

Air Force Junior ROTC

TX – 959

Temple, Texas



Cadet Handbook

Name _____ Flight _____

2012 - 13

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TX-959, Temple High School, Cadet Handbook

The American's Creed

I believe in the United States of America as a Government of the people, by the people and for the people; whose just powers are derived from the consent of the governed; a democracy in a republic, a sovereign nation of many sovereign states; a perfect union, one an inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I, therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

Mission of Air Force Junior ROTC:

“Develop citizens of character dedicated to serving their nation and community.”

Cadet Honor Code

“We will not lie, steal or cheat, nor tolerate among us anyone who does.”

Air Force Core Values

- | | |
|-------------------------|--|
| Integrity First | - being honest; doing what you say you'll do; doing what's right when no one is looking. |
| Service Before Self | - putting needs of the Corps and your school before yourself. |
| Excellence in All We Do | - doing the best job you can, not just the minimum; always striving to improve. |

Air Force Junior ROTC Cadet Creed

“I am an Air Force Junior ROTC cadet. I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community and to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.

TX-959's Corps Values

Respect	- treating others, and ourselves, with respect due all people because of their inherent worth as human beings.
Responsibility	- doing what you're supposed to do; doing what's right regardless of what others do; doing your job without being forced or watched; being responsible for your own actions
Followership/ Leadership	- <u>followership</u> : submitting to and obeying orders of those above you; cooperating with leaders; taking care of your own responsibilities before becoming responsible for others. - <u>leadership</u> : setting a good example, using authority properly; trying to serve those under you rather than being served
Unity	- working together for a common purpose; being a team builder and not fighting or arguing
Patriotism	- appreciating the good things about America – its values, freedoms and opportunities, and the price paid by others to preserve these things

TX-959 Classroom Responsibilities and Procedures

- Be on time.
- Males: remove earrings before entering the classroom.
- Begin each class with Flight Commander reporting in:
 - o “Flight, attention, present arms”, followed by report.
- When roll is taken, respond with “Here, Sir.”
- Be polite and respectful.
- During instruction don't talk without permission.
- Help each other.
- Stay awake – keep head up; stand up at the side or back of room if necessary.
- Stay in your seat unless you have permission to leave it.
- End each class with Flight Commander reporting out:
 - o “Flight, attention, present arms”, followed by dismissal.”

JROTC Area

- **Instructors' Office**
 - o Do not enter without permission.
- **Logistics and Storage rooms**
 - o Do not go into them without a need and without permission.
 - o Do not go past the Logistics counter without permission.
- **Snack Bar**
 - o Do not go into the Snack Bar without an instructor or permission.
 - o Do not invite non-cadets into the Snack Bar.
- **Cadet Command Office**
 - o This is reserved for cadets on the command staff.

Coming to the JROTC Area Before School

Cadets, without other obligations, may come to the JROTC area before school starts. However, they must have a morning pass from an instructor. And, once here, cadets may not wonder around the building. Finally, cadets who misbehave while here could lose the privilege.

Air Force JROTC Cadet Uniform Wear Instructions

Introduction. Wearing the Air Force uniform is an important part of Junior ROTC. Because of what it stands for and represents, it is a **privilege** to wear the uniform of the United States Air Force. Wear it with **pride**.

Here are some things to know about the uniform:

- It is a real Air Force uniform; the only difference is the rank insignia.
- We wear it according to AF regulations.
- It is loaned to you. You must return it (except for the shoes) when you leave JROTC.

When to Wear the Uniform:

- All cadets must **wear it** and be **inspected in it** once a week.
- Unless you wear the uniform for another activity or event, such as a color guard or drill competition, you **MUST** wear the uniform on "uniform day", which usually is on Thursday.
 - o If you will be involved in an activity that requires the uniform, ask an instructor if that activity will meet the weekly inspection requirement.
- On uniform day, you must wear the uniform the entire school day, except for PE or athletics periods, or classes or activities which could soil or damage it, such as auto tech, a science lab or during some culinary arts activities.
- You **MAY NOT** wear the uniform:
 - o When playing sports or involved in any activity that might soil or damage it.
 - o To protests or demonstrations or any other activity that the Air Force should not be associated with.

Basic Guidelines for Wearing the Uniform:

- Wear a complete uniform. (pants, shirt, belt, shoes, socks, coat or jacket if necessary, and hat if outdoors) Do not wear just part of it.
- Don't combine with civilian clothing items, except a coat if needed for cold weather.
- Shirt/blouse:
 - o You may wear it with or without the tie/tab.
 - o Do not button the top button unless you wear a tie.
 - o No undershirt may be visible. Wear a V-neck T-shirt or the tie/tab to cover a crew-neck T-shirt.
- Tie/tab:
 - o You **may** wear the tie/tab whenever you wish.
 - o You **must** wear a tie/tab with the Service Dress Coat.
 - o You **do not have to** wear a tie/tab with the Light-Weight Jacket.
- Light-Weight (zipper) Jacket:
 - o It must be zipped, with the zipper at least half-way up.
- Service Dress Coat:
 - o The Service Dress Coat is rarely required for weekly uniform inspections, but you **may** wear it anytime you wish.
 - o If you wear the Service Dress Coat, you **must** wear the tie/tab.

The uniform belt:

- Fasten the belt so that the buckle and the silver tip (at the end of the belt) are just touching each other. The silver tip should completely cover the flange on the back, and there should be no blue material showing between the buckle and the tip.



NO! (Flange is showing)



NO! (material is showing)



YES!

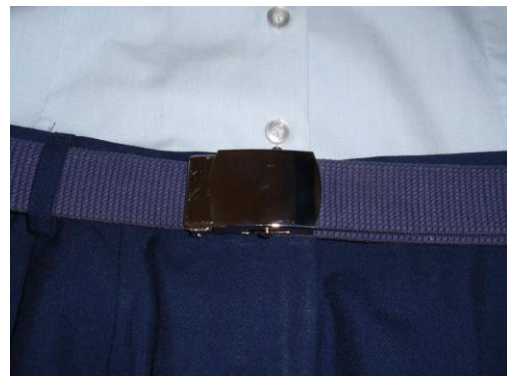
- Males insert the belt into the pants belt loops starting on the left, so that, when fastened, the silver tip is on the wearer's left.
- Females insert the belt into the pants loops going to the right, so that, when fastened, the silver tip is on the wearer's right.

The "Gig line":

- The "gig line" refers to the alignment of the shirt, belt and pants. It is formed by aligning the curved edge of the buckle (side opposite the silver tip) with the edge of the shirt material and the edge of the pants zipper flap. Think of the buckle edge as connecting the shirt edge and the pants edge.



Male Gig Line

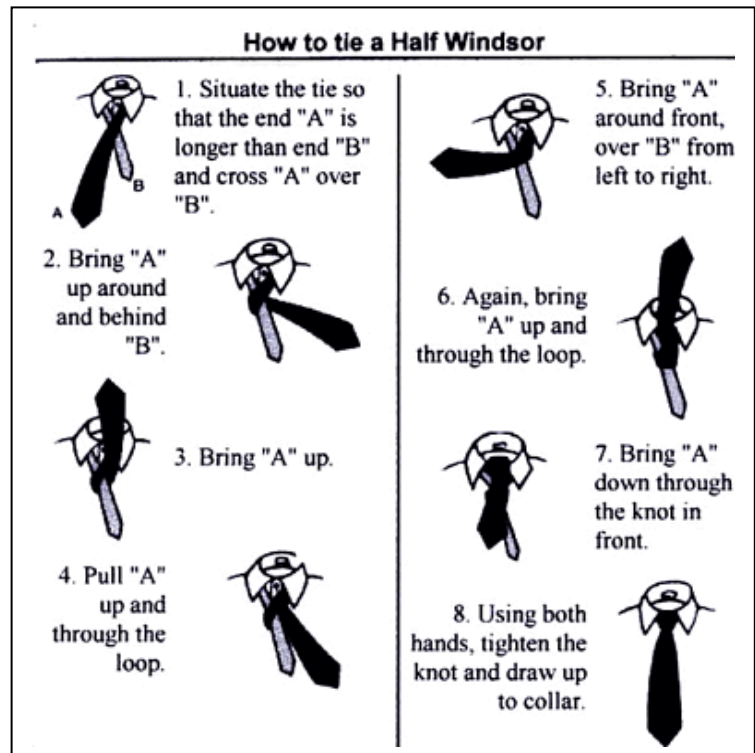


Female Gig Line

How to tie a tie:

- There several different knots that can be used to tie a tie.
- A very good one for the Air Force uniform tie is the "Half Windsor" knot.
- Here's how to tie a Half Windsor knot:

(Images are what you would see in a mirror.)



Grooming Standards (when in uniform)

- Males
 - o Hair:
 - When groomed, hair must not touch the ears, collar or eyebrows.
 - It may not be more than 1 ¼ inches in bulk (thickness).
 - Hair must be tapered on sides and the back (curving to the ends).
 - Bulk and length must not interfere with wearing of any Air Force headgear, and may not protrude below the front of headgear.
 - You may not have designs cut in your hair.
 - No unusual dyes or colors that contrast with natural color.
 - o Facial hair:
 - You must be clean-shaven – no beards or goatees
 - Mustaches cannot go past or below the opening of your mouth.
 - Sideburns cannot extend past the outer opening of the ear; cannot flair.
- Females
 - o Hair:
 - Length: no longer than bottom of the shirt collar.
 - Conservative styles; no faddish or extreme styles.
 - Must not interfere with the proper wearing of headgear, so cannot be too full or too high on the head.
 - Pins, cobs, barrettes, elastic bands or similar items must be plain, similar in color to your hair, and not too large.
 - Hair color and highlights must be natural, not faddish.
 - Long hair in front must be secured at the ends.
 - Micro-braids and cornrows are allowed.
 - o Makeup: Lipstick and nail polish must be conservative and good taste.

Jewelry (when in uniform)

- Males
 - o No earrings the entire time (all day long) you're in uniform.
 - o No earrings in class on non-uniform days.

- Females
 - o One small spherical earring (gold, silver, diamond or pearl) in each ear lobe;
 - o This may be pierced or clip type.
 - o No loops or dangling styles.

- Males and females:
 - o Necklaces: Cannot be visible.
 - o Finger rings: Maximum of 3 finger rings, total, on your two hands. No thumb rings.
 - o Watch: May wear 1 watch.
 - o Bracelet: May wear 1 bracelet up to 1/2" wide, with no charms or parts that dangle.
 - Colored rubber or plastic wrist bands may **not** be worn.
 - o Body piercings: Not allowed in when in uniform. (Only exception is earrings on females, as described above.)

Sunglasses

- Mirrored sunglasses are not allowed when in uniform.
- Sunglasses of any kind are not allowed in a military formation.

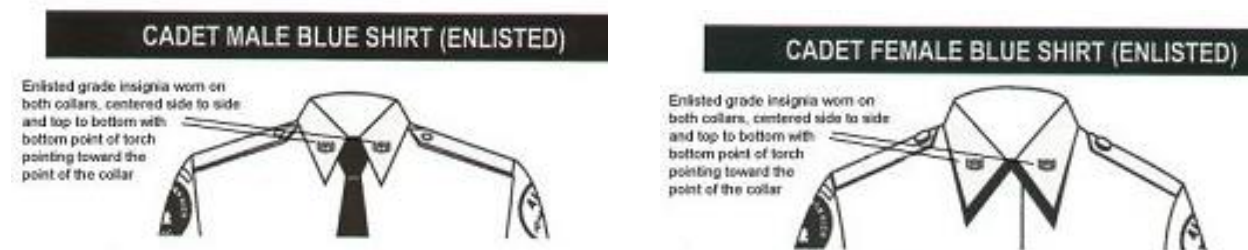
Tattoos

- No tattoos are allowed that are obscene or advocate racial, ethnic or religious discrimination.
- Not allowed, in or out of uniform, are any tattoos that jeopardize good order and discipline, or bring discredit upon the Air Force.

How to Wear Cadet Rank – Rules for placing rank insignia on uniform items:

<i>Placement</i>	<u>Shirt</u> (enlisted only)	<u>Service Dress Coat</u>	<u>Light Weight Jacket</u>
<i>Angle or orientation</i>	Torch (enlisted rank) points toward tip of collar	Rank (stripes or bars) are parallel to the ground	Edge of rank is parallel to outside edge of the jacket collar
<i>Horizontal placement</i>	Centered, side-to-side	Grounded on (touching but not going over) lapel seam	Centered between the outside edge and neck edge
<i>Vertical placement</i>	Centered, top-to-bottom	Centered (half way up the seam)	Bottom of insignia is 1 inch from the front (bottom) edge

Enlisted rank insignia on the uniform shirt:



Officer shirt rank insignia. For Shirt rank cadet officers wear cloth epaulets on their shoulders:



Note: References below to the left and right sides of garments, refer to wearer's left, right sides.

Blue Name Tag (worn only on the shirt):

- Males
 - o Grounded on (just touching) and centered above right pocket
- Females
 - o Parallel to ground
 - o On right side, centered between buttons and outside seam
 - o Placed from 1 ½ inches below to 1 ½ inches above first exposed button.

Silver Name Tag (worn only on the Service Dress Coat):

- Males:
 - o Centered on the right side (between the arm seam and the lapel), with the bottom edge lined up with the top of the pocket welt.
- Females
 - o Centered on the right side (between the arm seam and the lapel), between 1 ½ inches above and 1 ½ inches below the top button.

Ribbons:

- Ribbons must be arranged on the ribbon bars in the proper order. (See the Ribbons section for the explanation on ribbon order.) Place ribbons on uniforms this way:
- Shirt:
 - o Male: Grounded on (just touching) and centered above left pocket
 - o Female:
 - Parallel to ground
 - On the left side, centered between buttons and outside seam
 - Bottom of bar should be placed from 1 ½ inches below to 1 ½ inches above first exposed button.
- Service Dress Coat (Male and Female)
 - o Grounded on (just barely touching) and centered on top edge of pocket.

Wearing and Carrying the Air Force Hat (Flight Cap) or TX-959 Beret

The Air Force hat (**flight cap**) is part of the Air Force uniform. Usually, it is worn only when outdoors. It is not worn inside buildings, except during ceremonies or while in formation. Also, it is not worn outdoors when “under cover”, which means when you are under a covering such as the roof over the Temple High’s breezeway between the main building and the New Gym. Therefore, at Temple High School, when wearing the uniform to school it is necessary to wear the hat when walking between the bus or your car and the school building and between the main building and the Career and Technology Building.

Whenever you are in uniform off campus and outdoors, you must wear the Air Force flight cap.

When indoors, instead of holding or carrying the flight cap, a cadet may attach it to the uniform by securing it under the uniform belt. If you choose to do this, wear it on the side of your pants (not the front) by tucking the back of the hat under the belt so that the front of the hat hangs down and the top faces to the front. If you have a beret, tuck the back under your belt so that the top of the beret is showing (faces out).

A cadet’s hair must not interfere with the proper wear of the hat or beret. Hair should not appear below the hat on the forehead and females who put their hair up must do so in such a way that they can position their hats properly on their heads.

All rules for wearing the flight cap also apply to **berets**.

On both the flight cap and beret, cadet officers wear Flight Cap and Beret Insignia. (See the Badges chart below.

Air Force Flight Cap



Male Flight Cap



Female Flight Cap

Public Display of Affection in Uniform.

Public display of affection (PDA) is not permitted when in uniform. Because military uniforms stand out, any questionable behavior is immediately associated with the uniform. PDA detracts from the seriousness of the uniform and the proper image of someone in or associated with the US Air Force. Therefore, a cadet should **not kiss, hug or even hold hand while in uniform.**

Even when not in uniform, there should be **no PDA in the JROTC area.**







Air Force and JROTC Ranks and Insignias






Cadet ranks have the same names as those in the Air Force. However, the insignias are different.

Air Force and JROTC enlisted insignias both have stripes, but Air Force stripes have a star in the center, whereas JROTC stripes have a crest or shield with a torch in the center. "NCO" stands for "non-commissioned officer". Air Force and JROTC officer rank insignia are completely different. There are no cadet general ranks in JROTC.












Rank Name	Abbreviation	Rank No.	Also Called	Air Force Insignia	JROTC Insignia
<u>Enlisted Ranks</u>					
Airman Basic	AB	E-1		(no insignia)	(no insignia)
Airman	Amn	E-2		1 stripe	1 stripe
Airman First Class	A1C	E-3		2 stripes	2 stripes
Senior Airman	SrA	E-4		3 stripes	3 stripes
Staff Sergeant	SSgt	E-5	NCO	4 stripes	4 stripes
Technical Sergeant	TSgt	E-6	NCO	5 stripes	5 stripes
Master Sergeant	MSgt	E-7	Senior NCO	6 stripes (1 on top, 5 below)	6 stripes (1 on top, 5 below)
Senior Master Sergeant	SMSgt	E-8	Senior NCO	7 stripes (2 on top, 5 below)	7 stripes (2 on top, 5 below)
Chief Master Sergeant	CMSgt	E-9	Senior NCO	8 stripes (3 on top, 5 below)	8 stripes (3 on top, 5 below)
<u>Officer Ranks</u>					
Second Lieutenant	2 nd Lt	O-1	Company grade off	1 gold bar	1 narrow, angled bar
First Lieutenant	1 st Lt	O-2	Company grade off	1 silver bar	2 narrow, angled bars
Captain	Capt	O-3	Company grade off	2 silver bars	3 narrow, angled bars
Major	Maj	O-4	Field grade off	gold leaf	1 wide, angled bar
Lieutenant Colonel	Lt Col	O-5	Field grade off	silver leaf	1 wide and 1 narrow bar
Colonel	Col	O-6	Field grade off	silver eagle	1 wide and 2 narrow bars
Brigadier General	Brig Gen	O-7	General officer	1 silver star	(no cadet equivalent)
Major General	Maj Gen	O-8	General officer	2 silver stars	(no cadet equivalent)
Lieutenant General	Lt Gen	O-9	General officer	3 silver stars	(no cadet equivalent)
General	Gen	O-10	General officer	4 silver stars	(no cadet equivalent)

AF Officer Rank Insignia

		
Second Lieutenant (1 gold bar)	First Lieutenant (1 silver bar)	Captain (2 silver bars)
		
Major (Gold Leaf)	Lieutenant Colonel (Silver Leaf)	Colonel (Silver Eagle)

				
Brigadier General	Major General	Lieutenant General	General	General of the Air Force (Wartime Rank)

AF Enlisted Rank Insignia

					
Airman Basic (AB)	Airman (Amn)	Airman 1 st Class (A1C)	Senior Airman (SrA)		
					
	Staff Sergeant (SSgt)	Technical Sergeant (“Tech Sergeant”) (TSgt)			
					
Master Sergeant	Senior Master Sergeant	Chief Master Sergeant	First Sergeant (Diamond)	First Sergeant (Diamond)	First Sergeant (Diamond)

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

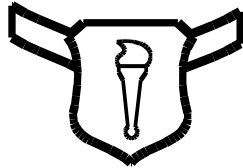


COLONEL

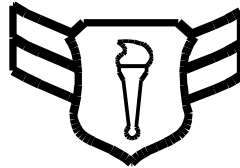
CADET AIRMAN RANK

(no rank insignia)

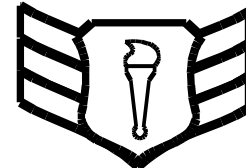
AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



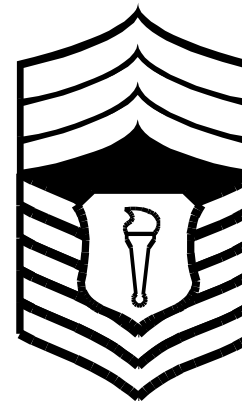
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

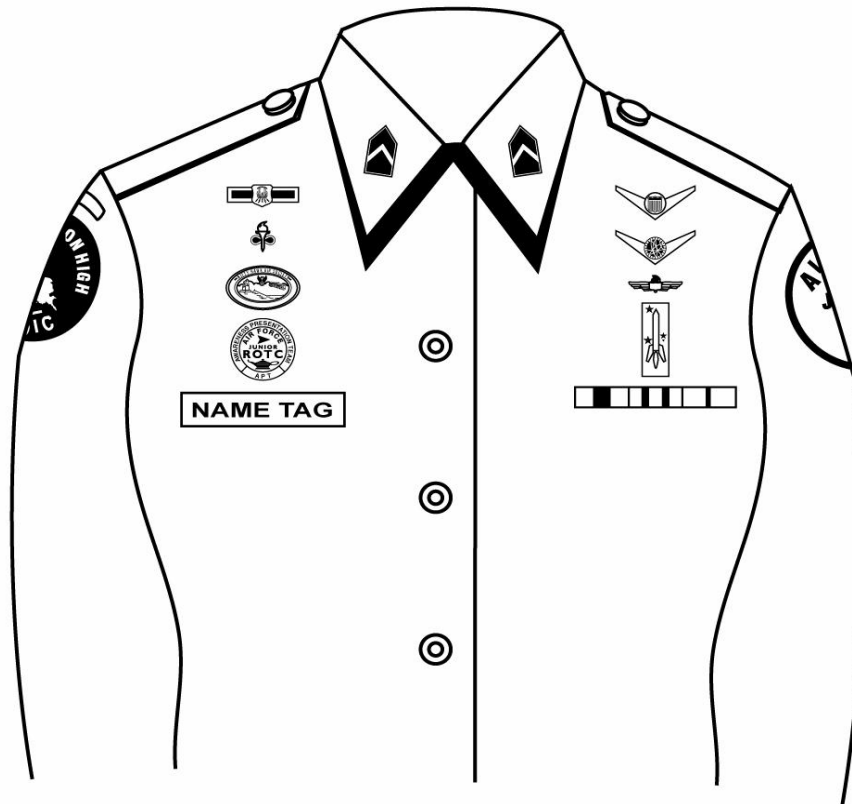
CADET MALE BLUE SHIRT



Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.

2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

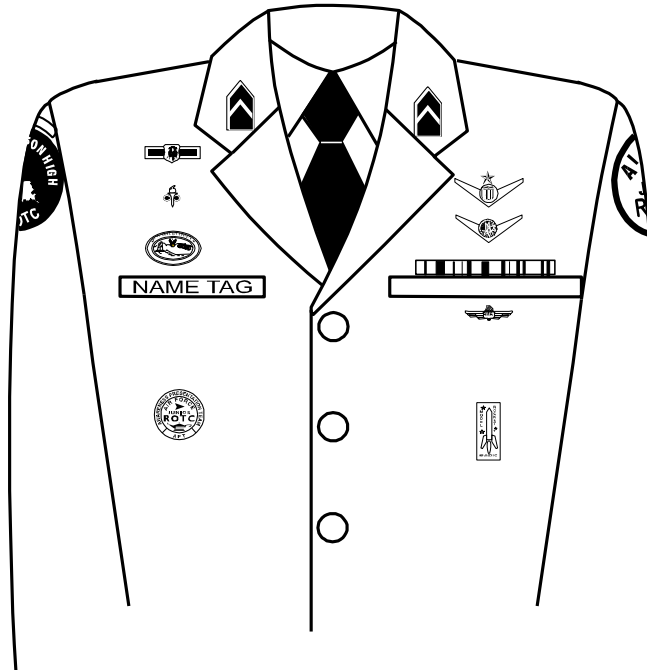
CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

CADET MALE 1620 SERVICE DRESS

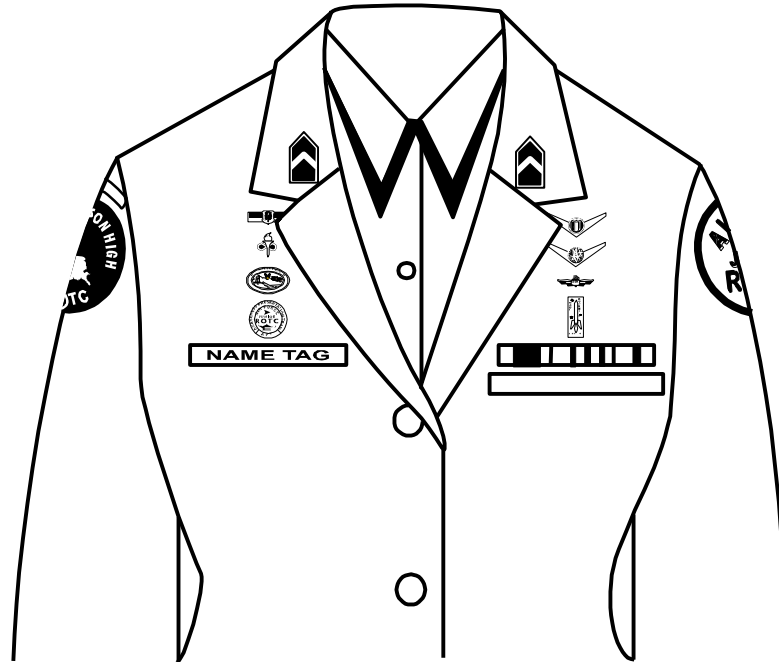
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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

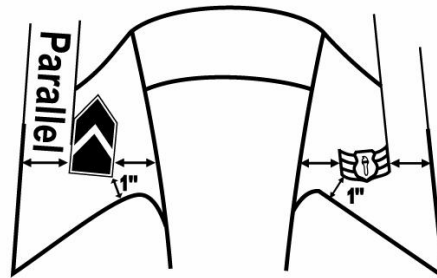
CADET FEMALE 1620 SERVICE DRESS

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



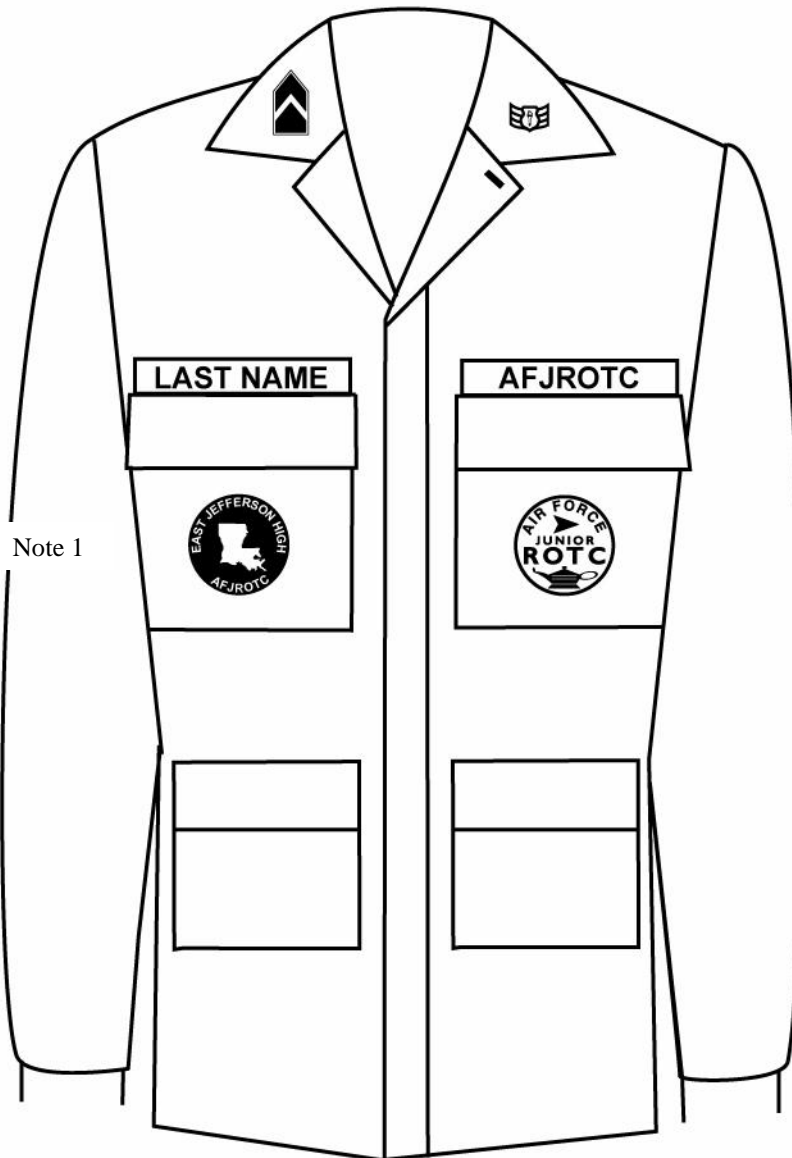
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder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

CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

JROTC Ribbons

Cadets earn uniform ribbons for exceptional performance, by participating in Corps activities or for accomplishing a specific task. Many ribbons are for special awards given by national patriotic, service and military organizations that support JROTC and want to recognize cadets' accomplishments. The specific requirements and criteria for receiving these awards and ribbons are specified in AFJROTC regulations, and summarized below. There are three categories of awards and ribbons: Special Awards, National Awards and AFJROTC Awards.

Ribbons must be worn on the uniform in their "order of precedence" – their importance or ranking, based on how difficult it is to earn them. Arrange the ribbons in the same order in which they appear on the ribbon chart. That is, higher-precedent ribbons are worn above lower-precedent ribbons, and closer to the center/buttons of the shirt or coat.

The awards and ribbons below are listed in their order of precedence, from highest to lowest.

Special Awards:

- (1) Gold Valor Award.** Recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.
- (2) Silver Valor Award.** Awarded for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.
- (3) Cadet Humanitarian Award.** Recognizes a cadet who provides aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on his or her fellow citizens. This award is not to be used to recognize day-to-day service in the community.
- (4) Community Service with Excellence Award.** Recognizes cadets who provide significant leadership in planning, organizing, directing and executing a major unit community service project that greatly benefits the local community. This is given to the key leader(s), not the participants.

National Awards:

These awards are limited to one, or in some cases two, cadets per year. Recipients are selected by the JROTC instructors, based on the criteria specified by the sponsoring organizations. Criteria include performance, leadership, character qualities and specific accomplishments, some of which are academic standing. Most are limited to third and fourth year cadets. The following are the national awards and their sponsoring organizations:

- (5) Air Force Association**
- (6) Daedalians**
- (7) American Legion Scholastic**
- (8) American Legion General Military Excellence**
- (9) Daughters of the American Revolution (DAR)**
- (10) American Veterans (AMVETS)**
- (11) Reserve Officers Association**
- (12) The Military Order of World Wars**
- (13) The Military Officers Association**
- (14) Veterans of Foreign Wars**
- (15) National Sojourners**

- (16) **Sons of the American Revolution**
- (17) **Scottish Rite, Southern Jurisdiction**
- (18) **Military Order of the Purple Heart**
- (19) **Air Force Sergeants Association**
- (20) **Sons of Union Veterans of the Civil War**
- (21) **Sons of Confederate Veterans H. L. Hunley**
- (22) **Tuskegee Airmen Incorporated**
- (23) **The Retired Enlisted Association**
- (24) **Celebrate Freedom Foundation/Embry Riddle Aeronautical University**
- (25) **National Society, United States Daughters of War of 1812**
- (26) **Air Commando Association (ACA)**
- (27) **Non-funded National Award** (award not yet approved by HQ AFJROTC)

AFJROTC Awards:

- (28) **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units must set and accomplish goals for the year to attain this award.
- (29) **Outstanding Organization Award (OOA).** This award is given to units selected by HQ AFJROTC for accomplishments during the school year.
- (30) **Outstanding Flight Ribbon.** Awarded to members of the outstanding flight under criteria determined by the SASI (usually uniform grades, test grades and drill competition).
- (31) **Top Performer Award.** Given by AFJROTC Area Administrator (or other Headquarters representative), to recognize performance, leadership, involvement and, specifically, work done to prepare for a unit's assessment. It is limited to 2 % of the corps.
- (32) **Outstanding Cadet Ribbon.** Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet, based on high moral character, positive personal attributes, outstanding military potential, and academic and military excellence. (One cadet per grade.)
- (33) **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities.
- (34) **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI.
- (35) **Superior Performance Ribbon.** Awarded for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Can be for a single accomplishment or for sustained performance of a superior nature. Achievements and services must clearly be outstanding and exceptional.
- (36) **Academic Ribbon.** Awarded for an "A" average in AFJROTC and overall grade point average of at least a "B" in other subjects, for one semester.
- (37) **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration.
- (38) **Special Teams Competition.** Awarded to drill team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition.
- (39) **Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of a unit curriculum. At TX-959, a cadet must complete the orienteering course at a meet.

(40) Cocurricular Activities Leadership Ribbon. Awarded at the SASI's discretion for leadership in AFJROTC cocurricular activities, such as being the chairperson for a military ball or dining out. Recipient must have demonstrated exceptional leadership in achieving objectives.

(41) Drill Team Ribbon. Criteria for receiving this ribbon is established by the SASI. In TX-959, in cadet must compete at, at least one drill competition.

(42) Color Guard Ribbon. Criteria for receiving this ribbon is established by the SASI. In TX-959, a cadet must perform at least six color guards to earn this ribbon.

(43) Saber Team Ribbon. Criteria for receiving this ribbon is established by the SASI. In TX-959, a cadet must compete on the saber team at a drill competition.

(44) Marksmanship Team Ribbon. Criteria for receiving this ribbon is established by the SASI. Because TX-959 has no air rifle program, this ribbon is not available for TX-959 cadets.

(45) Good Conduct Ribbon. Criteria for receiving this ribbon is established by the SASI. In TX-959, a cadet cannot have had THS ISS or a more serious THS discipline action. Also, he/she must have very few discipline referrals. Finally, the cadet's other teachers must recommend him/her for this award. Note: Instructors, when necessary, instructors will review a cadet's discipline record to determine eligibility for this award.

(46) Service Ribbon. Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. At TX-959, a cadet must participate in three TX-959-sponsored service events or activities. (Other community or church activities do not count.)

(47) Health and Wellness Ribbon. Awarded by the SASI for participation in the health and wellness physical fitness program. In TX-959, a cadet can earn this ribbon by completing the JROTC-required physical fitness two times, be on the Push-Up Squad, or compete on the PT Team at a drill meet.

(48) Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. Criteria for receiving this ribbon are established by the SASI. In TX-959, a cadet must get at least two other students to take JROTC. These must be students who would not have taken JROTC otherwise.

(49) Activities Ribbon. Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team and Special Teams Competition ribbons. These include orienteering teams, rocketry clubs, AFJROTC academic teams and AFJROTC sports teams. Criteria for receiving this ribbon are established by the SASI. In TX-959, a cadet must be on the Push-Up Squad or participate in at least two TX-959 sports events, such as the football or softball games with the Marine JROTC unit at Belton, or our annual March Madness basketball tournament.

(50) Attendance Ribbon. Criteria for receiving this ribbon are established by the SASI. In TX-959, a cadet can have no more than 4 excused absences and no unexcused absences in a semester. Also, a cadet's other teachers must verify that there have been no serious attendance problems, such as too many tardies.

(51) Dress and Appearance Ribbon. Criteria for receiving this ribbon is established by the SASI. In TX-959, to earn this ribbon a cadet must have an average for all uniform inspection grades of at least an 85, and can have no zeros for uniform inspections.

(52) Longevity Ribbon. Awarded for successful completion of each year of JROTC.

Ribbons 53 through 57 are only for Civil Air Patrol (CAP) cadets.



AIR FORCE JUNIOR ROTC



Wear Your Ribbons Proudly & Properly

- | | | | | |
|---|--|---|---|--|
| 1

Air Force JROTC
Valor Award (Gold) | 2

Air Force JROTC
Valor Award (Silver) | 3

Cadet Humanitarian
Award | 4

Community Service
with Excellence Award | 5

Air Force
Association Award |
| 6

Daedalian Award | 7

American Legion
Scholastic Award | 8

American Legion
General Military
Excellence Award | 9

Daughters of the American
Revolution Award | 10

American Veterans
Award |
| 11

Reserve Officers
Association Award | 12

The Military Order of
World Wars Medal | 13

Military Officers
Association Award | 14

Veterans of Foreign
Wars Award | 15

National Sojourners
Award |
| 16

Sons of the American
Revolution Award | 17

Scottish Rite, Southern
Jurisdiction Award | 18

Military Order of
the Purple Heart | 19

Air Force
Sergeant Association | 20

Sons of Union
Veterans of the
Civil War |
| 21

Sons of Confederate
Hunley Award | 22

Tuskegee Airmen Inc.
AFJROTC Cadet Award | 23

The Retired Enlisted
Association Award | 24

Celebrate Freedom Foundation/
Embry Riddle Aeronautical
University JROTC Award | 25

National Society United
States Daughters of 1812 |
| 26

ACA Medal | 27

Non Funded
National Award | 28

Distinguished
Unit Award | 29

Outstanding Organization
Award | 30

Outstanding Flight
Ribbon |
| 31

Top Performer
Award | 32

The Outstanding
Cadet Ribbon | 33

Leadership
Ribbon | 34

Achievement Ribbon | 35

Superior Performance
Ribbon |
| 36

Academic Ribbon | 37

Leadership School
Ribbon | 38

Special Teams
Competition | 39

Orienteering Ribbon | 40

Cocurricular Activities
Leadership Ribbon |
| 41

Drill Team Ribbon | 42

Color Guard Ribbon | 43

Sabre Team Ribbon | 44

Marksmanship
Ribbon | 45

Good Conduct
Ribbon |
| 46

Service Ribbon | 47

Health and Wellness | 48

Recruiting Ribbon | 49

Activities Ribbon | 50

Attendance Ribbon |
| 51

Dress & Appearance
Ribbon | 52

Longevity Ribbon | 53

Gen Carl Spaatz
Award (CAP) | 54

Gen Ira C. Eaker
Award (CAP) | 55

Amelia Earhart
Award (CAP) |
| | 56

Gen Billy Mitchell
Award (CAP) | 57

Gen J.F. Curry
Achievement Award (CAP) | | |

As with ribbons, all JROTC badges must be earned to be worn. They are awarded for accomplishment of a specific task, for completion of a specific course, for selection of a specific award or for membership in a specific organization. Badges must be worn properly, as indicated on the enclosed diagrams.

AIR FORCE JUNIOR ROTC BADGES



LAPTEL INSIGNIA
(METAL)

**No longer
used**



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



FLIGHT CAP
AND BERET
INSIGNIA

**No longer
used**



SERVICE CAP
INSIGNIA

**No longer
used**



OFFICERS
SERVICE CAP
INSIGNIA



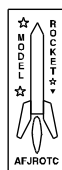
GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



AEF BADGE



SHOULDER TABS

TX-959 JROTC Uniform Ropes

Uniform ropes are worn to indicate that the cadet holds a leadership or staff position in the Corps, or has earned a specific qualification, such as color guard member. Cadets may wear only one rope, and it must be worn on the left shoulder.

TX-959 Uniform Inspection

- Cadets wear the uniform one day per week.
- “Uniform Day” will be on Thursday, unless changed by an instructor.
- On Uniform Day cadets will form up in a Uniform Inspection Formation, and their uniforms will be inspected, for a grade, based on proper wear and cleanliness.
- Uniform inspection grades are 40% of your JROTC grade.
- This uniform inspection is just like an assignment in any other CHS class. Therefore, if you are absent on uniform day, you still must “complete” the assignment by wearing the uniform and being inspected on the first day you return to school. (A cadet will not be expected to wear the uniform on Friday, PE day.) This inspection, after an absence, is for full credit.
- Not wearing the uniform on uniform day, without being excused by an instructor, is the same as failing to turn in an assignment on time. If you are not in uniform for the weekly uniform inspection:
 - o you must make up the inspection, by wearing your uniform (all day) and being inspected by Tuesday of the following week;
 - o generally, the maximum grade a cadet can get for an unexcused make-up will be 80% or less.
 - o if you do not make up the inspection on time, you will receive a zero for that grade.
- If you have to wear your uniform for an activity such as a color guard or drill meet, usually that activity will fulfill the uniform requirement for that week and you will not have to wear the uniform on Uniform Day. An instructor will tell you if the activity satisfies the weekly wear requirement.
- If you remove the uniform before the end of the day you will receive a zero, and it may not be make up.

Saluting

- Cadets salute when:
 - o Reporting, such as at the beginning of class
 - o In uniform and outside
- Who salutes whom:
 - o Enlisted cadets salute all cadet officers
 - o Cadet officers salute officers of higher rank
 - o All cadets salute the SASI, when outside or when reporting to his office

American Flag, Pledge of Allegiance and National Anthem

America is special because it's the only country in history to be established on the belief that our rights to "life, liberty and the pursuit of happiness" come from God, and that the purpose of government is to protect those rights.

America's Motto: **"In God We Trust"**.

The American Flag, as a symbol of the United States, stands for the values of our country – liberty, justice, opportunity and God-given rights. It also represents the sacrifices made by millions of Americans to create and preserve this nation. The Pledge of Allegiance and our National Anthem are expressions of our appreciation for America and the rights and privileges we enjoy. It is important to show proper respect toward the American Flag, when reciting the Pledge and when the National Anthem is played.

The American Flag:

- Also called Old Glory.
- Its colors signify important values:
 - o **White**: purity and innocence
 - o **Red**: hardiness and valor
 - o **Blue**: vigilance, perseverance and justice
- The Flag's blue field is called the Union.

The proper customs associated with honoring the American Flag, reciting the Pledge of Allegiance and showing respect during the playing of our National Anthem change when wearing a US military uniform. They also depend upon whether or not you are indoors or out of doors. Here are the proper customs:

	Wearing Civilian Clothes		In Uniform	
	Indoors	Outdoors	Indoors	Outdoors
American Flag (when it goes by, as in a <u>parade</u>)	Not applicable	-Stand at attention -Face the Flag -Place hand over your heart	Not applicable	-Stand at attention -Face the Flag - <u>Salute</u>
Pledge of Allegiance	-Stand at attention -Face the Flag -Place hand over your heart	-Stand at attention -Face the Flag -Place hand over your heart	-Stand at attention -Face the Flag -(Do NOT salute or place your hand over your heart)	-Stand at attention -Face the Flag -(Do NOT salute or place your hand over your heart)
National Anthem	-Stand at attention -Face the Flag -Place hand over your heart	-Stand at attention -Face the Flag -Place hand over your heart	-Stand at attention -Face the Flag -(Do NOT salute or place your hand over your heart)	-Stand at attention -Face the Flag - <u>Salute</u>

Chain of Command

The term “chain of command” refers to the line of people above and below an individual through which commands and guidance are passed. In the military, the top of everybody’s chain of command is the President of the United States, who is also America’s “Commander in Chief.” The chain then goes down through people at the levels between the President and the individual. If the individual is responsible for leading or directing others below him/her, the chain continues to the bottom. Below is the chain of command for every Air Force JROTC cadet.

President of the United States, the Honorable _____

Secretary of Defense, the Honorable _____

Secretary of the Air Force, the Honorable _____

Air Force Chief of Staff, General _____

Commander, Air Education and Training Command, General

Commander, Air University _____

Commander, Holm Center (ROTC and Officer Training School) Brig General

Director, Air Force Junior Reserve Officer Training Corps, Colonel

TX-959 Senior Aerospace Science Instructor, _____

TX-959 Aerospace Science Instructor, _____

TX-959 Corps Commander, Cadet Colonel _____

Squadron Commander, Cadet _____, _____

_____ Flight Commander, Cadet _____, _____

_____ Flight Sergeant, Cadet _____, _____

Warrior Knowledge

“Warrior Knowledge” refers to additional information about JROTC, the Air Force and the military that cadets should learn after being in JROTC one or two semesters. Uniform inspections provide good opportunities to determine how well cadets are learning this information. Therefore, during uniform inspections cadets may be asked “warrior knowledge” questions. A cadet’s uniform inspection grade will not be lowered if he/she does not know this information, but, if he/she does know it, he/she may receive bonus points on his/her uniform inspection grade. Cadets may be asked questions about this information at other times, as well.

- Mission of AF JROTC
- JROTC and Air Force ranks
- AF history
- US Flag etiquette
- Air Force Core Values
- Chain of Command
- Organization of the Cadet Corps
- Topics below and in this Handbook

The Airman’s Creed

**I am an American Airman. I am a Warrior.
I have answered my Nation’s call. I am an American Airman.
My mission is to Fly, Fight, and Win.
I am faithful to a Proud Heritage,
A Tradition of Honor, and a Legacy of Valor.
I am an American Airman.
Guardian of Freedom and Justice, My Nation’s Sword and Shield,
Its Sentry and Avenger. I defend my Country with my Life.
I am an American Airman.
Wingman, Leader, Warrior.
I will never leave an Airman behind, I will never falter,
And I will not fail.**

Phonetic Alphabet

A - Alpha	J - Juliett	S - Sierra
B - Bravo	K - Kilo	T - Tango
C - Charlie	L - Lima	U - Uniform
D - Delta	M - Mike	V - Victor
E - Echo	N - November	W - Whiskey
F - Foxtrot	O - Oscar	X - X-ray
G - Golf	P - Papa	Y - Yankee
H - Hotel	Q - Quebec	Z - Zulu
I - India	R - Romeo	

Military Time. Military time is based on a “24 hour clock”.

1 am = 0100 hours	7 am = 0700 hours	1 pm = 1300 hours	7 pm = 1900 hours
2 am = 0200 hours	8 am = 0800 hours	2 pm = 1400 hours	8 pm = 2000 hours
3 am = 0300 hours	9 am = 0900 hours	3 pm = 1500 hours	9 pm = 2100 hours
4 am = 0400 hours	10 am = 1000 hours	4 pm = 1600 hours	10 pm = 2200 hours
5 am = 0500 hours	11 am = 1100 hours	5 pm = 1700 hours	11 pm = 2300 hours
6 am = 0600 hours	12 pm = 1200 hours	6 pm = 1800 hours	12 am = 2400 hours

Cadet Corps Organization and Key Command and Staff Positions

The organization of the cadets in an Air Force Junior ROTC unit is similar to how real Air Force units are organized. At TX-959, the overall organization is called a “Corps” (pronounced “core”). Within this Corps are squadrons, flights (what we call our classes) and teams, as well as functional areas and single-cadet staff positions. Here are the main components and positions, and a brief description of the responsibilities and duties associated with some of them:

Corps Commander, CC. The Corps Commander is responsible for everything that happens in the Corps. He/she is the cadet the instructors work with most closely and most often. Specific responsibilities include:

- Oversee all Corps activities
- Work closely with the squadron commanders, logistics officer and commander of the IG team
- Represent the Corps at functions

Inspector General (IG) Team. The IG Team is a group of 5 or 6 cadet officers and NCOs, whose primary purpose is to monitor uniform wear on uniform days, when cadets are arriving at and leaving school. Their objective is to assess the overall appearance of the Corps, and they also have the specific task of identifying problems with uniforms and informing cadets of things that should be corrected.

Senior Enlisted Advisor, SEA. This is the highest enlisted position in the Corps. This cadet

- Works with cadet NCOs, particularly flight sergeants, to insure they are fulfilling their responsibilities.
- Helps resolve issues enlisted cadets might have.
- Advises the Corps Commander by making suggestions to improve cadet performance and behavior.

Operations Squadron Commander. (Operations, “Ops”, can be thought of as “what we do”.)

The Ops Squadron Commander is responsible for overseeing routine, day-to-day and week-to-week activities. The Operations Squadron includes:

- Half of our flights (usually, A, B, C, D, E, F and G)
- All of our teams:
 - o Color guards
 - o Competition drill teams
 - o Orienteering team
 - o Rocketry

Specific duties include:

- Maintaining schedules and calendars
- Ensuring flight commanders and NCOs are trained
- Reading flight commander weekly reports to monitor accomplishments, problems.
- Tracking uniform inspection results
- Monitoring team formation and training
- Ensuring team commanders produce rosters for events
- Ensuring Corps activities, such as service events, are documented.
- Monitoring tasks assigned to project officers.

Mission Support Squadron Commander. In addition to having half of our flights, Mission Support includes the functions that help our Corps do the things it does. The Mission Support Squadron includes:

- The other half of our flights (usually, H, I, J, K, L, M and N)
- Support functions:
 - o **Personnel** – recording information on cadet accomplishments
 - o **Public Affairs** – maintain picture bulletin boards and publish accomplishments
 - o **Flag Detail** – raise and lower the flag(s) each school day
 - o **Information Detail** – post daily information on classroom information boards

Specific duties include:

- Ensuring flight commanders and NCOs are trained
- Reading flight commander weekly reports to monitor accomplishments, problems.
- Tracking uniform inspection results.
- Monitoring accomplishment of support tasks.
- Monitoring tasks assigned to project officers.

Logistics Officer, LG. Logistics is taking care of the “stuff we need to do what we do”. The Logistics Officer works with the instructors to insure uniforms, supplies and equipment are managed properly. Because Logistics is such an important function and involves so many individual tasks, the Logistics officer is considered to be on the same level as the two squadron commanders, and also has a staff of about 10 **NCO** and **airmen assistants** to accomplish the necessary tasks. These tasks include:

- keeping the supply room well-organized, clean and neat
- assisting instructors in fitting uniforms on cadets
- maintaining uniform issue records on paper and in WINGS
- preparing supply and equipment items for drill meets, trips and activities
- helping the instructors conduct inventories of uniforms and supplies

Cadet positions in Logistics include:

- Commander of Uniforms
- Commander of Equipment
- Commander of Documentation
- 1 or more NCOs and airmen assistants in each of the flights

Flight Commanders: Direct and command the flight on a daily basis. Because of the daily responsibilities, and because the Flight Commander is directly involved in management of the classroom, this is one of the most important positions in the Corps.

Flight Sergeants: Assist the Flight Commander and perform Flight Commander duties when the Commander is absent or unavailable.

Having cadets “run the Corps” by leading teams and being responsible for the accomplishment of program functions is one of the most valuable components of Junior ROTC, and we instructors want as many cadets as possible to participate in this way. Thus, **all cadets** who joint JROTC are eligible for staff and leadership positions in the T-959 Corps of Cadets. We instructors strive to give all cadets opportunities to assume one of these positions. We then select cadets for these positions based on their behavior, performance, accomplishments, and personal desires. Our objective is to help individual cadets and also assemble an effective Corps staff.

Military Drill (Marching)

Military drill (marching) is an important part of Air Force Junior ROTC. All cadets must learn to march and to perform basic drill movements.

The basic drill movements that cadets must learn are:

- Parade Rest
- Attention
- Present Arms
- Order Arms
- Right Face
- Left Face
- About Face
- Forward March
- Halt
- Fall In
- Dress Right Dress
- Ready Front
- Open Ranks March
- Close Ranks March
- Fall Out

Other, standard movements that are performed in flight and element formation are:

- Right Flank
- Left Flank
- Column Right
- Column Left
- To the Rear
- Eyes Right
- Ready Front
- Change Step
- Right Step
- Left Step

In addition, JROTC 3 and 4 classes will be taught advanced, more complicated drill movements.

Drill Terms

Alignment – Dress or Cover

Cadence – the uniform step and rhythm in marching that is the number of steps marched per minute; maintaining the cadence or rhythm helps cadets stay in step

Cover – individuals aligning themselves directly behind the person in front of them

Distance – the space between individuals in formation (approximately 40”) as measured from their chest to the back of the individual in front of them

Double Time – the rate of marching 180 steps per minute

Dress – alignment of elements side by side or in line maintaining proper interval

Element – the basic formation, the smallest drill unit comprised of at least 3 individuals

Flight – at least two, but not more than four, elements

Guide – the individual designated to regulate the direction and rate of march

In Column – the arrangement of elements side by side with the guide and element leaders at the head

In Line – the arrangement of elements one behind the other with the guide and element leaders to the far right

Interval – the space between individuals placed side by side

Mark Time – marching in place at a rate of 100 to 120 steps per minute

Quick Time – the rate of marching at 100 to 120 steps per minute

Slow Time – the rate of marching at 60 steps per minute (used in funeral ceremonies)

Rest Positions – parade rest, at ease, rest, fall out

Drill Commands – an oral order; most have two parts, preparatory command and command of execution

Preparatory Command – explains what the movement will be and mentally prepares the cadet to execute the movement

Command of Execution – follows the preparatory command and explains when the movement will be carried out

Combined Command – drill commands in which the preparatory command and the command of execution are combined (“Fall in.”, “At ease.”, “Rest.”)

Supplementary command – given when one unit of the element must execute a movement different from the other unit or must execute the same movement at a different time (“Stand fast.”)

Informational Command – no Preparatory Command or Command of Execution. (“Prepare for inspection.”)

General Rules for Commands

- Give commands from the position of attention.
- While marching, the leader must be in step with the flight.
- When not facing the flight, give commands over the right shoulder.
- Revoke a preparatory command (correct a mistake) by saying “As you were”.

Characteristics of a Command Voice

- **Loudness** – Volume used in giving commands.
- **Projection** – The ability of the voice to reach whatever distance desired without strain.
- **Distinctness** – The correct use of the tongue, lips, and teeth to form the separate sounds of a word. (So commands are clear.)
- **Inflection** – The change in pitch of the voice. (With inflection commands are not monotone.)
- **Snap** – That extra quality in a command that demands immediate response. (Crispness or sharpness.)

TX-959 Teams

Joining a drill team, PT Squad, the color guard, orienteering, rocketry and attending summer leadership school are all voluntary. However, cadets are encouraged to do so because participation in such activities greatly enriches a cadet's Junior ROTC experience, and also helps TX-959 produce the best teams possible.

Junior ROTC Competitive Drill Teams

JROTC units compete against other units in several types of drill and also physical training (PT). Drill teams consist of either 6 or 9 cadets, plus the commander. In PT, 4 male and 4 female cadets compete. At some meets individuals and pairs may compete in Demil. The types of teams are:

Unarmed – Marching without a rifle.

- Regulation – Completing a sequence of approximately 50 standard movements. All movements must be performed according to military drill regulations.
- Exhibition – Teams develop their own routines and perform customized movements.
- First-Year Regulation – Regulation for teams made up of only first-year cadets, with a second-year commander.

Unarmed Exhibition – Performing a drill routine (without rifles) that is created by cadets, with customized flight and individual movements. Routines are judged on originality and precision.

Demil – Marching with a rifle. Demil is short for “demilitarized”. The rifle we use is a replica of a real M1 rifle and weighs 8.4 pounds.

- Regulation – Completing a sequence of standard marching and rifle movements. All movements must be performed according to military drill and rifle regulations.
- Exhibition – As with Unarmed, customized movements and routines.

Facsimile – This is just like Demil, except the rifle is a light (about 3 pounds) fiberglass one.

Color Guard – Performing a standard series of movements with the US and Texas flags. It includes movements that normally are not performed at an actual color guard event. At most meets there are two of the following color guard categories:

- Male – all male team.
- Female – all female team.
- Mixed – any combination of male and female.

Inspection – Cadets are inspected for uniforms and military-related knowledge. Their uniforms are inspected very carefully, so they must be almost perfect. At some meets, the judges may ask one or two questions while inspecting the uniform. These can be about the cadet's corps, his/her job, or a “Warrior Knowledge”-type question about such subjects as the Air Force, the US flag, first aid and map reading. Most units that host a drill meet provide a question bank cadets can study beforehand.

PT – Separate male and female teams compete in 4 exercises: push-ups, sit-ups, the standing broad jump and, depending upon the meet, either a 100 yard sprint or a run of up to 1 ½ miles. In TX-959, some of our PT competitors usually come from our PT Squad, but all cadets are eligible to try out for the competition PT team.

Color Guard Teams

Color guards carry and present the colors (American and Texas Flags, at least) for the National Anthem and Pledge of Allegiance at various school and community events. Some of the most important are all THS Varsity Football home games.

A Junior ROTC color guard is one of the most important and visible functions cadets perform. JROTC color guards represent not only TX-959, but also Temple High School and the United States Air Force. Cadets must be trained and selected to become color guard members. To properly honor all that they represent, color guard members must always perform their duties with proper seriousness and care.

TX-959 PT (Push-Up) Squad.

This group of cadets supports the THS football program by performing several vital functions at all varsity football games – home and away. They: inflate and deflate the air-filled Wildcat at the start of both halves of the game; run spirit flags when the team comes on the field and after every score; and performs push-ups after every Wildcat score, with the number equal to the Wildcat's new total score. At home games the Squad also puts up the Stadium Spirit Flags around the home side stands.

Both male and female cadets can be on this squad, but all cadets must make the team by trying our and demonstrating that they can do a sufficient number of proper push-ups.

Orienteering

Orienteering is the word for land navigation, which involves using a map and compass to follow a course and find checkpoints. Cadets in orienteering are taught these land navigation skills, and can go to meets and compete against teams from other schools.

Rocketry

Rocketry involves building and launching a model rocket. In TX-959, cadet will earn the Rocketry Badge by launching his/her rocket at least six times. TX-959 usually conducts its rocketry activities during the spring semester.

Summer Leadership School

Summer leadership school (SLS) is an intensive 5-day program consisting of strict military discipline, uniform and room inspections, drill, academic lessons, physical training (PT), leadership exercises and teams sports. SLSs may be an in-residence program (at another location) or a day-program in the Temple area. SLS is designed to help cadets further develop self-discipline and fortitude, by challenging them to go further than they have before. In TX-959, SLS usually is a requirement for promotion to cadet officer. All SLSs are held after the academic school years, usually in June. Attendees are selected by the instructors, after volunteering to attend.

Parent or Guardian Permission for Cadet Trips

Some JROTC activities involve trips off campus. These include short visits to schools or other organizations to perform a color guard function, trips to away football games, one-day trips to drill competitions, one or two-day orienteering meets, or a one-day or two-day field trip that's related to our Aerospace Science courses. No cadet may go on any of these trips without written permission (a permission slip) from his or her parent or guardian. **"No slip, no trip."**

TX-959 Promotion Policies

General. A cadet's rank is based on time in the JROTC, performance as a cadet, participation in JROTC activities, completion of additional training, and the job the cadet is assigned.

Starting rank. All new cadets start at the first enlisted rank, E-1, Airman Basic. Sometime before the end of the first semester, new cadets will have an opportunity to take the Airman Promotion Test and, if they pass, are promoted to E-2, Airman. After this first promotion, cadets then follow the rank schedule below.

Fastest rank schedule. Below are the highest ranks associated with the 4 high school grades. Whether or not a cadet achieves these ranks depends upon his/her performance as a cadet, participation in Corps activities, success at passing promotion tests, the school year in which a he/she joins JROTC, and whether or not he/she attends Summer Leadership School. Also, based on the needs of the Corps, instructors may promote cadets more rapidly.

- 9th grade year – airman ranks
 - o AB, Amn, A1C, SrA.
- 10th grade year – sergeant (Non-Commissioned Officer (NCO)) ranks
 - o SSgt, TSgt, MSgt and SMSgt
- 11th grade year – company grade officer ranks
 - o 2Lt, 1Lt and Capt
- 12th grade year – field grade officer ranks
 - o Maj, LtCol and Colonel

Promotion Schedules.

- New school year: All cadets are eligible for promotion at the start of a new school year – when advancing to the next JROTC class.
- January: A second promotion opportunity comes in January, at the start of the second semester. A cadet must meet the promotion requirements below, to be eligible for a promotion in January.

Promotion Requirements. These requirements must be met for a cadet to be eligible for a promotion in January:

- Passing: A cadet must have had a C or better in JROTC the fall semester.
- Participation Points: A cadet must have participated in enough activities in the fall to have accumulated 50 points.
- Cannot have had too many zeros on uniform inspections, or disciplinary problems such as ISS. (Instructors decide this on an individual cadet basis.)

Promotion Tests. If eligible, cadets must pass a promotion test (written, marching or both) for these ranks: airman, sergeant (NCO), and the first officer rank.

Officer ranks. Cadet officers must be leaders in the Corps. The basic requirements for becoming an officer are: must be at least a junior, be in JROTC 2 or 3, and have completed SLS, or be a senior with enough experience. Instructors can make exceptions, based on the performance of the cadet and the needs of the Corps. Beyond the basic eligibility requirements, a cadet must demonstrate, through behavior, performance, involvement in Corps activities that he/she has the experience and maturity needed to positively influence other cadets.

Exceptions to Promotion Schedule and Rank Sequence. For various reasons, some cadets may be promoted more quickly and at different times.

- **Summer Leadership School.** After completing SLS, a second year cadet, regardless of his or her rank the previous spring, will be promoted to TSgt or MSgt, if he/she passes the promotion test.
- **Students who join ROTC as juniors or seniors** may be promoted more rapidly if they learn cadet responsibilities quickly and demonstrate appropriate maturity.
- **Cadets chosen for jobs which require higher rank** may skip one or more ranks.

Promotion Tests

Airman Promotion Test. This is the first promotion test a cadet will take. It covers the basics that a new JROTC cadet should know and be able to perform. They include such things as:

- The Mission of JROTC.
- Cadet Honor Code.
- Air Force Core Values and TX-959 Corps Values
- Basic information about the American Flag.
- Airmen (AB, Amn, A1C and SrA) ranks and their insignias.
- How to put rank insignia on the uniform shirt, jacket and service dress coat.
- Perform approximately 15 Basic drill movements.

NCO Promotion Tests. (Staff Sergeant through Chief Master Sergeant). Cadet NCOs should know more. Thus, the promotion tests for these ranks are more rigorous. They include:

- A much longer written test, covering Airmen Test information, plus Air Force, Junior ROTC and TX-959 information.
- Cadets being promoted to Senior NCO ranks also must demonstrate the ability to march a flight through a sequence of basic commands, such as:
 1. Fall In
 2. Open rank march
 3. Ready front
 4. Close ranks march
 5. Present arms
 6. Order arms
 7. Parade rest
 8. Attention
 9. Left face
 10. About face
 11. Forward march
 12. Right flank march (R)
 13. Left flank march (L)
 14. Column right march (R)
 15. Forward march (L)
 16. To the rear march (R)
 17. To the rear march (R)
 18. Column right march (R)
 19. Forward march (L)
 20. Eyes right (R)
 21. Ready front (L)
 22. Column right march (R)
 23. Forward march (L)
 24. Change step march (R)
 25. Column right march (R)
 26. Forward march (L)
 27. Flight halt (L or R)
 28. Left face
 29. Right step march
 30. Flight halt (when feet are together)

Note: "L" and "R" refer to the foot on which the command is given.

Officer (Lieutenant) Promotion. When eligible for promotion to officer,

- The cadet must be selected by the Senior Aerospace Science Instructor, and pass an Officer Promotion Test that is more difficult than the NCO test.
- When appropriate, an Officer Promotion Board, made up of cadet officers and one or more instructors, may be held to certify that a cadet is ready for promotion to officer.

Promotion and Letter Jacket Points

In JROTC, we reward cadets for their effort, performance and accomplishments in several ways. In addition to ribbons, promotions and more responsible duties and positions, cadets also can earn a Temple High School Letter Jacket. Students earn high school letter jackets by participating in extra-curricular activities, and we apply this principle to earning a letter jacket in JROTC. Thus, to earn a letter jacket in JROTC, a cadet must participate in JROTC activities that take place outside the classroom, and generally after-school and on weekends. A cadet cannot earn a letter jacket just by taking JROTC for 3 or 4 years.

To measure accomplishments and contributions to the Corps, we award points for cadets' participation in activities and for individual accomplishments. In addition to earning points for promotion in January, a cadet accumulates these points from semester to semester and year to year.

Promotions: A cadet must acquire enough points during the Fall semester to be promoted in January. The number of points needed is specified on the Promotion and Letter Jacket Form. Promotion points do not accumulate from semester to semester.

Letter Jackets: Generally, it takes an active cadet at least 2 or 3 years to accumulate enough points to earn a letter jacket. The required number of points must be accumulated by early spring of a cadet's senior year. A cadet who is less active, but stays in JROTC for four years and participates in at least some activities on a consistent basis, may be able to accumulate enough points in time to earn a jacket.

“Going backwards”! It also is possible to lose points. A cadet will lose points for a zero uniform inspection grade, demerits (explained below under Corps Discipline System), ISS, or other THS disciplinary actions. For example, a zero on a uniform inspection costs 5 points and an ISS costs 10 points for an enlisted cadet and 20 for a cadet officer. So, a cadet can do many good things and then lose much of the benefit because of too many bad things.

TX-959 Corps Discipline System

Introduction: One important way in which JROTC is different from most other courses at Temple HS is that we're a team. Cadets do many things together. Thus, your behavior as a cadet affects and reflects not only on you, but also on the entire Corps of Cadets, and even the Air Force. Students should behave properly in all classes, but in JROTC we hold you to a higher standard of behavior for the sake of the entire program. The Corps Discipline System is designed to reinforce proper cadet behavior by rewarding good behavior and applying penalties for behavior that does not meet Corps standards.

The Corps Discipline System is separate from the Temple High School discipline program, but there is a connection. If a cadet breaks a Corps rule that is not also a CHS student rule, it is dealt with in the Corps, and there is no additional THS punishment. However, if a cadet breaks a serious THS rule, there probably will be one or more Corps penalties in addition to the punishment the student receives from THS administrators. For example, an offense that results in an ISS or THS suspension will have consequences in the Corps, too.

In our Corps Discipline System, "punishment" basically means delay or loss of the rewards that you would earn by behaving as a cadet should. Good behavior and performance that contribute to flight and the Corps, not only result in a good grade in JROTC, but also lead to more responsibility, more opportunities, more privileges and often faster promotions in rank. On the other hand, behavior that causes problems for the flight or Corps often will delay these things, and, if serious enough, can result in the cadet losing things he/she already has, such as losing privileges or even being demoted (reduced in rank).

Improper behavior or lack of cooperation in the classroom. As in all other high school classes, cadets are required to behave properly in class and obey and cooperate with the instructor. In JROTC, cadets also are required to obey the Flight Commander and Flight Sergeant. Such behavior is basic to the proper function of any class, but in JROTC it is especially important because we do so much as a team or flight. Any improper behavior disrupts the entire flight and interferes with the fundamental purposes of JROTC. The steps taken to deal with improper behavior include:

- Verbal correction.
- Classroom recitation – read or recite AF or JROTC-related information. (This is not meant to embarrass the cadet, but is a tool to remind the cadet of the importance of his/her contribution as a member of the class.
- Contact the cadet's parent or guardian.

Merits and Demerits. Merits and demerits are simply “marks” that are used to document exceptionally good behavior or performance (merits) or sub-standard behavior (demerits). Instructors use merits and demerits to help them determine a cadet’s eligibility for participation in Corps events and qualification for cadet positions. Here are some specifics about merits and demerits:

- Merits and demerits are **given** only by JROTC instructors. Cadets can only **recommend** them.
- Any cadet may recommend merits. (Instructors always want to hear about the good things cadets do.)
- Only cadets in staff or leadership positions or cadet officers may recommend demerits.
- Most recommendations will come from the flight commanders or flight sergeants, because we have most of our interactions in the classroom, or the IG Team, because they have the responsibility to monitor proper uniform wear.
- The cadet who plans to recommend merits or demerits should tell the cadet involved that he/she is going to do this.
- If it’s a demerit, do not argue with the cadet. He or she is simply doing his/her job, and instructors will make the final decision.

Zero Uniform Inspection grade (“ZUI”). Wearing the Air Force uniform when required is a critical component of the JROTC Program. Thus, failure to wear the uniform cannot be ignored, and has the following consequences:

- Loss of 5 letter jacket points
- “Too many” ZUIs (generally 3 for a first-year cadet or 2 for an upper class cadet in one semester) can jeopardize a cadet’s eligibility for participation in JROTC activities and events. (If a cadet fails to meet the basic course requirements, he/she has not earned the privilege of taking part in other aspects of the program.)

THS Referrals.

- JROTC-written referrals: We try to take care of JROTC discipline problems in the Corps. However, if a cadet commits an infraction for which a THS referral is required, then JROTC instructors, as must all other teachers, will fill out a Discipline Referral.
- Discipline Referrals from other teachers, principals:
 - o Referrals prior to joining JROTC. We don’t hold a cadet’s past against him/her. When a student joins JROTC, he/she has a “clean slate”, as far as we are concerned.
 - o Referrals after joining JROTC. A Cadet’s behavior outside the Corps is important, too, because it reflects upon the entire JROTC Program. Therefore, a cadet’s discipline record (while a cadet) can be taken into consideration when determining a cadet’s eligibility for participation in Corps activities or qualification for leadership of staff position.

THS ISS:

- loss of 10 letter jacket points
- As with “ZUIs”, ISSs (the number and reasons for them) can jeopardize a cadet’s eligibility for participation in JROTC activities and events. (Instructors examine a cadet’s situation on an individual basis, but multiple ISSs normally will disqualify a cadet from participation in certain activities.)

THS Suspension, DAEP, Honor Code Violation or behaviors such as repeated challenges to a higher-ranking cadet’s authority, disrespectful behavior toward an instructor or another teacher, act of sexual harassment, fighting, or anything that brings discredit on the Corps or CHS, because there are very serious, are handled on a case-by-case basis. Usually they involve one or more of the following:

- loss of 25 letter jacket points for suspension, 50 points for DAEP;
- removal from drill team or staff or command position in the Corps;
- demotion (reduction in rank)
- loss of eligibility for most Corps activities for a period of time ranging from a month to a semester.

CDB: To decide what punishments are appropriate for serious or repeated problems, such as those listed above, or even for multiple ISSs or ZUIs, we may hold a **Cadet Disciplinary Board**. A CDB is made up of several high-ranking cadets and at least one instructor. The members review the offenses and the cadet’s situation to determine the most appropriate steps to take.

Disenrollment from Air Force Junior ROTC

Because JROTC is an elective course, students join the program voluntarily. Therefore, if a cadet consistently fails to meet the requirements of the program, he/she may be disenrolled – removed from JROTC and transferred to another class. Usually this takes place at the end of the Fall Semester, but it can be at any time, if necessary. However, disenrollment is a last resort, taken only after instructors, counselors and the cadet have determined that leaving the program is the best thing for the individual and the Corps of Cadets. The main reasons for being removed from the program are 1) frequent disciplinary problems that adversely affect the Corps, 2) failure to wear the uniform consistently and 3) multiple honor code violations.