructor.
e. At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.

6. Logistics Room, Storage Rooms and Cadet Office Area—These areas are used for preparing for PT, briefings, meetings, administrative and logistical work. The corps commander will decide which cadets have access to these areas. The corps commander is responsible for the activity and the cleanliness of the rooms. If anyone fails to follow these guidelines, the SASI or ASI has the authority to remove ALL privileges of all cadets to use these rooms.
CHAPTER 6 - GOVERNMENT PROPERTY

1. Texts and Reference Books—AFJROTC texts and workbooks are available to each cadet, but will not be issued; however cadets may check the books out. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.

2. Uniform Initial 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 and insignia. All Air Force uniform items are issued free of charge. Cadets and Parents/Guardians must accept responsibility to replace any lost or damaged item. PT Gear cost is covered by initial cadet activity fees.

<table>
<thead>
<tr>
<th>Uniform Item</th>
<th>Cost (Male Items)</th>
<th>Cost (Female Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress Shoes</td>
<td>$48.45</td>
<td>$49.10</td>
</tr>
<tr>
<td>Trousers/Slacks</td>
<td>$47.50</td>
<td>$42.31</td>
</tr>
<tr>
<td>Short Sleeve Blue Shirt</td>
<td>$14.60</td>
<td>$12.77</td>
</tr>
<tr>
<td>Service Dress Coat</td>
<td>$110.80</td>
<td>$99.79</td>
</tr>
<tr>
<td>Lightweight Blue Jacket</td>
<td>$87.70</td>
<td>$87.70</td>
</tr>
<tr>
<td>Blue Belt</td>
<td>$3.15</td>
<td>$3.15</td>
</tr>
<tr>
<td>Belt Buckle</td>
<td>$4.39</td>
<td>$4.39</td>
</tr>
<tr>
<td>Flight (Garrison) Cap</td>
<td>$10.99</td>
<td>$9.44</td>
</tr>
<tr>
<td>Tie / Neck tab</td>
<td>$5.80</td>
<td>$8.23</td>
</tr>
<tr>
<td>PT Shirt</td>
<td>$6.95</td>
<td>$6.95</td>
</tr>
<tr>
<td>PT Shorts</td>
<td>$9.95</td>
<td>$9.95</td>
</tr>
<tr>
<td>Corps Polo Shirt</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Skirt</td>
<td>n/a</td>
<td>$38.03</td>
</tr>
<tr>
<td>ABU Boots</td>
<td>$106.61</td>
<td>$101.99</td>
</tr>
<tr>
<td>ABU Trousers</td>
<td>$42.94</td>
<td>$41.71</td>
</tr>
<tr>
<td>ABU Hat</td>
<td>$5.96</td>
<td>$5.96</td>
</tr>
<tr>
<td>ABU Belt</td>
<td>$3.88</td>
<td>$3.88</td>
</tr>
</tbody>
</table>

The following Items will be issued to Junior and Senior Cadets only

<table>
<thead>
<tr>
<th>Uniform Item</th>
<th>Cost (Female Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirt</td>
<td>$38.03</td>
</tr>
<tr>
<td>ABU Boots</td>
<td>$101.99</td>
</tr>
<tr>
<td>ABU Trousers</td>
<td>$41.71</td>
</tr>
<tr>
<td>ABU Hat</td>
<td>$5.96</td>
</tr>
<tr>
<td>ABU Belt</td>
<td>$3.88</td>
</tr>
</tbody>
</table>

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

a. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the instructors for alterations covered at government expense.

b. Corps Polo Shirt. Once cadets pay the yearly activities fee, they will be issued the unit polo shirt. This shirt will be worn at many unit community service events and field trips.

3. Responsibilities—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. Before any item of government property is issued for long term use, the cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.

4. Supply Discipline:

a. Purpose—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by insuring his/her uniform is always correct and in good condition.

b. Maintenance:
(1) Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.

(2) If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.

(3) Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.

5. Uniform Turn-in—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, PT gear, nametag and ribbons). Uniforms are issued in a clean condition; therefore, they must be turned in clean (cleaners bag and receipt required). If the uniforms are turned in dirty, a $20.00 cleaning fee will be charged.
CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC 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 Junior ROTC Instruction 36-2001, Air Force Junior ROTC Operations; AFJROTC Guide and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards.

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.
   b. Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
   c. Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
   d. 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.
   e. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
   f. Civilian attire such as coats, sweaters, or windbreakers will NOT be worn with the uniform at any time.
   g. The uniform policy of the Cooper AFJROTC is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in a recommendation to the Principal to remove the cadet from the AFJROTC program. Cadets are responsible for preparing their uniforms for inspections. It is understood that cadets often times 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 late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the ASI.

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 the AISD and Air Force contract. It is your responsibility to comply with this contract.

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 athletic or PE classes, shop, art or cooking classes, or other groups that might require you to wear another school uniform (i.e., band, Cougarettes, Cougar’s Pride.) 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 ISS, they are not to wear any uniform option while assigned. They will be required to make up the uniform wear on the next normal school day after return to class.

6. 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 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 the maximum points will be 70. The makeup wear must occur prior to the next scheduled wear. 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 are responsible to either wear the uniform before the absence and will receive a full grade based on a personal inspection.

7. Instructor Letter to Parents—In addition to making up the uniform wear, cadets may be required to take home a letter for their parents to sign, acknowledging understanding of the cadet’s failure to meet expectations and how it can affect their grade.

8. PT Uniform—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued Cooper AFJROTC PT uniform 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 the PT uniform. During weeks where PT is conducted, wear of the PT uniform will be factored into the daily grade as follows:

   a. Proper PT Gear and appropriate shoes  Grade = 100
   b. Partial PT Gear and appropriate shoes  Grade = 85
   c. No PT Gear but still able to participate  Grade = 70
   d. No PT Gear and unable to participate  Grade = 0

Please note that since PT days are usually on Friday, there will not be an opportunity to “make up” a missed PT uniform wear. On “team building” days (not an organized workout, but a “fun” activity day) cadets may wear the PT uniform but will not be required...they may wear school appropriate clothing of their choosing, but must meet the appropriate athletic shoe requirement.

9. Uniform Wear Options—For communications purposes, the TX-794 will always indicate which uniform is to be worn by indicating one of the following options:

   a. Option 1: Short Sleeve Blue Shirt, Open Collar (no tie or tab)
   b. Option 2: Short Sleeve Blue Shirt with Tie or Tab
   c. Option 3: Service Dress
   d. Option 4: Unit Polo Shirt
   e. Option 5: PT Uniform
   f. Option 6: ABUs (Seniors Only)
   g. Option 7: Bleacher Creature Spirit Uniform
   h. Option 8: Semi-Formal Dress uniform
   i. Option 9: Drill Team, Color Guard and Exhibition Uniforms

~ 14 ~
Note 1: The lightweight jacket may always be worn with Option 1 or 2 unless otherwise specified.

Note 2: When the Unit Polo Shirt is worn as an authorized uniform or for a community service event it will be worn with nice blue jeans or other appropriate pants, tucked in, and with a belt (the blue AF belt may be used). Also, grooming standards must be met, i.e., female hair up, male haircut and shave, etc.

Note 3: When a cadet is unable to wear their uniform on the assigned day due to alterations, other school events, doctor appointments, etc., the cadet will wear Option 4 or they will not be given credit for uniform wear that week.

Note 4: At the discretion of the SASI, 3rd-year cadets may be issued and allowed to wear ABUs in the second semester.

Note 5: As of the publishing date of this handbook, significant changes have been made to authorized drill team, color guard, and exhibition uniforms. It has yet to be determined which authorized options will be used by TX-794th teams. Once decided, the authorized team uniforms will be published in a policy letter and incorporated into future updates of this guide.

10. Uniform Inspection Procedures/Grading. On uniform wear days (normally Thursdays), an Open Ranks Inspection will be performed in each flight. During inclement weather, the inspection will be conducted in the hallway or classroom. The inspection will be conducted by the Instructor, Flight Commander, or a Senior Staff member. While cadets may conduct the uniform inspection, the actual grade given for uniform wear will be determined by the instructor.

11. Major uniform or cadet grooming violations that are due to direct refusal by the cadet to correct may result in the cadet being required to change out of the uniform into normal school clothes. This may include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, 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 Cooper High School. This requirement may only be imposed by the instructors.

12. Care of 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, taking care to not soil or stain it, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately…DO NOT stuff it in your backpack, cram it in your athletic locker, or chunk 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 ASI’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 pants/slacks/skirt, lightweight jacket, flight caps, ties and neck tabs should be dry cleaned. Understanding that this can be quite expensive, if you have to, you can wash these items on a delicate setting in a washer and hang dry or place in a dryer on a low-heat setting. These items may also be ironed on a low-heat setting. A good rule of thumb is to dry clean these items once a month and wash them in-between those times.

c. DO NOT leave the neck tie in a tight knot. Untie and retie the necktie with each wear.

d. DO place your name on a piece of masking tape inside your flight cap…when you lose it, we’ll know whose it is.

e. The service dress coat is “dry-clean only” and will never be placed in a washing machine or dryer…you will ruin it. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester.

f. Keep a lint brush at home and use it before you leave the house on uniform day.

g. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shinning techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.
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 Junior ROTC. 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 hitchhiking, 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.


   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’s

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

Don'ts

• Do not wear the Air Force commissioned officer sleeve braid or the silver thread on flight caps.
• Do not wear the uniform with other clothing.
• Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
• Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)
• Do not wear earphones or headphones while in uniform, unless required for duty.
• Do not carry pagers or cell phones, unless required for duty. (When required for duty, they must be clipped to the waistband or purse or be carried in the left hand when not in use.)
m. Shoulder Cords. If properly earned, cadets are authorized to wear distinctive shoulder cords with any blue service uniform combination (they will not be worn on the lightweight jacket or ABUs). 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 TX-794 authorized cords are described as follows.

(1) The corps commander cord will be a red and metallic silver single braid cord.
(2) The deputy commander cord will be a royal blue and metallic silver single braid cord.
(3) The director of staff, squadron commanders, and cadet command chief cords will be red single braid cords.
(4) The flight commander cords will be royal blue single braid cords.
(5) The cadet of the quarter cords will be red and white single braid cords.
(6) Academy Cord. The top 10 cadets in the entire corps who achieve the highest GPA (with no failures) for each promotion cycle will be authorized to wear the “infantry blue” single braid cord. If this honor is achieved by a cadet authorized to wear a cord of higher precedence as listed above, the honor will go to the cadet(s) with the next highest GPA. Drill Team members who have competed in at least one competition are authorized to wear distinctive red and royal blue single braid cords.

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 will not be worn on the thumb.

c. Necklaces. Will not be visible at any time. If worn, 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. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

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, belly button, lips, nose, etc.) that will require healing time, WILL NOT make it authorized to be worn in uniform, EVEN IF IT IS ALLOWED BY THE DISTRICT DRESS CODE. These items will have to be removed or the uniform will have to be taken off and the cadet will be given a zero for uniform wear.

h. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

i. Headphones/Earbuds. Wear/use of an earpiece, any blue tooth 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. There is no minimum hair length, to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with cadet standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.
b. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

c. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. 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

Authorized Braids

Example Authorized Scrunchie

Unauthorized Women’s Hair Styles
g. Fingernails. Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet’s complexion, detract from the uniform, or be extreme colors. Some examples of extreme 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 ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

h. 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. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

i. Earrings. Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If 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.

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 be 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 1¼ inch 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. 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 SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

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.
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.
<table>
<thead>
<tr>
<th>Cadet Officer Rank</th>
<th>Abbreviation</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Second Lieutenant</td>
<td>C/2d Lt</td>
<td><img src="image1" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet First Lieutenant</td>
<td>C/1st Lt</td>
<td><img src="image2" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Captain</td>
<td>C/Capt</td>
<td><img src="image3" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Major</td>
<td>C/Major</td>
<td><img src="image4" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Lieutenant Colonel</td>
<td>C/Lt Col</td>
<td><img src="image5" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Colonel</td>
<td>C/Col</td>
<td><img src="image6" alt="Insignia" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cadet Enlisted Rank</th>
<th>Abbreviation</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Airman Basic</td>
<td>C/AB</td>
<td><img src="image7" alt="Insignia" /></td>
</tr>
<tr>
<td>No Insignia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Airman First Class</td>
<td>C/A1C</td>
<td><img src="image8" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Senior Airman</td>
<td>C/SrA</td>
<td><img src="image9" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Staff Sergeant</td>
<td>C/SSgt</td>
<td><img src="image10" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Technical Sergeant</td>
<td>C/TSgt</td>
<td><img src="image11" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Master Sergeant</td>
<td>C/MSgt</td>
<td><img src="image12" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Senior Master Sergeant</td>
<td>C/SMSgt</td>
<td><img src="image13" alt="Insignia" /></td>
</tr>
<tr>
<td>Cadet Chief Master Sergeant</td>
<td>C/CMSgt</td>
<td><img src="image14" alt="Insignia" /></td>
</tr>
</tbody>
</table>
e. Rank Placement

![Enlisted Rank Placement on Blue Shirt](image)

![Rank Placement on ABUs (officer and enlisted)](image)

![Enlisted Rank Placement on Service Coat](image)

![Officer Rank Placement on Service Coat](image)

![Rank Placement on Lightweight Jacket (officer and enlisted)](image)

7. Uniform Standard Exceptions—Because Cooper 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—The issued Air Force hat will be worn at all times while outside in uniform, on and off campus. The only exception to this rule is during LUNCH while IN THE COOPER CAFETERIA PATIO AREA. If someone tells you to put your hat on…put it on!

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.
8. TX-794 AFJROTC Uniform Options and Descriptions.

UNIFORM OPTION 1 & 2 – CADET MALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the necktie.

NAME TAG: Required-Grounded and centered over wearer’s right pocket.

RIBBONS: Required-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 (see Attachment 1) 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 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.
UNIFORM OPTION 1 & 2 – CADET FEMALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the neck tab.

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: Required-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 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, 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.

NECK TAB: The neck tab will 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.
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 ½ inch above name tag and centered horizontally. Additional badges placed ½ 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 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:
Same as Option 2.

BELT/GIG LINE:
Same as Option 1 and 2.

SHIRT:
Same as Option 2.

PANTS:
Same as Option 1 and 2.

SHOES:
Same as Option 1 and 2.

SOCKS:
Same as Option 1 and 2.

T-SHIRT:
Same as Option 1 and 2.
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.

NECK TAB: Same as Option 2.

BELT/GIG LINE: Same as Option 1 and 2.

SHIRT: Same as Option 2.

PANTS: Same as Option 1 and 2.

SHOES: Same as Option 1 and 2.

SOCKS: Same as Option 1 and 2.

T-SHIRT: Same as Option 1 and 2.
UNIFORM OPTION 4 – CADET UNIT POLO SHIRT

The Cadet Unit Polo Shirt (Option 4) will be worn for community service events and other occasions where wear of the Blue Air Force Uniform is inappropriate. When Option 4 is worn, the shirt will be tucked in. The cadet must wear nice blue jeans and a belt (the issued blue Air Force belt is authorized.) In cases where the cadets will be outside in warm weather, nice shorts (jean or cargo style) may be authorized by the instructors (no “cut off” or athletic style shorts). Option 4 may also be used as a weekly uniform wear on a limited basis at the instructor’s discretion. If a cadet cannot wear their issued blue Air Force Junior ROTC uniform on the appropriate day due to alterations, missing items, etc., they are required to wear Option 4 to receive credit.

Grooming Standards Apply while in Option 4. Haircuts and shave for boys, hair and makeup rules for girls, and jewelry rules for both genders are in effect.

NOTE: If a cadet choses to wear their Unit Polo Shirt on a non-uniform day, there is no requirement to be within uniform grooming standards, as long as school dress code standards are met.
UNIFORM OPTION 5 – CADET PHYSICAL FITNESS TRAINING (PFT) UNIFORM

The cadet PFT uniform (Option 5) will be worn on designated PT days (normally Friday). The PFT Uniform will consist of the Cooper AFJROTC PT Shirt and Shorts. On cold days, the Air Force issued Sweat Shirt and/or Sweat Pants may be worn over the shirt and shorts. Additionally, undershirts, short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the issued PFT shirt. The PFT Uniform will be well fitting enough to allow the cadet freedom of movement. The shirt will be worn tucked in at all times. Do not remove, cut or roll up the sleeves. Cadets who also have the Air Force Physical Training Uniform may wear it in lieu of the issued Cooper AFJROTC PFT uniform, however, the Air Force PT gear may not be mixed with the Cooper PFT uniform. Appropriate athletic shoes are required with the PT uniform (no flip flops, sandals, or open toed shoes). On designated “Team Building” days, the PT uniform is optional, although if not worn, the cadet must wear clothing that still allows them to participate, and the appropriate shoe rule is still in effect. If a cadet has a valid excuse for not participating in PT (i.e., doctor’s note) they should still bring their PT gear with them on that day since a grade is given for having the appropriate uniform.
UNIFORM OPTION 6 – CADET AIRMAN BATTLE UNIFORM (ABU)

NAME TAPE: Worn centered and grounded over the right pocket.
AFJROTC TAPE: Worn centered and grounded over the left pocket.
UNIT PATCH: Worn centered on the right pocket.
AFJROTC PATCH: Worn centered on the left pocket.
RANK (Officer and Enlisted) Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia.
SLEEVES: May be worn rolled up or fully extended.
T-SHIRT: Tan/sand color plain t-shirt or the gray issued Cooper AFJROTC PT shirt.
BELT: Issued ABU belt.
BOOTS: AF Issue green boots.
HAT: AF Issue garrison ABU hat. Cadet officers wear officer rank insignia centered from side to side and top to bottom on the ABU hat. Cadet enlisted personnel do not wear any insignia on the ABU hat.
UNIFORM OPTION 7 – BLEACHER CREATURE SPIRIT UNIFORM

The Bleacher Creature Spirit Uniform (Option 7) will be worn by members of the team at pep rallys and football games. Option 7 will consist of the sprit team shirt, PFT shorts, and the issued warm up suit in colder weather.

Grooming Standards Apply while in Option 7. Haircuts and shave for boys, hair and makeup rules for girls, and jewelry rules for both genders are in effect.
UNIFORM OPTION 8 – SEMI-FORMAL DRESS UNIFORM

1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. 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-formal 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.

~ 34 ~
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 Cooper High School; however, they will be removed for uniform inspections.

While worn, the lightweight jacket must be zipped at least ½ way up. It can be zipped up further and even to the top, but must be at least ½ 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, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar.
CADET HEADGEAR

SERVICE CAP (Officer and Enlisted)

Black hat band
Plain Black

Centered

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

FLIGHT CAP® (Officer and Enlisted)

1 1/2" centered top to bottom and 1 1/2 inches from front of cap

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

SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery

Centered

Enlisted Women's Service Caps may be worn with the Hap Arnold Wings Insignia.

FLIGHT CAP® (Officer and Enlisted)

1 1/2" centered top to bottom and 1 1/2 inches from front of cap

- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.
<table>
<thead>
<tr>
<th>Cadet Name (last name first name)</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrepancy</td>
<td>Penalty Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform - not worn</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Hat - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Hat - dirty</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Hat insignia - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Hat insignia - improper placement</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Hair - extremely out of standards</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Hair - close, but still out of standards</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Hair - faddish, bulk, spots, etc.</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Facial Hair</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Sideburns - too long, wide, etc.</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Eye Wear - improper</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Jewelry</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Make Up - Improper</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Nails - improper color, length, etc.</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Rank - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Rank - not properly placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Nametag - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Nametag - not properly placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Ribbons - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Ribbons - not properly placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Badges - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Badges - not properly placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Belt - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Belt - not properly placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Tie/Tab - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Tie/Tab - not properly tied/placed</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>T-shirt - not worn</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>T-shirt - improper</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Patches</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Buttons - missing/ not buttoned</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Gig Line - not aligned</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Shoes - not shined</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Shirt - not pressed, stains, etc.</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Pants - ill fitting, too long etc.</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Socks - wrong color, type, or missing</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Discipline - poor discipline, PDA, etc.</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Knowledge - Inspection questions</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Grade/Notes (instructor only)
CHAPTER 9 - 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, uniform wear, community service hours, extra-curricular activities, 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.
   (2) Promotions to the grades of cadet SMSgt and cadet CMSgt depend on position and grade vacancies and the performance of the cadets filling the various positions.

   c. 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 upper classmen are not available to fill the higher positions in the cadet corps.

2. Frequency of Promotions:
   a. There will be two promotion cycles each school year, one during each semester.
   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 corps commander and approval of the SASI/ASI.

3. Promotion Criteria:
   a. For the first promotion cycle each year (Fall Semester), the following criteria apply:

      (1) AFJROTC grade of 80 or above
      (2) Passing grade in all other classes. Cadets will not be promoted if they are on the UIL Academically Ineligible List. 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.
      (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
         - Position of attention
         - Parade Rest
         - Present Arms
         - Order Arms
         - Right, Left and About Face
      (4) Memorization of Cadet Creed (verbal test)
      (5) Memorization of Phonetic Alphabet (written test)
      (6) Knowledge of basic cadet information (written test)
      (7) Knowledge of advanced cadet information (written test—officers only)
      (8) No active administrative disciplinary actions
      (9) Demonstrated positive attitude and full effort towards the AFJROTC Program

   b. For the second promotion cycle each year (Spring Semester), criteria from the first promotion cycle will apply in addition to the following:

      (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
         - Forward March
         - Halt
         - Right and Left Flank March
- To the Rear March
- Column Right/Left March
- Eyes Right
- Ready Front
- Change Step March
- Right/Left Step March

(2) Memorization of 30-count Drill Sequence (written test)
(3) Memorization of Air Force Song and School Song (verbal test)
(4) Memorization of the Cooper High School Motto and Mission Statement
(5) Participation in at least 1 corps-wide community service project

4. Promotion Board Procedures:
   a. A cadet promotion board will be established prior to each promotion cycle. The board will consist of the SASI, ASI, and Corps commander.
   b. Promotions, demotions and assignments will be documented by publishing special orders. Action is marked in cadet’s file.

5. Reduction in Cadet Rank—Students who are assigned to In School Suspension (ISS), Reassignment Center (RAC), or behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS or RAC may lose their cadet rank. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary action board. The disciplinary board will be appointed by the SASI/ASI. Each person has an input to determine what action should be taken to discipline the cadet who has broken the school rules. The cadet being considered for discipline board action may request permission to present their case. The insignia is part of your uniform—you are required to wear the insignia when you wear the uniform and under no circumstances may you remove the insignia without special orders authorizing you to do so.

6. 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 – 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)
--- | --- | ---
**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

**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

**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

**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

**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 benefit the local community. ** | Ribbon, Certificate

NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility) | CADET REQUIREMENT | ELEMENT(S)
--- | --- | ---
**Air Force Association Award** (AS-III) | Excel in 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

**Daedalian Award** (All Cadets) | 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

**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

**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

**American Veterans Award** (AS I, I, II, or IV) | 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

**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
**Military Order of Word 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

**Military Officers Association Award** (AS-III/Junior) 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

**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

**Military Order of the Purple Heart Award** (AS-III or IV) Show positive attitude towards 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. Not previously received. Medal, Ribbon, Certificate

**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

**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

**Retired Enlisted Association Award** (AS-I, II, III or IV) 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

**Celebrate Freedom Foundation Award** (AS-I or II) 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

**Air Commando Association (ACA) Medal** (AS-I, II, III or IV) 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

**LOCAL AFJROTC AWARDS AND RIBBONS**

**AWARD (Eligibility)**

**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.) *

**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.*
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.*

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.**

Top Performer Award
(2% of Cadets)
SASI nominates to Regional Director prior to Evaluation or Staff Assistance Visit (SAV) (SASI may also select recipient on out of cycle evaluation years). Leadership and job performance in primary duty. Nominee must also be in good academic standing in all high school course work.

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.**

Leadership Ribbon
(5% of Cadets)
Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year.**

Achievement Ribbon
(5% of Cadets)
Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.). Awarded once per school year.**

Superior Performance Ribbon
(10% of Cadets)
Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (top three cadets in PT tests, outstanding performer in community sanctioned activity, successfully run a Corps project that involves less than 30% of the Corps). Awarded once per school year.**

Academic Ribbon
(All Cadets)
Achieve overall "80" grade point average with "90" in AFJROTC for the semester enrolled.**

Cadet Leadership Course (CLC) Ribbon
(All Cadets)
Awarded for successful completion of a CLC graduate. Add Silver Star for outstanding performance at the CLC. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.

Special Teams Placement Ribbon
(All Cadets)
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, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

Joint/All-Service National Competition Ribbon
(All Cadets)
Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

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, CyberPatriot, StellarXplorers etc.
<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orienteering Ribbon</strong> (All Cadets)</td>
<td>Awarded to team members for &quot;placing&quot; in an orienteering meet or successfully completing the Land Navigation academic and course execution phases of the Land Navigation Course. (NOTE: The TX-794 does not currently have an orienteering program.)</td>
</tr>
<tr>
<td><strong>Leadership Development Requirement (LDR) Leadership Ribbon</strong> (All Cadets)</td>
<td>Awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).**</td>
</tr>
<tr>
<td><strong>Drill Team Ribbon</strong> (All Cadets)</td>
<td>Participate on the team for the entire drill season and compete in at least three drill meets. Must be recommended by the drill team commander.**</td>
</tr>
<tr>
<td><strong>Color Guard Ribbon</strong> (All Cadets)</td>
<td>Participate in at least five scheduled color guard events or on the color guard team at three drill meets. Must be recommended by the color guard commander.**</td>
</tr>
<tr>
<td><strong>Sabre Team Ribbon</strong> (All Cadets)</td>
<td>Participate in at least three scheduled sabre team events or on the sabre team at three drill meets. Must be recommended by the sabre team commander.**</td>
</tr>
<tr>
<td><strong>Marksmanship Ribbon</strong> (All Cadets)</td>
<td>SASI will award the Marksmanship Ribbon to the cadets that participate in a Marksmanship Program. (NOTE: The TX-794 does not currently have a marksmanship program.)**</td>
</tr>
<tr>
<td><strong>Good Conduct Ribbon</strong> (All Cadets)</td>
<td>Cadets must not have received a referral (this includes no ISS or DAEP) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. Must be recommended by flight commander.**</td>
</tr>
<tr>
<td><strong>Service Ribbon</strong> (All Cadets)</td>
<td>Performance in a minimum of 10 hours of school, community, or AFJROTC service projects.**</td>
</tr>
<tr>
<td><strong>Health and Wellness Ribbon</strong> (All Cadets)</td>
<td>Awarded for successfully completing the Presidential Fitness Assessment and actively participating in the Unit Wellness Program. The bronze star will be awarded to any cadet scoring 80-89, silver star for 90-99, and gold star for a 100 on the Presidential Fitness Assessment.</td>
</tr>
<tr>
<td><strong>Recruiting Ribbon</strong> (All Cadets)</td>
<td>Ribbon is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to JROTC.**</td>
</tr>
<tr>
<td><strong>Activities Ribbon</strong> (All Cadets)</td>
<td>Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams.**</td>
</tr>
<tr>
<td><strong>Attendance Ribbon</strong> (All Cadets)</td>
<td>Awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.**</td>
</tr>
</tbody>
</table>

~ 44 ~
### Dress and Appearance Ribbon (All Cadets)
Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.**

![Ribbon]

### Longevity Ribbon (All Cadets)
Successfully complete AFJROTC course requirements for entire year.**

![Ribbon]

### Bataan Memorial Death Match Ribbon (All Cadets)
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.**

### Patriotic Flag Ribbon (All Cadets)
May be awarded for participation in non-color guard events specifically designed to honor our nation’s flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. The TX-794 traditionally has several of these types of events each year to include Patriots Day, Veterans Day and other celebrations.**

* 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.

2. **Ribbon Devices.** Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaves 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. 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.

![Single Bronze Oak Leaf](image)
![Double Bronze Oak Leaf Cluster](image)
![Triple Bronze Oak Leaf Cluster](image)
![Quadruple Bronze Oak Leaf Cluster](image)

![Single Silver Oak Leaf](image)
![Bronze Star Device](image)
![Silver Star Device](image)

3. **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 TX-794th Annual Awards Banquet any other event designated by the SASI.

4. **AFJROTC cadets are not authorized to wear ribbons earned while enrolled in 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 Junior ROTC ribbons/medals the cadet earned while serving in 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:

Distinguished AFJROTC Cadet Badge—This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection: Leadership Ribbon, Achievement Ribbon, Superior Performance Ribbon, Academic Ribbon, Leadership Development Requirement Ribbon and Service Ribbon.

Kitty Hawk Order of Honors—The objective of the TX-794 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one’s school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets. Membership is based upon scholarship, leadership, and character. Membership is open to ASII, ASIII, and ASIV cadets who have spent one previous semester in the Texas 794th. Cadets must have an average of at least 95 in AFJROTC and an average of 85 in other classes with no failures. Cadets must be recommended by the SASI/ASI. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load (six one unit courses).

Flight Solo Badge—Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

Flight Certificate Badge—Awarded to any cadet who possesses a valid FAA pilot’s certificate for either powered or non-powered aircraft.

Awareness Presentation Team Badge—Awarded for participation on an Awareness Presentation Team (APT). Members of this team are handpicked by the SASI/ASI to attend recruiting visits to feeder middle schools, normally early in the second semester.

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 TX-794 AS rotating curriculum.

Aerospace Education Foundation (AEF) Academic Cadet Badge—Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI.
7. Cadet of the Quarter Recognition Program. Each quarter, the TX-794 AFJROTC Corps Commander will convene a recognition board consisting of senior staff members to select the Corps Airman, NCO, and Officer of the Quarter. Each flight commander can nominate up to two cadets in each category to meet the board and will fill out a nomination form found at attachment 8. The recognition board will select a winner in each category and notify the instructors. The board will then arrange for recognition of the winners at an appropriate ceremony (i.e., promotion night, commander’s call, recognition banquet, etc.) Winners of the quarterly recognition program will be awarded the distinctive red and white Cadet of the Quarter rope and a recognition certificate.
CHAPTER 11 - CORPS COMMUNICATIONS

1. Bulletin Boards—The cadet bulletin boards will be used for posting official notices, i.e. policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. **It is the responsibility of each TX-794 cadet to read the bulletin boards daily.** The bulletin boards will be kept current at all times and is the responsibility of the Personnel Officer. All notices placed on the board MUST be typed, and approved by the SASI, ASI, c/CC or c/CD.

2. Current uniform wear and ribbon charts will also be on permanent display on the unit bulletin board.

3. Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. 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.

4. Sign-up Lists—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name and signature, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and flight commanders and first sergeants to monitor. Cadets should not sign up for events unless they are absolutely certain they can participate. If a cadets signs-up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify their flight commander and/or the project officer.

5. Distribution Boxes—Due to the difficulty of assembling large groups of cadets at any time, the distribution boxes will be the primary method of sharing information within the cadet staff. Each cadet staff member is responsible for checking their box EVERY day and more often if possible.

6. Classroom Announcements—It is the responsibility of each flight commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the flight commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.

7. Announcement Slide Show—When possible, the cadet command chief master sergeant, assisted by the first sergeants will place major upcoming events and uniform wear information in a computer slide show to be shown at the beginning of each class period. It is the responsibility of each flight commander (with the exception of the last period of the day) to set up the slide show for the next class.
CHAPTER 12 - COMMUNITY SERVICE & LETTER JACKET POLICY

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: MDA, VFW (Veterans of Foreign Wars), veterans and servicemen letters, food drives, community parades, color guard details for the community, etc. Service to Region, District, Cooper High School. Service conducted solely for or in support of AFJROTC activities are strictly considered as co-curricular 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 (cell or home.) 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 on the UIL List for Academic Ineligibility must have instructor approval before signing up.

   d. Failure to Show. Cadets must understand the personal responsibility to 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 within the unit discipline management plan, and may suffer consequences such as demotion and not being allowed to participate in future events.

   e. Credit for Community Service Time. In the cases of events with a large amount of cadet participation, the project officer is responsible for recoding attendance, time served, and updating the event in WINGS. If this process is not followed, cadets should fill out a community service hours request form (see Attachment 1) and turn it in to the appropriate project officer, flight commander, team commander, or the SASI or ASI. The project officer/flight commander/team commander/ASI approves the form and submits it to the personnel officer/staff to enter into WINGS. The form is then filed in the cadet’s record.

2. Letter Jackets will be awarded to selected AS-3 and AS-4 cadets each year. Depending on available funding, cadets who earn their letter jacket may incur a portion of the cost. The Letter Jackets will be awarded to the most deserving individuals who:

   a. Are passing all their subjects

   b. Have completed a minimum of 30 community service hours and have led two community service projects

   c. Have directly contributed to the corps through participation in co-curricular and leadership activities.

3. At NO time will a letter jacket be worn with the AFJROTC uniform!
CHAPTER 13 - LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) & CURRICULUM IN ACTION (CIA) TRIPS

1. The Cooper AFJROTC participates in a variety of LDR activities. Parades, drill meets, the annual Military Ball, awards ceremony and the Pass in Review are just some of the yearly activities. Following are some of the clubs and varied activities.

   a. Unarmed Drill Team - a special marching unit which performs regulation and exhibition unarmed drill
   b. Armed Drill Team - a special marching unit which performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
   c. 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
   d. 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.
   e. Physical Training (PT) Team - a physically fit group of cadets who train and compete in PT at drill meets.
   f. Bleacher Creatures – a group of volunteer cadets who provide safekeeping for the school spirit groups during home football games and pep rallies
   g. Awareness Presentation Team (APT) - a hand-selected group of cadets who visit local middle and elementary schools to inform them about high school Junior ROTC
   h. Rocket Club – a group of cadets who meet to learn about, build and launch model rockets.
   i. Model Aircraft Club – a group of cadets who meet to learn about and build model aircraft.
   j. Joint Leadership Academic Bowl (JLAB) Team – a group of cadets who volunteer for and prepare to compete in the annual JLAB competition.
   k. Cyber Patriot Team – a group of cadets who volunteer for and prepare to compete in the annual Cyber Patriot Competition.
   l. 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 Cooper 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. Below is a list of some of the most common field trips. Each cadet must have a parental permission form on file prior to departure on any CIA or other sponsored trip.

   - Dyess Air Force Base Tours
   - Teambuilding or Obstacle Course Outings
   - USS Lexington Aircraft Carrier
   - Lackland AFB Basic Training Graduation
   - Love Field Aviation Museum
   - Sweetwater WASP Museum
   - Fredricksburg WWII Museum
   - C-130 Orientation Flights
   - 12th Armored Division Museum

~ 50 ~
CHAPTER 14 - 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 amount 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 Cooper 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. At the instructor's discretion, team sports may be played at least 1 Friday each month depending on corps-wide uniform wear percentages.
   
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. Fitness assessments and workouts will take place on Fridays opposite team sports.

3. Fitness Assessment Exercises/ Measurements:
   
a. 1-mile and mile and a half Run—The 1-mile run will take place on the school track. Runners will not switch lanes until the 200-meter mark. Runners will be stretched well and hydrated before the run. For recording purposes, cadets will hold up the number of fingers and verbally state the number of laps just completed each time they pass the start line. Cadets who have trouble running will be encouraged to try some running combined with walking and to try and improve their result each time. While walking, cadets will be highly encouraged to walk at a brisk pace.
   
b. Lunges—Start by standing in a normal upright position with your hands on your hips. While keeping your hands on your hips, step out far enough with your left leg so that your right knee has to drop within an inch of the ground. Now step back to the upright position and then step out with your right leg until your left knee is an inch off the ground. Going from left to right one time equals one three-count lunge. However, for testing one may count each lunge individually, so the process described above would equal two lunges.
   
c. Plank—Position yourself on the floor by resting on your toes and elbows. Keep your back straight. You should look like you're in a push-up position, but you are leaning on your elbows instead of your hands. You can clasp your hands together in front of you, or keep them apart. Hold this position as long as you can. No movement, just hold that plank position and keep holding.
   
d. Pushups—Place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press back to starting position. You must rest in the up position.
e. Sit ups—Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum.

f. V-sit Reach—Place your feet 8 to 12 inches apart on a line marked on the floor. This is the baseline, which will be crossed by 2 rulers that will be used to measure your flexibility. With palms facing down, place them on the measuring line. Keep your toes facing upward. As you reach forward, exhale, and reach as far as you can while staying in good position. Try this three times for practice and the fourth will be recorded. If you do not cross the base line it will be a negative number reached, and if you cross the baseline it will be positive numbers reached.

4. Flight PT Leader Procedures—Each flight will chose 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 - DRILL AND CEREMONIES


1. WHY CADETS DRILL.

   Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? 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 5 minute exercise for cadets – new and experienced alike – is to ask them to identify the benefits of drill and make a running list on the board. The Right Amount of Drill. For many reasons then, drill is good for cadets. But the Cadet Program should be so much more than drill.

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.

<table>
<thead>
<tr>
<th>PREPARATORY COMMAND</th>
<th>COMMAND OF EXECUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight</td>
<td>ATTENTION</td>
</tr>
<tr>
<td>Right</td>
<td>FACE</td>
</tr>
<tr>
<td>Parade</td>
<td>REST</td>
</tr>
<tr>
<td>To the Rear</td>
<td>MARCH</td>
</tr>
<tr>
<td>Open Ranks</td>
<td>MARCH</td>
</tr>
</tbody>
</table>

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.

a. State the name of the movement and explain its purpose.
b. Perfectly demonstrate how the movement is performed at a normal cadence, twice.
c. Also break the movement into segments, showing how it’s performed, one step at a time. Mention any special rules or standards.
d. 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. **Drill Symbols and Flight Formations.**

![Legend of Drill Symbols](image)

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

![Flight in Line Formation Diagram](image)

**Flight in Column Formation**
formation in which the flight normally marches

![Flight in Column Formation Diagram](image)

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.

~ 56 ~
10. Drill Positions and movements.

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.

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.
(Flight,) ATTENTION.
- Heels together smartly and on line 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%.

Parade, REST.
- On “REST,” raise left foot slightly from hip and move smartly to the left.
- Heels 12-inches apart and on line.
- 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%.

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

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

- **COUNT TWO.**
  - Bring left foot smartly forward.
  - Heels come together and on line.
  - Feet at 45°.
  - End at attention.

➢ **TEACHING TIPS:** Watch that cadets do not lean forward during the movement.

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 on line, feet at 45°.
  - End at attention.

➢ **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.

Hand, SALUTE.

- **COUNT ONE**
  - On "SALUTE," cadet raises the right hand smartly in the most direct manner.
  - While raising hand, extend and join fingers once half way 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.
- **COUNT ONE**
  - 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.

- **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.)

**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 45º (cadets tend to turn only slightly or a full 90º).

**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.
- **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.

**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.

**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.

**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, on line, 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.

**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.

**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.”

**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.
Open Ranks, MARCH & Ready, FRONT.

- Is given only if the formation is in line at normal interval.
- On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval.
- Each succeeding element in front of the fourth 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:
  
  - The third element takes one pace forward
  - The second element takes two paces forward
  - The first element takes three paces forward.

- Once halted, the distance between ranks will be about 70 inches.
- The flight commander proceeds and aligns the flight.
- 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.
  - If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.
  - Back row has remained in place.
  - Front row has taken one step forward for each row behind it.

Close Ranks, MARCH.

- To close ranks when at open ranks, the command is Close Ranks, MARCH.
- On MARCH, the first rank stands fast.
- The second rank takes one pace forward with coordinated arm swing and halts at the position of attention.
- The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

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.
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 the far right 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.

- THIRD ELEMENT
  - The fourth 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. They begin the half step and establish interval and dress. 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 third element matches 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 third element leader takes one 24-inch step (maintaining coordinated arm swing throughout) steps to the pivot point, 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 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 second element leader takes one more 24-inch step (maintaining coordinated arm swing throughout) steps to the pivot point, 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 first 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.

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

- MARCH
  - 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.

### 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).**
  - 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:
    - The third element takes two steps
    - The second element takes four steps
    - The first element takes six steps.

- **EXTEND, MARCH (AT THE HALT)**
  - 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)**
  - On MARCH, which is given on the right foot, the fourth element takes up the half step following the command of execution.
- 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.
- The second element does likewise, taking three steps between pivots.
- The first element does likewise, taking five steps between pivots.
- Upon executing the pivots, the cadets resume their original direction of march and they take up the half-step once close interval is obtained.
- 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 1 – ACTIVITIES FEES AND OTHER COSTS

1. What is the activities fee and what is it for?—Each year cadets will be asked to pay a non-refundable $30.00 activities fee. Our program receives minimum (and sometimes no) funding by the Air Force and AISD for specific things but these do not include certain cadet activities such as bowling night, dances, meals for color guards, drill team equipment, etc. To keep our cadet activities strong and exciting, additional funds are necessary.

2. What specifically do activity fees pay for?—For a first-year cadet, the $30.00 activity fee will cover the cost of their unit polo shirt ($15) and PT Gear ($15). For a returning cadet in the 2018-2019 school year, the fee will cover the cost of their PT Gear ($15). Any remaining funds will be placed in the general fund. Although a small fee may be charged for events such as field trips, the military ball, awards banquet, etc., the activities account helps keep these costs down so the amount we have to charge each cadet is usually minimal.

3. What about other fundraisers?—Many fund raisers are held each year to include car washes, candle sales, candy sales, etc. Again, the more effort the cadets place on raising funds…the more they get to do and the less money they have to spend out-of-pocket!

4. What about the Drill Team?—Again, tough economic times have had an impact on our program. In an effort to keep our full competition schedule, we will ask each drill team member to pay an additional one-time, non-refundable $20.00 activity fee. These fees help cover additional drill team uniform items and equipment not funded by the Air Force or school district.

5. Our goal is to ensure that each cadet is able to gain the full experience that AFJROTC can provide. Please let one of our instructors know if you have any questions about fees or fundraisers. We ALWAYS take donations (tax exempt) and are always looking for fund-raising ideas.

6. Cadet Scholarships. Although we generally expect all cadet fees to be paid up front, it is possible for a cadet to pay their activity fees in installments. If a cadet is facing extreme financial difficulties, scholarships may be available. Please talk to one of the instructors to make any special arrangements.
CHAPTER 17 – 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. Step 1–Verbal Counseling—Any time a cadet’s behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to pull the cadet aside, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions and how they do not meet corps expectations. A great tool to use is the Cadet Creed. You can ask the cadet, “How do you feel your actions meet with the Cadet Creed?” You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight commanders are definitely on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.

3. Step 2–Letter of Counseling (LOC)—In the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using an LOC (Attachment 6) is the next step. An LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the flight commander or other cadet officer will state the situation to the cadet, explain how the cadet’s behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. Forward the form to the appropriate Squadron Commander. After review by the cadet staff and instructors, the LOC will be filed in the cadet’s record.

4. Step 3–Letter of Reprimand (LOR)—The last tier in the discipline management system is the LOR (Attachment 7). An LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure to not threaten the cadet; administrative punishment is only authorized by the corps commander with concurrence of the instructors. Forward the form to the appropriate Squadron Commander. After review by the cadet staff and instructors, any administrative punishment will be indicated and the LOR will be filed in the cadet’s record.

5. Step 4–Discipline Board—the corps commander may hold a discipline board before recommending administrative punishment (demotion, removal from activities, dis-enrollment) to the instructors. A discipline board must consist of a minimum of the corps commander, deputy commander, and at least one squadron commander. The discipline board should allow the offending cadet the opportunity to address the board in regards to the situation. Once the board has conducted its investigation, its findings and recommendations will be forwarded to the instructors.
CHAPTER 18 – SOCIAL MEDIA

1. The TX-794 AFJROTC maintains several 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 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 Cooper High School and AISD Code of Conduct.

2. Remind 101. This application will be the primary means of communication outside of school. All cadets and parents are highly encouraged to sign up for this application simply by texting @msgtd to 81010. This is a fee service and approved by the school district for communications by and between instructors and cadets alike.

3. Cooper AFJROTC Web Site. The Cooper AFJROTC Web Site can be found at www.cooperrot.com. Cadets can find almost anything they need at this site to include uniform wear information, master schedule and upcoming events, PT activities, the cadet handbook, course syllabus, etc. Cadets are encouraged to check the web site regularly to stay abreast of the most current information.

4. Cooper AFJROTC Facebook Page. The Cooper AFJROTC Facebook Page, Facebook group name “TX-794 AFJROTC Cooper High School” is used to publicize upcoming events, post pictures of cadets in action, and as a general forum for cadet discussions.
5. Cooper AFJROTC Instagram. Follow us at cooper_afjrotc! Should see lots of new pics this year!
CHAPTER 19 – CADET LEARSHIP COURSE(S) (CLC)

1. Cadet Leadership Course(s). Each summer, TX-794 Cadets may be afforded the opportunity to attend a Cadet Leadership Course. Currently, the TX-794 participates in a basic CLC and an advanced CLC (Cadet Staff Leadership Course or CSLC) at Howard Payne University in Brownwood, Texas. These courses are held concurrently generally during the 1st week of June or right after graduation. CLCs are intended to enhance the cadet experience and develop cadets into leaders in their home units.

2. Selection. TX-794 Cadets will be selected based on the number of quotas allowed for each course and 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

3. Requirements. Cadets selected to attend CLCs must be volunteers and be available to attend the entire course. Selectees must obtain additional uniforms and other items as needed/prescribed the CLC hosts. An additional activities fee may be charged to cover incidentals.

4. Timeline. Announcement of selectees and alternates will generally occur in early March of each year, followed by a meeting for attendees and parents in April. Cadets selected to attend the CLCs will be transported by the school district to and from the courses in June.

5. Benefits. Cadets who attend and successfully complete a 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 TX-794.

6. Corps Commander CSLC Prerequisite. It is required that the selected TX-794 Corps Commander for the upcoming school year (each year) attend the Cadet Staff Leadership Course. This requirement can only be waived by the SASI.
CHAPTER 20 - 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 on the basis of positions available and the individual need for training experience. To apply for a corps staff position, cadets must submit a Corps Staff Application (Attachment 4.)
   a. Some flight positions may be interchanged every six weeks. (i.e. Flight Sergeant and element leader)
   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 each semester 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 Corps and/or Deputy Corps 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 Corps Commander—The Corps Commander selection process will be announced by the SASI in the last month of the semester for the following semester. The Corps Commander will be selected by the SASI. The SASI will base this selection on the following criteria:
   a. Leadership potential based on past performance
   b. Written Essay
   c. Findings of selection panel consisting of SASI, ASI and School Principal and previous corps commander.

3. After the announcement of the Corps Commander, he/she will select their staff, who in turn will select their staffs (all with the concurrence of the SASI). The only positions not picked by the corps commander will be SOT and flight commanders who will be handpicked by the instructor staff from a pool of qualified applicants.

4. Corps Job Descriptions:
   a. The **Corps 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 obtainable 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 Flight Commander Reports and submitting to SASI/ASI; conducting corps staff meetings; epitomizing the Air Force Corps Values.
   b. The **Deputy Corps Commander** is responsible for and must: Follow the directives of the Corps Commander; act in the absence of the Corps Commander; control and organize the corps staff; establish and implement administrative discipline procedures; review Flight Commander Reports and submit to Corps Commander; attend and actively participate in corps staff meetings; set up the cadet recognition board and insure that the flights nominate worthy cadets.
   c. The **Cadet Command Chief Master Sergeant** is responsible for and must: Follow the directives of the corps commander; assist in training of new cadets; be attuned to cadet enlisted concerns and bring those to the corps commander; track and review uniform wear percentages and identify trends regarding uniform wear; develop and implement procedures to have an automated informational slide show to be shown in each class; attend and actively participate in corps staff meetings.

~ 72 ~
The Cadet Academic Officer is responsible for and must: Advise the Corps 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.

e. The Cadet Personnel Officer is responsible for and must: Ensure that all cadet record information is recorded and accurate in the headquarters provided data base; train flight personnel representatives in their duties; attend and actively participate in corps staff meetings.

f. 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 Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base; train flight wellness representatives in their duties; attend and actively participate in corps staff meetings.

g. The Cadet Logistics Officer is responsible for and must: Keep the rooms that belong to the AFJROTC 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 data base; 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.

h. The Cadet Public Affairs/Protocol 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 Cooper High Talisman (yearbook) staff; ensure photography and videography documentation at all corps events; ensure proper advertisement, preparation, execution and follow-up of all corps events including promotion ceremonies, banquets, etc.

i. The Cadet Director of Staff is responsible for and must: Follow the directives of the corps commander; establish/maintain the corps annual schedule of activities and assign project officers; coordinate/schedule activities between flights to improve inter-flight competition; plan/coordinate co-curricular activities with other school organizations; review Flight Commander Reports and submit to Corps Deputy Commander; assume command of the corps in the absence of the corps/vice corps commander; attend and actively participate in corps staff meetings.

j. The Cadet Squadron Commanders are responsible for and must: Ensure the proper appearance, discipline, efficiency, training, and conduct of cadets within their squadron; review Flight Commander Reports and submit to the Director of Staff; attend and actively participate in corps staff meetings.

k. The Cadet First Sergeants are responsible for and must: Assist in training of new cadets; be attuned to cadet enlisted concerns and bring those to the Cadet Command Chief Master Sergeant; track and review uniform wear percentages and identify trends regarding uniform wear within their squadron; implement informational slide show to be shown in each class; attend and actively participate in corps staff meetings.

l. The Cadet 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 Fight Commander Report (Attachment 5) and turn in to
Squadron Commander at the end of each 3-week period; attend and actively participate in corps staff meetings.

m. The **Cadet 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 Cadet 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 **Cadet 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 data base.

p. The **Cadet 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 data base; ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in the headquarters provided data base.

q. The **Cadet Flight Wellness Representatives** are responsible for and must: Implement weekly wellness activities to include physical training and team sports; implement the Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base.
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>MAXIMUM GRADE</th>
<th>AUTHORIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td>c/Col</td>
<td>1</td>
</tr>
<tr>
<td>Deputy Commander</td>
<td>c/Lt Col</td>
<td>1</td>
</tr>
<tr>
<td>Command Chief Master Sergeant</td>
<td>c/CMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Academic Officer</td>
<td>Any Cadet Officer</td>
<td>1</td>
</tr>
<tr>
<td>Personnel Officer</td>
<td>Any Cadet Officer</td>
<td>1</td>
</tr>
<tr>
<td>Wellness Officer</td>
<td>Any Cadet Officer</td>
<td>1</td>
</tr>
<tr>
<td>Logistics Officer</td>
<td>Any Cadet Officer</td>
<td>1</td>
</tr>
<tr>
<td>Public Affairs/Protocol Officer</td>
<td>Any Cadet Officer</td>
<td>1</td>
</tr>
<tr>
<td>Director of Staff</td>
<td>c/Major</td>
<td>1</td>
</tr>
<tr>
<td>Squadron Commander</td>
<td>c/Major</td>
<td>2</td>
</tr>
<tr>
<td>Flight Commander</td>
<td>c/Capt</td>
<td>6</td>
</tr>
<tr>
<td>Flight Sergeant</td>
<td>Cadet Senior Master Sergeant</td>
<td>6</td>
</tr>
<tr>
<td>Element Leader</td>
<td>Any Cadet Rank</td>
<td>4 per flight max</td>
</tr>
<tr>
<td>Flight Logistics Representative</td>
<td>Any Cadet Rank</td>
<td>6</td>
</tr>
<tr>
<td>Flight Personnel Representative</td>
<td>Any Cadet Rank</td>
<td>6</td>
</tr>
<tr>
<td>Flight Wellness Representative</td>
<td>Any Cadet Rank</td>
<td>6</td>
</tr>
<tr>
<td>Unarmed Drill Team Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
<tr>
<td>Armed Drill Team Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
<tr>
<td>Color Guard Commander</td>
<td>Any Cadet Rank</td>
<td>2 (male and Female)</td>
</tr>
<tr>
<td>Sabre Team Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
<tr>
<td>Male PT Team Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
<tr>
<td>Female PT Team Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
<tr>
<td>Bleacher Creature Commander</td>
<td>Any Cadet Rank</td>
<td>1</td>
</tr>
</tbody>
</table>
### NATIONAL CHAIN OF COMMAND

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of The United States (Commander-in-Chief of Armed Forces)</td>
<td>The Honorable Donald J. Trump</td>
</tr>
<tr>
<td>Vice President</td>
<td>The Honorable Mike Pence</td>
</tr>
<tr>
<td>Secretary of State</td>
<td>The Honorable Michael R. Pompeo</td>
</tr>
<tr>
<td>Secretary of Defense</td>
<td>The Honorable James N. Mattis</td>
</tr>
<tr>
<td>Secretary of the Air Force</td>
<td>The Honorable Heather A. Wilson</td>
</tr>
<tr>
<td>Chairman, Joint Chief Of Staff</td>
<td>General Joseph F. Dunford, Jr.</td>
</tr>
<tr>
<td>Chief Of Staff of The Air Force</td>
<td>General David L. Goldfein</td>
</tr>
<tr>
<td>Chief Master Sergeant of the Air Force</td>
<td>Chief Master Sergeant of the Air Force Kaleth O. Wright</td>
</tr>
<tr>
<td>Commander, Air Education and Training Command</td>
<td>Lieutenant General Steven L. Kwast</td>
</tr>
<tr>
<td>Commander, Air University</td>
<td>Lieutenant General Anthony J. Cotton</td>
</tr>
<tr>
<td>Commander, Holm Center</td>
<td>Brigadier General Billy D. Thompson</td>
</tr>
<tr>
<td>Director, AFJROTC</td>
<td>Colonel Paul C. Lips</td>
</tr>
</tbody>
</table>
## TX-794 AFJROTC CADET CHAIN OF COMMAND

<table>
<thead>
<tr>
<th>Position</th>
<th>1st Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corps Commander</td>
<td>Jaide Hodges</td>
<td></td>
</tr>
<tr>
<td>Deputy Corps Commander</td>
<td>Jose Vega</td>
<td></td>
</tr>
<tr>
<td>Command Chief Master Sergeant</td>
<td>Jordan Shifflet</td>
<td></td>
</tr>
<tr>
<td>Academic Officer</td>
<td>Harrison Heatherly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graciano Negron</td>
<td></td>
</tr>
<tr>
<td>Logistics Officer</td>
<td>Brianna Tyler</td>
<td></td>
</tr>
<tr>
<td>Personnel Officer</td>
<td>Cindie Thorn</td>
<td></td>
</tr>
<tr>
<td>Wellness Officer</td>
<td>Sharod Davis</td>
<td></td>
</tr>
<tr>
<td>Public Affairs/Protocol Officer</td>
<td>Declan Casey</td>
<td></td>
</tr>
<tr>
<td>Director of Staff</td>
<td>Haliegh Pacatte</td>
<td></td>
</tr>
<tr>
<td>Red Squadron Commander</td>
<td>Elijah Camacho</td>
<td></td>
</tr>
<tr>
<td>Blue Squadron Commander</td>
<td>Benjamin Kish</td>
<td></td>
</tr>
<tr>
<td>A Flight Commander</td>
<td>Royal Arrazola</td>
<td></td>
</tr>
<tr>
<td>B Flight Commander</td>
<td>John Fuentes</td>
<td></td>
</tr>
<tr>
<td>C Flight Commander</td>
<td>Nehkesyah Hawkins</td>
<td></td>
</tr>
<tr>
<td>D Flight Commander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Flight Commander</td>
<td>Rachel Merritt</td>
<td></td>
</tr>
<tr>
<td>F Flight Commander</td>
<td>Matthew Johnson</td>
<td></td>
</tr>
</tbody>
</table>
### Insignia of the US Armed Forces – Enlisted

#### ARMY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Pvt 1st Class (Pvt1)</td>
</tr>
<tr>
<td>E-2</td>
<td>Pvt 2nd Class (Pvt2)</td>
</tr>
<tr>
<td>E-3</td>
<td>Pvt First Class (PFC)</td>
</tr>
<tr>
<td>E-4</td>
<td>Cpl (CMY, CBA)</td>
</tr>
<tr>
<td>E-5</td>
<td>Sgt (CMY, CBA)</td>
</tr>
<tr>
<td>E-6</td>
<td>Staff Sgt (Sgt1)</td>
</tr>
<tr>
<td>E-7</td>
<td>Sgt (CMY, CBA)</td>
</tr>
<tr>
<td>E-8</td>
<td>Master Sgt (MSG)</td>
</tr>
<tr>
<td>E-9</td>
<td>Command Sergeant Major (CSM)</td>
</tr>
</tbody>
</table>

#### MARINES

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Private (Pvt)</td>
</tr>
<tr>
<td>E-2</td>
<td>Lance Corporal (LCpl)</td>
</tr>
<tr>
<td>E-3</td>
<td>Corporal (Cpl)</td>
</tr>
<tr>
<td>E-4</td>
<td>Sergeant (Sgt)</td>
</tr>
<tr>
<td>E-5</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td>E-6</td>
<td>Gunnery Sergeant (Gunnery Sgt)</td>
</tr>
<tr>
<td>E-7</td>
<td>First Sergeant (1st Sgt)</td>
</tr>
<tr>
<td>E-8</td>
<td>Master Gunnery Sergeant (Master Gunnery Sgt)</td>
</tr>
<tr>
<td>E-9</td>
<td>Sergeant Major (Sgt Maj)</td>
</tr>
</tbody>
</table>

#### NAVY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Seaman (SM)</td>
</tr>
<tr>
<td>E-2</td>
<td>Seaman Apprentice (SA)</td>
</tr>
<tr>
<td>E-3</td>
<td>Seaman (SM)</td>
</tr>
<tr>
<td>E-4</td>
<td>Petty Officer Third Class (PO3)</td>
</tr>
<tr>
<td>E-5</td>
<td>Petty Officer Second Class (PO2)</td>
</tr>
<tr>
<td>E-6</td>
<td>Petty Officer First Class (PO1)</td>
</tr>
<tr>
<td>E-7</td>
<td>Chief Petty Officer (CPO)</td>
</tr>
<tr>
<td>E-8</td>
<td>Senior Chief Petty Officer (SrCPO)</td>
</tr>
<tr>
<td>E-9</td>
<td>Master Chief Petty Officer (MCPON)</td>
</tr>
</tbody>
</table>

#### AIR FORCE

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Airman Basic (AB)</td>
</tr>
<tr>
<td>E-2</td>
<td>Airman (A)</td>
</tr>
<tr>
<td>E-3</td>
<td>Airman First Class (A1C)</td>
</tr>
<tr>
<td>E-4</td>
<td>Senior Airman (SrA)</td>
</tr>
<tr>
<td>E-5</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td>E-6</td>
<td>Technical Sergeant (TSgt)</td>
</tr>
<tr>
<td>E-7</td>
<td>Master Sergeant (MSG)</td>
</tr>
<tr>
<td>E-8</td>
<td>First Sergeant (1st Sgt)</td>
</tr>
<tr>
<td>E-9</td>
<td>Command Chief Master Sergeant (CCM)</td>
</tr>
</tbody>
</table>

#### COAST GUARD

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Seaman Recruit (SMR)</td>
</tr>
<tr>
<td>E-2</td>
<td>Seaman Apprentice (SA)</td>
</tr>
<tr>
<td>E-3</td>
<td>Seaman (SM)</td>
</tr>
<tr>
<td>E-4</td>
<td>Petty Officer Third Class (PO3)</td>
</tr>
<tr>
<td>E-5</td>
<td>Petty Officer Second Class (PO2)</td>
</tr>
<tr>
<td>E-6</td>
<td>Petty Officer First Class (PO1)</td>
</tr>
<tr>
<td>E-7</td>
<td>Chief Petty Officer (CPO)</td>
</tr>
<tr>
<td>E-8</td>
<td>Senior Chief Petty Officer (SrCPO)</td>
</tr>
<tr>
<td>E-9</td>
<td>Master Chief Petty Officer (MCPON)</td>
</tr>
</tbody>
</table>

### Warrant

#### ARMY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-1</td>
<td>Warrant Officer (W1)</td>
</tr>
<tr>
<td>W-2</td>
<td>Chief Warrant Officer (CW2)</td>
</tr>
<tr>
<td>W-3</td>
<td>Chief Warrant Officer (CW3)</td>
</tr>
<tr>
<td>W-4</td>
<td>Chief Warrant Officer (CW4)</td>
</tr>
<tr>
<td>W-5</td>
<td>Chief Warrant Officer (CW5)</td>
</tr>
</tbody>
</table>

#### NAVY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>Chief Warrant Officer (CW2)</td>
</tr>
<tr>
<td>W-3</td>
<td>Chief Warrant Officer (CW3)</td>
</tr>
<tr>
<td>W-4</td>
<td>Chief Warrant Officer (CW4)</td>
</tr>
<tr>
<td>W-5</td>
<td>Chief Warrant Officer (CW5)</td>
</tr>
</tbody>
</table>

#### MARINES

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>Chief Warrant Officer (CW2)</td>
</tr>
<tr>
<td>W-3</td>
<td>Chief Warrant Officer (CW3)</td>
</tr>
<tr>
<td>W-4</td>
<td>Chief Warrant Officer (CW4)</td>
</tr>
</tbody>
</table>

#### COAST GUARD

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>Chief Warrant Officer (CW2)</td>
</tr>
<tr>
<td>W-3</td>
<td>Chief Warrant Officer (CW3)</td>
</tr>
<tr>
<td>W-4</td>
<td>Chief Warrant Officer (CW4)</td>
</tr>
</tbody>
</table>

---

79
### Insignia of the US Armed Forces - Officer

#### ARMY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Lieutenant (2Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>First Lieutenant (1Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Captain (Cpt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major (Maj)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Colonel (Lt Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Colonel (Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Brigadier General (BG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major General (MG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant General (LTG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>General (GEN)</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

#### MARINES

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Lieutenant (2nd Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>First Lieutenant (1st Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Captain (Cpt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major (Maj)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Colonel (Lt Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Colonel (Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Brigadier General (BG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major General (MG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant General (LTG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>General (GEN)</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

#### NAVY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensign (ENS)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Junior Grade (LJG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant (LT)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Commander (LCDR)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Commander (CDR)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Captain (CAPT)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Rear Admiral Lower Half (RADM(L))</td>
<td>![Image]</td>
</tr>
<tr>
<td>Rear Admiral Upper Half (RADM(U))</td>
<td>![Image]</td>
</tr>
<tr>
<td>Vice Admiral (VADM)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Admiral (ADM)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Fleet Admiral (FADM)</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

#### AIR FORCE

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Lieutenant (2d Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>First Lieutenant (1st Lt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Captain (Cpt)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major (Maj)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Colonel (Lt Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Colonel (Col)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Brigadier General (BG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Major General (MG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant General (LTG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>General (GEN)</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

#### COAST GUARD

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensign (ENS)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Junior Grade (LJG)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant (LT)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Lieutenant Commander (LCDR)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Commander (CDR)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Captain (CAPT)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Rear Admiral Lower Half (RADM(L))</td>
<td>![Image]</td>
</tr>
<tr>
<td>Rear Admiral Upper Half (RADM(U))</td>
<td>![Image]</td>
</tr>
<tr>
<td>Vice Admiral (VADM)</td>
<td>![Image]</td>
</tr>
<tr>
<td>Admiral (ADM)</td>
<td>![Image]</td>
</tr>
</tbody>
</table>
30 Count Drill Sequence

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
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

Phonetic Alphabet

<table>
<thead>
<tr>
<th>Alpha</th>
<th>Juliet</th>
<th>Sierra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bravo</td>
<td>Kilo</td>
<td>Tango</td>
</tr>
<tr>
<td>Charlie</td>
<td>Lima</td>
<td>Uniform</td>
</tr>
<tr>
<td>Delta</td>
<td>Mike</td>
<td>Victor</td>
</tr>
<tr>
<td>Echo</td>
<td>November</td>
<td>Whiskey</td>
</tr>
<tr>
<td>Foxtrot</td>
<td>Oscar</td>
<td>X-Ray</td>
</tr>
<tr>
<td>Golf</td>
<td>Papa</td>
<td>Yankee</td>
</tr>
<tr>
<td>Hotel</td>
<td>Quebec</td>
<td>Zulu</td>
</tr>
<tr>
<td>India</td>
<td>Romeo</td>
<td></td>
</tr>
</tbody>
</table>

The Star Spangled Banner

O! say can you see, by the dawn’s early light,
What so proudly we hail’d at the twilight’s last gleaming?
Whose broad stripes and bright stars, thro’ the perilous fight,
O’er the ramparts we watched were so gallantly streaming?
And the rockets’ red glare, the bombs bursting in air,
Gave proof thro’ the night that our flag was still there.
O! say does that Star-Spangled Banner yet wave
O’er the land of the free and the home of the brave?
The Air Force Song

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

Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew! (God only knew hey!)
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. (Hey!)
Nothing’ll stop the U.S. Air Force!

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

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue! (Out of the blue, boy!)
Flying men, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing'll stop the Air Force!
Nothing'll stop the U.S. Air Force!
Cooper High School Guidelines for Success

Build Character, Build Unity, Build Relationships

Cooper High School Motto

COUGAR NATION...RISE UP – Respectful and responsible individuals supporting each other

School Song: To Thee! C.H.S.

To Thee! C.H.S. Comrades Hail!
Our finest tribute we will not fail!
In honor and pride, we’re side by side.
Tho’ great the vict’ries, these shall prevail.
Grand Cooper High! Dearest and best!
Champion forever!
Thy faithful abound and swell this sound,
Honor and pride,
WE WILL NOT FAIL!

C.H.S. Fight Song

Go Cougars, Fight Cougars, Win!
We back Those Cougar Boys, They Go To Cooper High. They’ll Never Let Us Down.
We’ll Fight With Might
The Red & Blue Tonight.
They’ll Bring Us Victories.
They Will Keep Us Tops
We’ve Got The Coach, The Team, The Pep,
And The Steam.
So Cougars Fight, Fight, Fight.
I Say Cougars Fight, Fight, Fight!

Cooper High School Hallway Expectations (One-Liners)

“Walk and Talk”
(keep moving during passing periods)
“IDs On”
(have your ID on and visible at all times)
“One In”
(if wearing earbuds during passing periods, only have one in so you can hear)
“Catch and Release”
(quick side hugs are ok, no PDA!)
“Keep it G”
(no profanity)
“Stay in You Lane”
(stay on the right side as you move through the hallways)
“Honor the Dress Code”
(just what it says!)
Attachment 1
HOW TO TIE A TIE

Four in Hand

Half Windsor

Windsor

Shell Knot
<table>
<thead>
<tr>
<th>EVENT</th>
<th>UNIT CAR WASH FUNDRAISER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Saturday, 28 April 2012</td>
</tr>
<tr>
<td>TIME</td>
<td>9 AM – 4 PM</td>
</tr>
<tr>
<td>PLACE</td>
<td>United Supermarket On South 14th Street</td>
</tr>
<tr>
<td>UNIFORM</td>
<td>OPTION 4; (Jeans or shorts ok, shirt does not have to be tucked in, NO cut-offs or “Shorty-shorts”)</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
<td>Do not sign up for both shifts until project officer says it’s ok</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHIFT #1 – 9:00 AM – 12:30 PM</th>
<th>SHIFT #2 – 12:30 – 4:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Phone #</td>
<td>Phone #</td>
</tr>
</tbody>
</table>

Project Officer

Instructor
TX-794 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified second, third and fourth year cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Corps Commander and Instructors. The Cadet Staff positions are described in Chapter 19 of the Cadet Handbook. Selections for staff positions will be based on commitment, leadership, experience and potential.

2. Accepting a role on the cadet staff will require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time. Only apply if you believe that you can comply with these requirements.

3. Each corps staff position comes with a tremendous amount of responsibility. If you are selected for a staff position and do not demonstrate the responsibility required, your position may be revoked. Additional disciplinary actions, such as demotion of rank may be taken.

4. 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: _____ TOTAL SEMESTERS IN AFJROTC: 1 2 3 4 5 6 7 8 (Circle one)
STAFF POSITION APPLYING FOR: ________________________________
QUALIFICATIONS (What makes you the best cadet for this position):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

PRIOR POSITIONS HELD:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
### TX-794 AFJROTC FLIGHT COMMANDER REPORT

#### Compliance with uniform wear

<table>
<thead>
<tr>
<th>Week 1 – Date: ______________</th>
<th>Week 2 – Date: ______________</th>
<th>Week 3 – Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. # of cadets present: _______</td>
<td>a. # of cadets present: _______</td>
<td>a. # of cadets present: _______</td>
</tr>
<tr>
<td>b. # of cadets in uniform: _______</td>
<td>b. # of cadets in uniform: _______</td>
<td>b. # of cadets in uniform: _______</td>
</tr>
<tr>
<td>c. Percentage (a/b): _______</td>
<td>c. Percentage (a/b): _______</td>
<td>c. Percentage (a/b): _______</td>
</tr>
</tbody>
</table>

Comments:

#### Participation in PT/Sports

<table>
<thead>
<tr>
<th>Activity (circle one):</th>
<th>Week 1 – Date: ______________</th>
<th>Week 2 – Date: ______________</th>
<th>Week 3 – Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT</td>
<td>Activity (circle one): PT</td>
<td>Activity (circle one): PT</td>
<td>Activity (circle one): PT</td>
</tr>
<tr>
<td>TEAM SPORTS</td>
<td>TEAM SPORTS</td>
<td>TEAM SPORTS</td>
<td>TEAM SPORTS</td>
</tr>
<tr>
<td>OTHER: __________________</td>
<td>OTHER: __________________</td>
<td>OTHER: __________________</td>
<td>OTHER: __________________</td>
</tr>
<tr>
<td>a. # of cadets present: _______</td>
<td>a. # of cadets present: _______</td>
<td>a. # of cadets present: _______</td>
<td></td>
</tr>
<tr>
<td>b. # of cadets in uniform: _______</td>
<td>b. # of cadets in uniform: _______</td>
<td>b. # of cadets in uniform: _______</td>
<td></td>
</tr>
<tr>
<td>c. Percentage (a/b): _______</td>
<td>c. Percentage (a/b): _______</td>
<td>c. Percentage (a/b): _______</td>
<td></td>
</tr>
<tr>
<td># of cadets excused: _______</td>
<td># of cadets excused: _______</td>
<td># of cadets excused: _______</td>
<td></td>
</tr>
<tr>
<td>Reasons for those excused:</td>
<td>Reasons for those excused:</td>
<td>Reasons for those excused:</td>
<td></td>
</tr>
</tbody>
</table>

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:

Flight Commander Signature: __________________ Date: ______________

See reverse side of form for review process

~ 87 ~
### Squadron Commander Review/Comments:

<table>
<thead>
<tr>
<th>Squadron Commander Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Director of Staff Review/Comments:

<table>
<thead>
<tr>
<th>Director of Staff Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Deputy Commander Review/Comments:

<table>
<thead>
<tr>
<th>Deputy Commander Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Corps Commander Review/Comments:

<table>
<thead>
<tr>
<th>Corps Commander Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### SASI/ASI Review/Comments:

<table>
<thead>
<tr>
<th>SASI/ASI Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

---

~ 88 ~
Attachment 5
LETTER OF COUNSELING

MEMORANDUM FOR

(Cadet Receiving Counseling)

FROM:

(Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

2. Corrective plan of action:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

3. Comments/additional information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________


Flight Commander/Issuing Officer
Signature

By signing this letter I acknowledge receipt of verbal counseling.

Cadet Signature

Squadron Commander Review:
Signature: ____________________________ Date: ____________

Corps Commander/Deputy Commander Review:
Signature: ____________________________ Date: ____________

Instructor Review:
Signature: ____________________________ Date: ____________
Attachment 6
LETTER OF REPRIMAND

__________________________
(Date)

MEMORANDUM FOR

(Cadet Receiving Counseling)

FROM:

(Flight Commander or other Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

2. Comments/additional information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

________________________________
Flight Commander/Issuing Officer
Signature

By signing this letter I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet discipline board.

______________________________
Cadet Signature

Squadron Commander Review:
Signature: ___________________________ Date: __________

Corps Commander/Deputy Commander Review:
Signature: ___________________________ Date: __________

Recommend administrative punishment (Yes) (No)
Recommend discipline board (Yes) (No)

Instructor Review:
Signature: ___________________________ Date: __________
Recognition Program Nomination Form

TX-794 AFJROTC RECOGNITION PROGRAM NOMINATION

Flight Commanders 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 the senior staff by the suspense date.

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

CADET RANK/NAME: __________________________ FLIGHT: __________

CATEGORY:

☐ Cadet Airman ☐ Cadet NCO ☐ Cadet Officer

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

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Flight Commander Signature __________________________ Date __________________________
Attachment 8
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

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
Chapter 1 – Eligibility, Enrollment and Disenrollment

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

2. From which other high school in Abilene may students enroll in AFJROTC?
   Academy for Technology, Engineering, Math and Science (ATEMS)

3. Who determines if a cadet’s rank transfers if they are coming from another JROTC program?
   Senior Aerospace Science Instructor

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

5. Can a student become a reserve cadet without ever participating in the AFJROTC program?
   No

Chapter 2 – History of AFJROTC

1. What year and where did the Junior ROTC program begin?
   1911; Cheyenne, Wyoming

2. What act originally authorized Junior ROTC?

3. What is Public Law 88-647 commonly known as?
   The Reserve Officer Training Corps Vitalization Act of 1964

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?
   36 percent

6. Including the present instructors, how many total instructors have been assigned to the TX-794?
   6

7. In what year did AFJROTC begin at Cooper High School?
   1979
Chapter 3 – AFJROTC Mission, Goals and Objectives

1. What is the mission of the AFJROTC program?
   “Develop citizens of character dedicated to serving their nation and community.”

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 4 – Cadet Conduct

1. What are cadets responsible for in any given situation and not to blame others or circumstances beyond their control on?
   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 a firm adherence to a code of especially moral or artistic values. 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 on and 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 or while 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. 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, throwing or 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 – Assigned Flight  
   Line 3 – Date in correct military format

4. What are the two appropriate reporting statements when entering the instructor’s office?

   “Sir, Cadet Last Name reports” – cadet initiated conversation  
   “Sir, Cadet Last Name reports as ordered” – instructor directed conversation

**Chapter 6 – Government Property**

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 dry cleaned in a cleaning bag with a receipt or pay a $20 cleaning fee.

Chapter 7 – Wearing the AFJROTC Uniform

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

   Athletic or PE classes, shop, art or cooking classes, or other groups that might require you to wear another school uniform (i.e., band, Cougarettes, Cougar’s Pride.) 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 70. 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 happens if a cadet does not wear the appropriate shoes on PT day?

   He or she may not be allowed to participate and may receive a daily grade of zero.

6. What is the difference between uniform option 1 and 2?

   Wear of the tie or neck tab.

7. True or False. The lightweight jacket may be worn with uniform option 1 or 2 unless otherwise specified?

   True

8. Describe the Unit Polo Shirt as a uniform option.

   It will be worn with nice blue jeans or other appropriate pants, tucked in, and with a belt (the blue AF belt may be used). Also, grooming standards must be met, i.e., female hair up, male haircut and shave, etc.

Chapter 8 – Uniform Wear and Grooming Standards

1. What are some times when wear of the AFJROTC is inappropriate?

   Cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity.
2. **What is the standard for the length of uniform trousers or slacks?**

   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.

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

   Contact the SASI/ASI and bring the uniform in immediately for alterations or replacement.

4. **When should ribbons be replaced?**

   When they become dirty, worn, frayed or faded

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

   Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)

6. **When are hats **not** required to be worn while in uniform at Cooper High School?**

   During lunch in the cafeteria patio area

7. **Which male uniform item is authorized to be worn by females?**

   The lightweight blue jacket

8. **What color is the academic shoulder cord?**

   Infantry Blue

9. **What are five elements of the Air Force uniform?**

   Neatness, cleanliness, safety, uniformity and military image

10. **What word describes items worn while in uniform such as bracelets, earrings, and eye glasses?**

    Conservative

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

    Three; no

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

    ½ inch

13. **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, unless they are clip earrings.

14. **May male cadets wear earring(s) while in uniform?**

    No

~ 97 ~
15. When are sunglasses not allowed to be worn while in uniform?

When in military formation.

16. What are the standards for body piercing while in uniform?

Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform).

17. Female hair as worn in uniform may not hang lower than what?

The bottom edge of the collar at the back of the neck.

18. 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.

19. What is the proper length of the female uniform skirt?

It must hang between the bottom and top of the kneecap.

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

Yes but it must not be visible

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

1 ¼ inch

22. Describe the rank insignia for a Cadet Captain.

A blue bar with 3 thin silver hash marks

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

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

24. 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

25. 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

26. May cadets take off their service dress coat when at Cooper High School?

Only in a classroom or while eating lunch; if the cadet leaves the classroom/lunchroom for any reason they must put the coat on and fasten all of the buttons

27. Do grooming standards apply when wearing uniform option 4?

Yes; if a cadet wears the unit polo when not acting as a cadet (community service/uniform wear) then grooming standards do not apply
Chapter 9 – Cadet Promotion System

1. What are promotions in the cadet corps based on?
   Academic grades, uniform wear, community service hours, extra-curricular activities, and potential to serve in the higher grade

2. What is the required minimum JROTC grade to be eligible for promotion?
   80

3. How does UIL Academic Eligibility affect JROTC promotions?
   Cadets will not be promoted if they are on the UIL Academically Ineligible List. 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.

4. What two things must cadets memorize for the first promotion cycle?
   The cadet creed and the phonetic alphabet

5. What additional things must cadets memorize for the second promotion cycle?
   The 30-count drill sequence, Air Force Song, School Song, School Motto and School Mission Statement

Chapter 10 – Cadet Awards and Decorations

1. Including national-level awards, how many TOTAL ribbons are there for AFJROTC cadets?
   50

2. Does a cadet wear two of the same type ribbon if they receive it twice?
   No; they earn an oak leaf cluster

3. On what uniform may medals be worn and when?
   Semi-Formal Option 8; Awards Banquet, and any other event designated 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; equivalent AFJROTC ribbons may be awarded by the SASI.

Chapter 11 – Corps Communications

1. What are the rules for placing things on the bulletin boards in the JROTC Classroom?
   All notices must be typed and approved by the SASI, ASI, Corps Commander or Deputy Commander

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 JROTC bulletin board?

~ 99 ~
No. Things on the bulletin board are covered by the flight commander/sergeant every day and it is each cadet’s responsibility to read and know the information posted on the bulletin boards.

**Chapter 12 – Community Service and Letter Jacket Policy**

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 on the UIL academically ineligible list 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 within the unit discipline management plan, and may suffer consequences such as demotion and not being allowed to participate in future events.

4. What is the minimum number of community service hours required to earn a letter jacket?

   30

5. True or False. A Cooper High School Letter Jacket may be worn with the AFJROTC uniform?

   False

**Chapter 13 – Leadership Development Requirement (LDR) Activities/Field Trips**

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 14 – Cadet Wellness Program**

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, sit-ups, V-sit and reach, shuttle run, lunges and planks.

~ 100 ~
Chapter 15 – Drill and Ceremonies

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

~ 101 ~
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 give, 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 give, 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 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 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