CADET HANDBOOK

Aerospace Science
And
Leadership Education

MOTTO
Excellence In
All Things A
Tradition

GOAL
Developing
Citizens of
Character

Revised 2016
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SUBJECT: INTRODUCTION TO HANDBOOK

As your Senior Aerospace Science Instructor, I would like to welcome all of you, in particular the new AS-I Cadets, to the Edmond AFJROTC Cadet Corps. We all look forward to having an enjoyable, educationally productive year. Our objective is to help each of you grow as an individual and as a citizen. As we do this, you will also learn about Aerospace, develop your leadership traits, and become better acquainted with military and civil concepts of aviation.

This Handbook is intended to provide each Cadet with the information and guidance needed to progress from Cadet Airman to Cadet Wing Commander. It applies to everyone from first-year Cadets to fourth-year Cadets. Follow its guidance and you should be a better person. You will improve in personal honor, self-reliance, and leadership. Each of you has the potential to progress in leadership responsibility within the Cadet Corps. Your instructors will do everything that they can to help you develop to the fullest extent of your potential.

Kenneth W. Young, Lieutenant Colonel, USAF, (Ret)
Senior Aerospace Science Instructor

P.S. This is the Fifteenth, 2016 edition of the Edmond AFJROTC Cadet Handbook. Changes, additions, and deletions have been made. Some changes will be easy to find while others are not so obvious. Please review this new Cadet Handbook and become familiar with its contents.

THE CADET HONOR CODE

This section may be the most important in this Cadet Guide. Do more than just read it. Read it -- think it over -- reread it -- and be sure you understand its message.

Honor is defined as: a good name or public esteem, a person of superior standing, and one whose worth brings respect or fame.

THE CADET HONOR CODE:

"WE WILL NOT LIE, STEAL, OR CHEAT, NOR TOLERATE AMONG US ANYONE WHO DOES."
These simple words provide the basis for a personal code of ethics that will last the remainder of your life. This honor code is specific and clear. A Cadet is expected to have complete integrity in both word and deed; he/she avoids quibbling or evasive statements; he/she does his/her own work in class; and yet, he/she is willing to assist others in a cooperative effort to reach common group goals.

The code belongs to the Cadets. Maintaining its high standards of trustworthiness is the responsibility of each young man and lady in the Edmond Cadet Corps.

This does require self-control and conscious effort at all times. Eventually, it becomes an ingrained habit and part of the Cadet's total ethical code and lifestyle. The Honor Code -- by stressing that there can be no toleration of lying, cheating, or stealing -- emphasizes that HONOR is a common standard of the Cadet Corps.

In addition each cadet is encouraged to adopt the Core Values of the United States Air Force, the values are:

**CORE VALUES**

**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 imperative in the leadership of the OK-081st.

**Service before self** tells us that professional duties of the OK-081st take precedence over personal desires. At the very least it includes the following behaviors: Rule following, Respect for others, Discipline and self-control, as well as Faith in the system of procedures that govern the OK-081st.

**Excellence** in all we do directs us to develop a sustained passion for continuous improvements and innovations that will propel the OK-081st into a long-term upward spiral of accomplishments and performances.

The OK-081st has been an Honor Unit, an Outstanding unit and Distinguished Unit for 35 years. We are known state wide for our outstanding achievements and we want to maintain this trend. The way to do this is through the continued efforts of each cadet.
SECTION I. OBJECTIVES

Mission. The mission of Air Force Junior Reserve Officers Training Corps (JROTC) is to “Develop citizens of character, dedicated to serving their nation and community.” The overall objectives of the AFJROTC program are to instill in high school cadets: Values of Citizenship, Service to the United States, Personal Responsibility, and Sense of Accomplishment.

Aerospace Science and Leadership objectives for Cadets of the OK-081st Cadet Corps are as follows:

1. ACADEMIC Aerospace Science. AS acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of space flight, principles of aircraft flight and navigation, the heritage of flight, aviation history, development of air power, contemporary aviation, human requirements of flight, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, the science of flight, astronomy, geography, policy and organization, and survival.

2. Leadership Education. LE is the portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The LE curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, and drill and ceremonies. Each Cadet will:

   A. Wear his/her uniform and insignia in accordance with AFJROTC instructions and recognize the insignia of other cadet and active-duty service grades.

   B. Execute the basic movements, and positions of drill as an individual, and in unison with Element, Flight, Squadron, and Group.

   C. Correctly, promptly, and proudly execute the salute when and where required.

   D. Demonstrate knowledge of Air Force customs and courtesies and behave in a socially acceptable manner.

   E. Give appropriate voice commands at the proper pitch, volume, and cadence, and perform duties associated with the various echelons within the cadet corps.
F. Understand why there must be respect for authority in any organization and demonstrate his/her understanding by following orders promptly and to the best of his/her abilities.

G. Develop knowledge of, and respect for, constitutional authority.

H. Demonstrate knowledge of the procedures for honoring the American flag, the National Anthem, and To the Colors when participating in military or civil ceremonies.

3. Wellness Training (PT). Wellness/PT provides leadership opportunities, builds esprit de corps, and increases cadet confidence. The purpose of the Wellness/PT Program is to provide a standardized, facility variations minded curriculum offering substantial individual health improvements. The objective is to motivate cadets to lead active lifestyles beyond program requirements, into their adult lives.

4. INSTRUCTORS. The AFJROTC Department has three instructors assigned. They are experienced teachers and certified by the State Department of Education. Additionally, they are trained and certified by the U.S. Air Force for this particular role.

A. Senior Aerospace Science Instructor (SASI). The AFJROTC officer instructor of senior rank at the host school is responsible for day-to-day unit operations. The SASI reports to the principal (or equivalent) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI acts as the unit commander providing overall direction to the ASI and cadet programs/activities.

Lt. Col. Young, The Senior Aerospace Science Instructor (ASI) is a twenty-year Air Force Veteran. He has experience in missile operations, operations management, international affairs, and human resource management. He holds a Masters of Arts Degree in Political Science from the University of South Dakota and is a certified teacher in Oklahoma completing additional courses at Oklahoma State University, Phillips University, and Northwestern Oklahoma State University.

B. Aerospace Science Instructor (ASI). An AFJROTC instructor assisting the SASI in day-to-day unit operations. ASIs are normally NCOs, however additional ASI positions may be filled with officers. The ASI is supervised by, and reports directly to, the SASI.
Lt. Col. Penning, Aerospace Science Instructor (ASI), is a 22 year Air Force Veteran and Aerospace Science Instructor. A native of Fairfield, California, Lt. Col Penning entered the Air Force as an Airman First Class. After graduating from college at California State University-Sacramento, Lt. Col. Penning was commissioned a Second Lieutenant through the Reserve Officer Training Corps. His background includes various duties in flying operations, academics, speech writing, and organizational leadership.

SMSgt Martos, The Aerospace Science Instructor (ASI) is a twenty four year Air Force Veteran. He holds a Masters degree in Aerospace Administration and Logistics, Bachelor of Science Degree in Aviation Management and two career related Associate Degrees. While in the Air Force, his work was in the Aircraft Life Support field.

Your instructors have a combined total of 66 years of active duty experience with the U.S. Air Force in the United States and throughout the world. They wear the Air Force uniform when they teach and are here to teach you -- the Cadet -- a subject, Aerospace Science that is an integral part of the Edmond School curriculum. They are responsible to the principal, and the Edmond Public School System, just like any other teacher. They are here to help you.

The following procedures are followed to obtain access to an instructor’s office or the uniform storage area.

When it is necessary for a cadet to enter an instructor’s office you will get permission from your Flight or Drill Team commander or in their absences determine an official need to see an instructor. Approach the office, come to the position of attention and knock on the door or door facing, when told to enter do so in a military manner and stand at attention, state the reason for the visit. If the visit will take more than a couple of minutes you will be asked to sit down, otherwise remain at the position of parade rest throughout the visit (in this circumstances you do have permission to talk. These procedures are also required when entering the uniform storage area, with the exception of weapon acquisition or uniform fitting, at which time you will be told to stand at ease. While in the uniform storage area you will be at least arms length from the counter, and at no time will you touch the supply room counter except to sign the uniform issue sheet.
SECTION II: ORGANIZATION OF THE CORPS OF CADETS.

1. MISSION. All AFJROTC Cadets are members of the Corps of Cadets of the OK-081st Cadet Wing. The mission of this Cadet organization is to provide a vehicle for the application of leadership techniques and for developing an understanding of the military command structure, the need for discipline, and a knowledge of military drill and ceremonies.

2. STRUCTURE.

A. The structure of the Edmond Cadet Corps will depend on the number of cadets enrolled:

200 or less Cadets -- Squadron or Group
(Determined by SASI)

201-250 Cadets -- Group or Wing
(Determined by SASI)

Over 250 Cadets -- Wing

Currently, the OK-081st is organized as a Wing, with an expanded staff structure. Members of the staff include the Cadet Wing/Group Commanders, Squadron Commanders, Staff Officers, Flight Officers, and NCO's (See Attachment 1, Organizational Chart).

B. Regardless of the size of the Cadet Corps, proper organization is necessary to accomplish effective leadership training. Command and control are vital to the Corps' success. Policies and procedures are written and implemented by the Cadet officers as leadership exercises. Cadets will be given every opportunity to experience the function of a military organization.

C. Cadet Staff positions will conform as closely as possible to Air Force staff positions.

D. Job descriptions for the various staff positions are contained in Attachment 2, OK-081st Job descriptions.

E. Command and Staff responsibilities will be rotated periodically to insure an equitable spread of leadership development experience. Positions may also be changed whenever a Cadet fails to perform duties in an acceptable manner.
SECTION III. GOVERNMENT PROPERTY

Cadets will be fitted with an AFJROTC Uniforms and insignia during the beginning of the school year. Before issuing the uniform cadets must meet attendance, grades, and Corps participation criteria as explained in class. Cadets must also meet grooming standards specified in this handbook before being issued a uniform. There is no charge for the uniform and insignia. The uniform is on loan to the student from the U.S. Air Force. The uniform and all equipment issued must be turned in at the end of the school year or sooner if the student withdraws from the corps or the school. The uniform is U.S. Government Property and not the property of the school district. Strict accountability and inventory must be followed. Therefore, it is imperative that the uniform and associated equipment items be returned to the Corps.

1. Certain awards and decorations will be issued at no expense to the cadet. Replacement items will be at the cadet's own expense. Other awards, decorations, or special, optional, equipment may have to be purchased by the individual cadet.

2. AFJROTC texts and materials will be issued to each Cadet. Any texts, books, or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet. Fair wear and tear will be considered.

3. Cadets will care for and properly maintain uniforms, equipment, textbooks, and other AFJROTC or school property provided for their use. Before any item of government property is issued for long-term use, the cadet and parents or guardian must understand that not only do they assume pecuniary (monetary) liability for each item, but they must also recognize a higher value -- a personal trust- implicit in the Cadet Honor Code, that the equipment will be returned in good condition and by the specified due date. Payment for the loss, damage, or cleaning of any item will be at the current market price and will be made to the Military Property Custodian (MPC).

4. SUPPLY DISCIPLINE.

A. PURPOSE. To establish responsibility and procedures for the care and maintaining of the AFJROTC uniform and related items of issue. Every person wearing the uniform must insure the uniform is worn correctly and maintained in good serviceable condition.
B. PROCEDURES.

1) Each cadet is responsible for the condition, cleaning, and maintenance of all clothing and related items issued by AFJROTC.

2) In the event an item of issue is lost, damaged, or stolen, it must be reported to the Military Property Custodian immediately in order that necessary steps may be taken to replace the item. All items lost or damaged will be replaced in accordance with AFJROTC Instructions and the current clothing sales price list.

3) Cadets will not have items of issue altered by parents or tailors in any manner without the express permission of one of the instructors.

4) Special items (such as service caps, berets, etc.) that are optional to complete the uniform and purchased by the cadet will be maintained in the same manner as government issued items of clothing. Special items must be worn only in the prescribed manner and for directed AFJROTC activities. The AFJROTC uniform and special items cannot be worn with civilian clothing at any time, except for the shoes and socks.

5) Cadets must wear the prescribed uniform on the designated "Leadership Day." This day will be announced at least 24 hours prior to, by the instructors. In addition, wearing the uniform may be required from time to time on special occasions.

6) All items of issue will be turned in to the MPC at the end of the year unless allowed to keep the issue over the summer.

7) Two uniform grades will be given for turn in on the designated day. One grade will be for quantity, the other for timeliness. Ten points will be deducted per item missing on the turn in day and 10 points per day will be deducted until the missing items are turned in.
SECTION IV. DRESS AND APPEARANCE

1. UNIFORMS (General). Uniforms are issued to promote a distinctive personal appearance -- an impression of unity and solidarity when in military formation and a spirit of belonging to an organization with a great history and a dedicated purpose. It is hoped that this will promote a high degree of responsibility in each cadet to wear the uniform properly and proudly. Without question, the way you wear your uniform affects public opinion. Remember -- your appearance in uniform, wherever you are, is a reflection of your AFJROTC unit, your school, your community, your personal pride, and your personal ability to accept responsibility.

A. The appropriate uniform will be worn on the specified Uniform Day and on special occasions. The Uniform Day will be designated by the SASI. The uniform is to be worn one day a week, all day. If the cadet is absent or is not absent, but cannot wear the uniform due to unforeseen circumstances on the assigned Uniform Day the make-up must be made on the first day back to school. In any cases the make-up must be completed prior to the next scheduled uniform day. If a make-up is not completed, the cadet will receive a grade of 0 for that uniform day. Failure to wear the uniform 60% of the required days will cause a cadet to fail the course regardless of academic average. Your instructor may at his/her discretion remove points from your uniform grade for non-compliance.

B. Whether in uniform or civilian clothing, a neat and well-groomed appearance is mandatory for each cadet. When in uniform, Edmond AFJROTC Cadets will present an immaculate, faultless, military appearance at all times. Each Cadet will maintain his/her uniform in proper condition -- clean, neat, correct in design and specification, and properly buttoned. Shoes will be shined and in good repair. Pens, pencils, handkerchiefs, combs, etc., will be concealed. Ribbons will be clean and not frayed.

C. Faculty members may permit cadets to remove Service Dress coats within the classroom. The tie will not be loosened. Coats will be replaced and all buttons buttoned before the cadet departs the classroom. When worn the lightweight jacket will be zipped at least halfway up. The sleeves will remain around the wrist.

D. Cadets may wear the uniform to church, weddings, or other special circumstances when approved by the SASI/ASI.
E. Cadets may not wear the uniform when participating in marches, rallies, or other public demonstrations which would bring discredit to the school or the U.S. Air Force.

F. Each cadet will wear his/her uniform on the designated Uniform Day and on special occasions when required. If the Cadet is absent on Uniform Day, he/she will wear it on the first day returning to school. The Flight Commander, Squadron Commander, and/or the SASI/ASI will counsel any cadet not wearing the uniform when required, without adequate prior explanation.

G. If a cadet is absent on uniform day due to sickness, the SASI/ASI may excuse the uniform wear if the cadet has performed in at least four Corps uniform functions i.e. color guard, drill team performance, etc., and documented on their activity log.

H. Cadet Officers will wear the necktie with the short/long sleeve uniform. All cadets will wear the necktie with the Service Dress uniform. See attachment 3 for examples of tying a tie.

I. At least one Flight Officer must be in uniform every scheduled Uniform Day. The Flight Commander is responsible for coordinating to insure there is an inspecting officer.

J. Items of clothing that become unserviceable or are ill-fitting through fair wear and tear or body growth will be exchanged for serviceable and better fitting items. If the unserviceable condition is due to the cadet's neglect or improper maintenance, the cadet will pay for the item.

K. Cadets are issued new or freshly laundered/dry-cleaned uniform items. Cadets returning items of clothing for exchange, must have the item freshly cleaned or laundered prior to turning it in, with the exception of the final uniform turn-in at the end of the year. Otherwise, the cadet will pay a service charge for having the item cleaned. Final school clearance, eligibility for awards, promotions, and other rewards associated with the AFJROTC program will depend on complete satisfaction of this responsibility.

L. PERSONAL GROOMING.

1) MALE.

a. Hair will be neat, clean, trimmed, and will present a well-groomed appearance. The hair must have a
tapered appearance on both sides and on the back, both with or without headgear. A tapered appearance is one that, when viewed from any angle, outlines the individual's hair, so that it conforms to the shape of the head, curving inward to the point of termination. Bulk at the point of termination will not exceed 1/4 inch. Neatly trimmed block cuts are acceptable. In no case will the bulk or length of the hair interfere with the proper wear of any Air Force headgear. Hair will not cover the top of the ears or touch the collar except for the closely cut hair on the back of the neck. Hair will be groomed so that it does not fall below the eyebrows and will not protrude below the inside front band of any Air Force headgear. Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme of faddish hair styles are allowed. **Extreme or fad styles are not permitted.**

b. The cadet's face will be clean-shaven except that mustaches are permitted. Mustaches will be neatly trimmed, will not extend below the lipline of the upper lip, or beyond the corners of the mouth. Beards are prohibited except when prescribed by a physician for medical reasons.

c. Each cadet must try to maintain his/her weight within the limits for their height so that it does not detract from their good health, attractive military appearance, and efficient performance. They must be able to fit in a standard tariff size uniform for their gender.

d. Fingernails will be kept clean and short and free of dirt under the nails.

2) **FEMALE.**

a. Hair will be clean, neatly arranged, and must be styled to permit proper wear of the Air Force flight/service cap. Hair must not be worn in any style that prevents the proper wear of Air Force headgear. Hair. Your hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn’t need many grooming aids. If
you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines. Hair will not contain excessive amount of grooming aids, touch eyebrows. Hair color/ highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/ Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.

b. Cosmetics will be conservative and in good taste. While in uniform, only clear nail polish may be worn.

2. PROPER WEAR OF UNIFORM.

A. Each cadet will wear their uniform proudly and properly. Respect what it stands for; keep the uniform neat, clean, and pressed at all times.

B. Wear your cap whenever outdoors. Never wear it indoors, except for special reasons. When the cap is not being worn, males should tuck it inside the shirt, females should carry it in the left hand. Follow this instruction and you will not join the ranks of those losing caps each week.

C. Place and wear insignia properly and wear only authorized insignia.

D. Keep your hands out of your pockets and keep your pockets buttoned.

E. Check your gig line. Line up the leading edge of the shirt, the right edge of the belt buckle (the edge of the curve), and the leading edge of the trouser fly, maintaining one straight line down the front of your short sleeve uniform.

F. Keep your shirt tail tucked in all the way and tuck the sides in neatly.

G. Avoid bulky items in your pockets.

H. Pens, pencils, combs, etc., should not protrude from your pockets.

I. Shoes should have a high-gloss shine, with edges and cracks of soles and heels black with polish.

J. Trim loose strings and frayed seams.
K. Replace missing buttons.

L. The necktie knot must cover the collar button when wearing the Service Dress uniform. Keep collar buttoned.

M. Carry books and other objects in left hand. Keep right hand free for saluting.

N. Wristwatches and inconspicuous rings may be worn, but nothing else should be worn on hands or arms while in uniform. Cause bracelets are strictly prohibited while wearing the uniform.

O. Conservative sunglasses/shades or prescription glasses may be worn, except when in inspection formation.

P. For males a plain white v-neck T-Shirt is to be worn with the uniform.

Q. A blue Air Force name tag is required to be worn with the short sleeve shirt. A silver burnished metal name plate is to be worn on the service coat.

R. Males must wear only black socks and black shoes with the uniform. Females may wear only neutral hose. Black socks must be worn with slacks.

S. All insignia are fastened with metal clutches. If one is lost, see the flight staff for replacement.

T. Uniform skirt lengths will be in keeping with the requirements of good taste and fashion, but with due regard to the dignity of the Air Force uniform. Skirts length will be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. Skirts will hang freely and under no circumstances should they be excessively tight.

U. While in uniform, females may wear plain stud earrings (one per ear). Males may not wear any kind of earring while in uniform. See attachment 3 for additional guidance on clothing, tattoos and body piercing standards.

V. For the proper Wear of Name Tag, Insignia, and Badges by Cadets, see Attachment 3.

3. ILLEGAL WEAR OF UNIFORM AND INSIGNIA. Wear without authority:
   Any person within the jurisdiction of the United States who wears a uniform or distinctive part of a uniform of the Armed
Services without authority is subject to penalties prescribed by 18 USC 702:

702 UNIFORM OF ARMED FORCES AND PUBLIC HEALTH SERVICE

"Whoever, in any place within the jurisdiction of the United States or in the Canal Zone, without authority, wears the uniform or a distinctive part thereof or anything similar to a distinctive part of the uniform of any of the Armed Forces of the United States, Public Health Service, or any auxiliary of such, shall be fined not more than $250 or imprisoned not more than six months, or both."

4. CONTRACT FOR ENROLLMENT

All new cadets entering the corps must sign a contract for enrollment into the corps. This contract states that the cadet will follow the rules and guidelines of the unit.

I hereby apply for enrollment in the Oklahoma 81st Air Force Junior ROTC Group, Edmond North High School. I understand that participation in AFJROTC does not commit or oblige me to serve in any branch of the military service.

AGREEMENT:

In order to maintain the high standards of discipline and appearance required by contractual agreement between the U.S. Air Force and the Edmond ISD. I agree to:

A. Wear the Air Force uniform once per week. I will wear it during the entire school day, unless excused by proper authority. I will also wear it on other occasions such as drill meets, parades, base visits, etc. and as directed by my JROTC instructors.

B. Participate in drill activities as required. Normally, I will expect to drill at least one class period per week.

C. Meet and maintain the haircut and other grooming standards established by Air Force directives.

D. Meet the standards of courtesy, attitude, behavior, and honesty as established, taught, and demonstrated by the instructors.

E. Meet other objectives of the Cadet Corps, I will:

(1) Maintain acceptable level of academic achievement.
(2) Adopt the Cadet Honor Code as my personal code.
(3) Develop leadership and self reliance.
(4) Develop/maintain a respect for authority.
(5) Promote patriotism.

I understand that failure to meet the above standards will result in dismissal from the Corps of Cadets.
SECTION V. CADET GRADE AND RANK

1. The only difference between your Cadet uniform and the one worn by active-duty Air Force personnel is insignia. You will see by the Grade Chart that our Cadets are divided into three categories -- Officer, Non-commissioned Officer, and Airman. These three categories are also used among active-duty personnel.

2. You will note that the posted Grade Chart shows the commissioned grades from the lowest (Cadet Second Lieutenant) to the highest (Cadet Colonel). Cadet officers wear their grade insignia on their shoulder or collar.

3. The Non-commissioned Officer (NCO) grades start with Cadet Staff Sergeant and progress upward through Cadet Chief Master Sergeant, the highest NCO grade. Insignia for NCO's are worn on the collar.

4. Airman grades include Cadet, Cadet Airman, Cadet Airman First Class and Cadet Senior Airman. There is no insignia for Cadet. Insignia for Airman are worn on the collar. For proper placement and alignment of grade insignia, listen and observe when covered in Leadership Class and refer to Attachment 3.

5. When promoted, the new insignia becomes part of your uniform. When you earn ribbons they also become part of your uniform. You will always wear insignia and ribbons when you wear the uniform. You will lose grade points each week when not worn.

6. The terms "rank" and "grade" often become confusing. Therefore, the following explanation is given in order to help clear up any confusion. The term "grade" refers to a position in the unit, such as Lieutenant, Captain, or Major. The term "rank" indicates the rank order of the grades. It also means the date you were promoted to your grade. For example, a Cadet promoted to Captain on the first day of September would "outrank" a Cadet Captain promoted on the fifth day of September.

7. Cadet grades are not to be confused with, or used interchangeably with, U.S. Air Force grades. The word Cadet will be a part of any written or verbal reference to a specific cadet grade. There are no Colonels or Master Sergeants in the Cadet Corps, only Cadet Colonels and Cadet Master Sergeants, etc.
SECTION VI. CADET PROMOTION SYSTEM

Promotions for cadets to the next higher grade may be either permanent or temporary as follows:

1. PERMANENT PROMOTION. All cadets will have a base grade according to the number of years of AFJROTC completed. The base grade is Cadet Airman for the first year of AFJROTC; Cadet Airman First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year.

2. TEMPORARY PROMOTION. Cadets may also receive a promotion to a temporary grade based on being assigned to a specific Group or Squadron position. These promotions are as the word implies -- temporary -- and may be removed if the Cadet is no longer assigned to the position. The positions and the grades authorized for each position are shown in the Unit Manning Document (UMD), Attachment Temporary promotions up to Senior Airman are authorized, but are not limited in number by the UMD.

A. PROMOTION CYCLES.

1) MAJOR. A major promotion cycle will be held at the end of each semester. Promotions will be announced at the Dining Out for the first semester and at the Annual Awards Banquet for the second semester. Cadet eligibility in the major promotion cycles will be based on two things: Academic grades and the desire of the cadet to perform in a specific job.

2) SPECIAL. A special promotion may be made at any time to recognize individual merit and/or to fill an unexpected vacancy on the UMD. Selection for special promotions will be made by the SASI after consultation with the ASI. Items considered in reviewing cadets for special promotions are: AFJROTC academic grade, leadership potential, co/extra-curricular activities, Cadet's desire for increased responsibility, and Cadet's demonstrated acceptance of responsibility.

B. PROMOTION QUOTAS. The number stated in the UMD limits the number of Cadets that can hold a particular grade. As you will notice in reviewing the UMD, the higher the grade, the fewer the number of promotion slots. Promotion is a reward for a job well done. It is an expression of confidence in you that you will continue to be above standard. Not every Cadet can be, or should be, promoted each promotion cycle.
C. APPOINTMENT/ROTATION SYSTEM.

1) CADET POSITION ROTATION. In order to provide leadership training and experience to a greater number of cadets, the Cadet Staff positions may be rotated during the school year. The rotation of various Wing, Group and Squadron positions will be on the basis of positions available and the individual Cadet's particular strengths and weaknesses. Cadets may apply for staff/flight positions by completing and submitting a job resume to the SASI. A Sample resume is shown in attachment 5. Cadet candidates for Staff/Flight positions are carefully considered so that they may gain the greatest possible leadership benefits. Element positions will be interchanged every six weeks. Personnel changes will be made whenever a cadet has earned the right to a higher level of responsibility or when a cadet's performance is not up to standard.

2) FUTURE PROMOTION. Cadets initially assigned to Officer and NCO positions will not be appointed to the highest rank authorized for that position to allow for future promotion based on actual performance in the position.

3) SPECIAL ORDERS. Promotions, demotions, and appointments to Staff or Flight positions will be made by the instructors.

4) AS-I SPECIAL PROMOTION. Any AS-I cadet who receives a 4.0 GPA at the semester will be promoted to E-4, Senior Airman. Also, any AS-I cadet who was in either in Boy Scouts or Girl Scouts and earned either the Bronze Award or achieved the rank of Star or higher will be promoted to E-3, Airman First Class, at the freshman promotion board. Furthermore, any cadet in Civil Air Patrol that earned the rank of TSgt or higher, will be promoted to E-3 as well.

D. REDUCTION IN GRADE. Cadets are subject to a reduction in grade at any time for failure to carry out responsibilities, failure to participate in an extra activity or remain on the failing list for an extended time as determined by the SASI/ASI.

1) A Cadet who receives a failing grade in any school subject is not eligible for promotion to fill any Cadet officer position. If a Cadet receives a failing semester grade while holding the rank of a Cadet officer, he/she will be demoted to NCO status. Restoration to the cadet officer position will be at the SASI’s discretion after the cadet has proved they can succeed in making better grades.
2) Any NCO Cadet above the rank of Cadet Staff Sergeant who receives a failing semester grade, will be demoted to Cadet Sergeant or his/her authorized base grade.

3. CADET OFFICER QUALIFICATION TEST (COQT). Not every cadet will or should be promoted to Officer grade. The Officer Corps will be comprised of those cadets with a demonstrated interest in AFJROTC as indicated by grades, participation in co-curricular activities, and demonstrated leadership abilities in corps activities, and successful completion of the following criteria.

   A. Be a Cadet Technical Sergeants and pass the Cadet Officer Qualification Test (COQT) with a score equivalent to the positions needed to be filled in the organization. The Cadet must not be failing a subject nor have failed a semester grade prior to the test. The test may be taken only twice with at least a semester interval between testing.

   B. To become an AFJROTC officer, a vacancy must exist in an area the cadet possess some skill or expertise. Before promotion the cadet must be recommended by his/her Flight Commander and the Squadron Commander. The cadet must also submit a staff/flight job resume. The final decision is made by the SASI.

   C. The new Cadet Officer must be take the Cadet Appointment and Oath of Office.

       I ______ hereby accept appointment as a cadet officer in the Junior Reserve Officer Training Corps, with full knowledge of the responsibilities attached to this position. I will live by and uphold the Cadet Honor Code. I will always seek integrity first, service before self and excellence in all I do. I will perform the duties of my office, accept responsibility and conduct myself as an officer at all times. I further understand that I must, continue throughout the school year, to demonstrate my ability to hold the office to which I have been appointed.
SECTION VII. COURTESY

Courtesy is that quality of human association which enables people to live together in harmony. Military courtesy points out the need for mutual respect among cadets and it cannot be one-sided. It demands from you a polite and considerate behavior toward others, but you may expect the same from them, whether they are your seniors or subordinates in the Cadet organization. Courtesies include ceremonial procedures and acts of kindness and politeness. Specific examples follow.

1. SALUTING. The Hand Salute is an established custom of exchanging a courteous greeting between individuals in military uniform. It is an ancient and honored military tradition. The Hand Salute will be exchanged by Edmond AFJROTC Cadets with Cadet Officers and any Officer of the Armed Forces when outside in uniform, or when instructed to "Report in a Military Manner", and in training situations.

   A. All colors not cased will be saluted. The Hand Salute will be rendered during the raising or the lowering of the flag, the playing of the National Anthem, or To The Colors. Officers of all services, active duty or retired, will be saluted when in uniform.

   B. When in doubt, salute. Remember, your conduct, manner, and attitude reflect the image of Edmond AFJROTC. Cadet Officers will use good judgment in enforcing the saluting requirement. No cadet should be embarrassed or placed in a degrading situation by public reprimand for failure to salute. Remember to praise in public, correct in private.

2. TITLES OF ADDRESS. Civilians are addressed by the titles Mr., Mrs., Ms., or Miss. Military personnel are addressed by their military grade. Cadets can be addressed as Cadet Lieutenant, Cadet Sergeant, Cadet Airman or by whatever the correct grade is for the individual Cadet, or by the title of Mr. or Miss and his/her last name. Cadet Officers may also be addressed as Sir or Ma'am.

3. POSITION. When walking with an officer or one of higher rank, the Cadet will place himself/herself to that person's left. The cadet is also expected to stop and give precedence to ranking individuals unless he/she is invited to proceed.
SECTION VIII. CADET CONDUCT AND DEPORTMENT

1. ACADEMIC STANDARDS. Each cadet is expected to do the best work he/she is capable of doing. Any Cadet who does not attain or maintain a passing grade in Aerospace Science will not be promoted. Any rank he/she has may be reduced. Cadets must attend school as outlined in the school handbook, excessive absentees or tardies—being tardy—will reflect in a negative manner. Under the concept of cadet centered activity, you are responsible for what you are taught. The interest, skill, and ability you display in carrying out your assignments will be a measure of the learning that is achieved by you as an individual and by others as a result of your contributions. Your own sincere interest, effort, and positive attitude are prerequisites to your genuine high success. Initiative, enthusiasm, and cooperation will result in your development and improvement. What you gain is up to you. It must be your goal to achieve and satisfactorily complete the course of study. The SASI/ASI are available at any time to assist you in reaching your objectives and goals. The guideline standards are high, but they will help you reach for your future. Meet them and exceed them. AFJROTC is built around the individual. Every Cadet in the program is a key to the success of that program. Whatever a Cadet does from a positive or negative viewpoint reflects upon their unit.

2. ATTITUDE. Must be positive. Each cadet will endeavor to develop his/her potential through active participation in AFJROTC activities. Each cadet should strive to be respectful, pleasant, ambitious, cooperative, courteous, responsive, and, above all, must seek responsibility. Immaturity and irresponsibility are not acceptable.

3. COMPETITION. Is a vital part of the promotion and awards system. Cadets are encouraged to pursue positive rewards. It should be apparent to each cadet that positive factors will influence the awarding of promotions, medals, plaques, and other similar recognitions for excellence.

4. DESTRUCTION/DEFACING. Proper respect and consideration for other individuals and other things will be a way of cadet life. School property, AFJROTC equipment, books, and personal property of other individuals will be treated with respect and consideration. If deliberate destruction or defacing occurs, the item will be cleaned, replaced, and/or paid for by the cadet.

5. PHYSICAL FITNESS. Intelligence and skill function at peak capacity only when the body is healthy and strong. Physical fitness is the key to a healthy body and to a dynamic and creative intellect. Regular conditioning for total body fitness enhances
morale, confidence, and overall capability. Vigorous physical activity relates to preventive medicine and habitual practice is strongly encouraged. You are not going to look or feel young and fit unless you have a well-formed body in excellent repair and running order. Every Cadet must be able to drill and remain at attention or other positions for extended periods of time. This also means a Cadet must be sure to obtain sufficient food and rest at regular intervals. Attachment 6 shows the suggested Air Force height and weight charts.

6. RESPECT FOR AUTHORITY. Effective and efficient management and leadership of the Edmond OK-081st Cadet Corps requires we all have knowledge and understanding of the term: "Respect for Authority."

A. Respect for authority is a vital part of leadership training. Any organization, military or otherwise, must have it to function efficiently. Each cadet who hopes to lead can do so only after first learning to follow -- something one can do only if willing to accept the authority of leaders.

B. In any organization there is a chain of command or authority. When you join that organization, you must learn what it is all about if you intend to progress. In the beginning you will be closely supervised until you prove that you can do an assigned job and can assume certain responsibilities.

C. First year AS-I Cadets must learn the job to be done, developing the quality of following instructions accurately. In the second and third years, cadets should be ready to lead, guide, and tell others what to do in greater detail. The task for each Cadet at each level is to learn and perform their jobs as well as possible. By setting an excellent example, and developing good leadership skills cadets will demonstrate their potential for assuming greater responsibility. Showing an honest understanding and respect for authority is the cornerstone for leadership training. Fourth year cadets should have developed sufficient leadership skills to assume positions of leadership within the Corps of Cadets.

D. A word of caution: Authority cannot be misinterpreted to mean a king or dictator. A true leader is in a position of authority because they have earned the right to be there, because they have a sound knowledge of the job, and because they have developed or are developing the necessary personal attributes of leadership.

E. Please bear in mind that each cadet, and each leader, is learning from each other, regardless of rank and position. Because of the earned authority and the responsibility
entailed, the leader is entitled to respect and courtesy from those younger and less experienced. Therefore, lower ranking cadets will show regard to senior and higher-ranking cadets at all times by recognizing their presence and by employing a courteous, respectful bearing, and mode of speech toward them.

F. Cadet leaders are responsible for providing a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is required to be absent, they will notify the next in command to take charge and explain their specific duties.

G. Cadet leaders are authorized to give appropriate and reasonable orders to Cadets under their supervision, but have no authority to excuse them from scheduled formation or classes or to change or modify existing orders without specific approval from the SASI/ASI. **Hazing/Bullying 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. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.

7. DISENROLLMENT. A Cadet may be considered for disenrollment from the Cadet Corps for the following reasons:
   A. Violation of the trust, integrity, and behavior standards, implicit in the Cadet Honor Code.
   B. Demonstrated lack of desire, willingness, or stability to perform in accordance with the high standards expected of an Edmond AFJROTC Cadet.
   C. Demonstrated inaptitude, indifference, misconduct, or traits of character not consistent with the qualities expected of a Cadet. **Public display of affection (PDA) while in uniform.**
   D. Inability to complete the course due to illness, injury, or excessive absence.
   E. Suspension from school or excessive AISP.
   F. Failure to pass any semester of AFJROTC.
   G. Failure to fit into and wear uniform as prescribed.

8. GENERAL. After joining the Cadet Corps, new cadets will meet established standards within the first semester. In a case where a Cadet does not meet Corps standards, they will consult with the SASI/ASI to arrive at a mutually suitable understanding of the situation.
SECTION IX. CADET AWARDS AND DECORATIONS

9.1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by HQ AFOATS/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform.

9.1a Medals and ribbons may be worn simultaneously only on service dress coat for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.

9.1.1. Order of Precedence.

9.1.1.1 Special Awards.
- Gold Valor Award
- Silver Valor Award
- Cadet Humanitarian Award
- Community Service with Excellence

9.1.1.2 National Awards.
- Air Force Association Award
- Daedalian Award
- American Legion Scholastic Award
- American Legion General Military Excellence Award
- Daughters of the American Revolution Award
- American Veterans Award
- Reserve Officers Association Award
- The Military Order of World Wars Award
- The Military Officers Association Award
- Veterans of Foreign Wars Award
- National Sojourners Award
- Sons of the American Revolution Award
- Scottish Rite, Southern Jurisdiction Award
- Military Order of the Purple Heart Award
- Air Force Sergeants Association Award
- Sons of Union Veterans of the Civil War Award
- Sons of Confederate Veterans H.L. Hunley Award
- Tuskegee Airmen Inc. AFJROTC Cadet Award
- The Retired Enlisted Association Award
- Celebrate Freedom Foundation/Embry Riddle JROTC
- National Society U. S. Daughters of 1812
- Air Commando Association Award

9.1.1.3. AFJROTC Awards.

- Distinguished Unit/With Merrit
- Outstanding Organization
- Outstanding Flight Award
- Top Performer Award
- Outstanding Cadet Ribbon
- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Leadership School Ribbon
- Special Teams Competition Ribbon
- Orienteering Ribbon
- Cocurricular Activities Leadership Ribbon
- Drill Team Ribbon
- Color Guard Ribbon
- Saber Team Ribbon
- Marksmanship Ribbon
- Good Conduct Ribbon
- Service Ribbon
- Health and Wellness Ribbon
- Recruiting Ribbon
- Activities Ribbon
- Attendance Ribbon
- Dress and Appearance Ribbon
- Longevity Ribbon
- Bataan Death March Memorial Hike Ribbon
- Patriotic Flag Ribbon
9.1.1.4. Civil Air Patrol (CAP) Awards.
- General Carl Spaatz Award
- General Ira C. Eaker Award
- Amelia Earhart Award
- General Billy Mitchell Award
- General J.F. Curry Achievement Award

9.1.2. AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services’ ribbons are grouped by service in the following order: Army, Navy, and Marine Corps. 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.

9.1.3. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services’ Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

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

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

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

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

9.2.5 Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).

9.2.5.1. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence.

9.2.6. Daedalian Award.
The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

9.2.6.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
• Indicate the potential and desire to pursue a military career.
• Rank in the top 10% of their AS class.
• Rank in the top 20% of their school class.

9.2.7. American Legion Scholastic Award.
This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

9.2.7.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s overall scholastic achievements. Each cadet must:

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

9.2.8. American Legion General Military Excellence Award.
This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

9.2.8.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s general military excellence. Each cadet must:

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

This award consists of a bronze medal and ribbon.

9.2.9.1. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

• Rank in the top 25% of their AS class.
• Rank in the top 25% of their high school class.
• Demonstrate qualities of dependability and good character.

9-5
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

9.2.10. **American Veterans (AMVETS) Award.**
This award consists of a medal pendant and ribbon.

9.2.10.1. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

- A positive attitude toward Air Force JROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

9.2.11. **Reserve Officers Association (ROA) Award.**
This award consists of a bronze medal, ribbon, and certificate.

9.2.11.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

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

9.2.12. Military Order of World Wars Award.
This award consists of a bronze medal pendant, certificate, and ribbon.

3.2.12.1. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

9.2.13. Military Officers Association of America (MOAA) Award. This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

9.2.13.1. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
• Be a member of the junior class.
• Be in good academic standing.
• Be of high moral character.
• Show a high order of loyalty to the unit, school, and country.
• Show exceptional potential for military leadership.

This award consists of a medal pendant with ribbon.

9.2.14.1. This award is presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
• Have a positive attitude toward AFJROTC.
• Have outstanding military bearing and conduct.
• Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
• Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
• Demonstrate leadership potential.
• Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
• Be active in student activities.
• Not have been previous recipients of this award.

9.2.15. **National Sojourners Award.**
This award consists of a ribbon, medal pendant, and certificate.

9.2.15.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:
• Be in the top 25% of their academic class.
• Encourage and demonstrate ideals of Americanism.
• Demonstrate potential for outstanding leadership.
• Not have previously received the award.

9.2.16. **Sons of the American Revolution (SAR) Award.**
This award consists of a bronze medal with ribbon.

9.2.16.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:
• Be currently enrolled in the AFJROTC program.
• Be in the top 10% of their AFJROTC class.
• Be in the top 25% of their overall class.

9.2.17. **Scottish Rite, Southern Jurisdiction Award.**
This award consists of a medal, ribbon, and certificate.

9.2.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:
• Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
• Demonstrate academic excellence by being in the top 25% of class.
• Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
• Not have been a previous recipient of this award.

9.2.18. **Military Order of the Purple Heart Award.**
This award consists of a medal pendant with a ribbon.

9.2.18.1. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:
• Have a positive attitude toward AFJROTC and country.
• Hold a leadership position in the cadet corps.
• Be active in school and community affairs.
• Attain a grade of “B” or better in all subjects for the previous semester.
• Not have been a previous recipient of this award.

9.2.19. **Air Force Sergeants Association (AFSA) Award.**
This annual award consists of a medal pendant with a ribbon.

9.2.19.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
• Be in the top 25% of the AFJROTC class.
• Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
• Not have been a previous recipient of this award.

9.2.20. **Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon.

9.2.20.1. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

9.2.21. **Sons of Confederate Hunley Award.** This award
consists of a medal pendant with a ribbon

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

9.2.22. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate.

9.2.22.1. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3 or 4 year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

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

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

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

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

9.2.27. **Non-Funded National Awards.** (Non Commissioned Officers Association, National Society, Daughters of Founders and Patriots of America.

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

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

9.2.30. **Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.

9.2.31. **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

9.2.32. **Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

9.2.33. **Outstanding Cadet Ribbon.** Awarded annually at the SASI’s discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet.
The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

9.2.34. Leadership Ribbon.
Awarded at the SASI’s discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

9.2.35. Achievement Ribbon.
Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.

9.2.36. Superior Performance Ribbon.
Awarded annually at the SASI’s discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC.
9.2.37.a The 4.0 Academic ribbon is to be awarded to cadets achieving an overall GPA average of 4.0 at the end of any semester. It will be an additional academic ribbon with a bronze star attached. Subsequent awards of this ribbon will be done by use of a bronze stars in multiples up to 4. Additional awards beyond the four bronze stars will be accomplished by the use of silver stars on a separate/additional ribbon.

9.2.38. Leadership School Ribbon.
Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ
AFJROTC at camp site). Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

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

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

9.2.41. **Cocurricular Activities Leadership Ribbon.**
Awarded at the SASI’s discretion for leadership in AFJROTC cocurricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

9.2.42. **Drill Team Ribbon.**
Awarded for distinguished participation in at least 75 percent of all drill team events per academic year, or 10 drill team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

9.2.43. **Color Guard Ribbon.**
Awarded for distinguished participation in at least 75 percent of all color guard events per academic year, or 10 color guard events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

9.2.44. **Saber Team Ribbon.**
Awarded for distinguished participation in at least 75 percent of all saber team events per academic year, or 3 saber team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

*The Marksmanship Ribbon does not apply to this unit as we do*
not have an approved marksmanship program.

9.2.45.  **Good Conduct Ribbon.**
Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.

9.2.46.  **Service Ribbon.**
Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.

2.2.47.  **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

9.2.48.  **Recruiting Ribbon.**
Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instructions.

9.2.49.  **Activities Ribbon.**
Awarded for participation in co-curricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

9.2.50.  **Attendance Ribbon.**
Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.
9.2.51. **Dress and Appearance Ribbon.**
Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI.

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

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

9.2.54. **Patriotic Flag Ribbon.** 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 performed on veterans day.

9.2.55. **CAP Awards.**
Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform.

9.3 **Community Awards**

9.3.1 **VETERANS OF FOREIGN WARS, POST 4938 AWARD.**
Presented to a Cadet who has an "A" in Aerospace Science and demonstrates outstanding qualities of military discipline, leadership, and esprit de corps.

9.3.2 **DISABLED AMERICAN VETERANS AWARD.**
Presented annually to the a Cadet who shows a diligence for duty and a willingness to serve both God and country.

9.3.3 **COLONEL BILL MARTIN INFANTRY AWARD.**
Presented to the Cadet who displays superior leadership qualities. The recipient must be highly proficient in drill and ceremony, exhibit an exemplary military appearance, and be a member of Color Guard, Drill Team, or Flag Corps. Named in honor of Dr. Bill Martin Edmond High School principal, when the OK-081 AFJROTC unit was requested and started.

9.4 SCHOOL AWARDS.

9.4.1 PRINCIPAL'S AWARD.
Presented annually to a Cadet based on his/her combined military and scholastic excellence. The Cadet must attain a 3.0 average in all other courses other than Aerospace Science, were he/she must attain an "A" average.

9.4.2 ASSISTANT PRINCIPAL'S AWARD.
Presented to the Cadet that has exemplified outstanding initiative and motivation and has gone the "extra mile" to accomplish an assigned goal.

9.4.3 COMMANDER'S TROPHY.
Presented annually to the OK-81st Cadet whose performance and behavior most nearly reflects those traits of leadership and academic achievement desired in an Air Force Junior ROTC Cadet.

9.4.4 ASI DISTINGUISHED SERVICE Trophy.
Presented annually to two OK-081st Cadets who demonstrates initiative and resourcefulness in performing all duties. He/she is dependable, actively seeks responsibility, and exhibits exemplary behavior. The Cadet selected for this award must have an "A" in AFJROTC.

9.4.5 PARENTS CLUB Trophy.
Awarded to the OK-081st Cadet who has combined both meritorious service and leadership in promoting the goals of AFJROTC; fundraising totals play a big part in this award.

9.5 SCHOLARSHIPS.

9.5.1 THE LIEUTENANT COLONEL THOMAS W. HOWELL, Lester P. Tucker, Sam & Crystal Payne, and AFJROTC PARENTS' CLUB SCHOLARSHIPS.
Presented to an outstanding graduating Cadet whose accomplishments, participation, and academic - military leadership are clearly superior. Must have participated in unit fundraisers.
9.6 JROTC AWARDS.

9.6.1 HONOR SERVICE AWARD.
Presented to senior officers who have made significant contributions to the overall success of the Corps. Selected officers must have worked for at least two full years in an organizational chart position. Selected cadets must have participated in fundraising activities. This award is in appreciation for all they have accomplished in four years of AFJROTC.

9.6.2 EXCEPTIONAL SERVICE AWARD.
This award is presented to AS-III and AS-IV Cadets who have faithfully served the Cadet Corps. Cadets selected have conscientiously served through exceptional service and are deserving of special recognition. CERTIFICATE OF COMPLETION, Presented to cadets with none or very little participation in corps events.

9.6.3 OK-081st PERFORMANCE AWARD.
Awarded to AS-I, AS-II, or AS-III Cadets who have demonstrated sustained superior performance to the Corps. He/she participates in numerous service projects and Corps endeavors and assumes responsibility easily.

9.6.4 OK-081st AFJROTC MERITORIOUS SERVICE AWARD.
Presented to selected AS-I and AS-II Cadets who have high leadership and academic potential, participate in various Co-curricular and extra-curricular activities and Corps functions, and have an "A" average in AFJROTC.

9.6.5 AFJROTC PRIDE AND ENTHUSIASM AWARD/PARTICIPATION CERTIFICATE.
Presented to Cadets who have demonstrated enthusiasm and a positive attitude toward AFJROTC. They have also shown the most improvement in military and leadership activities during the year.

9.6.6 DRILL TEAM COMMANDER'S AWARD.
Presented to the outstanding Drill Team member. The Cadet is dependable and will give maximum effort to ensure the team's success.

9.6.7 FLIGHT COMMANDER'S AWARD.
Presented each semester to a Cadet selected by his/her Flight Officers as the outstanding Cadet in the flight. Selection is based on participation, achievements, leadership qualities and contributions to the Corps.

9.6.8 SHARPEST CADET OF THE YEAR/SEMESTER AWARD
Cadets are chosen through competitive weekly inspections on the basis of military bearing and behavior, personal appearance, and exemplary conduct while in uniform.

9.7 RIBBON REQUIREMENTS.
AFJROTC has been authorized to award ribbons to deserving Cadets belonging to the Color Guard, Drill Team, Saber Team, and Flag Corps, and who have met the requirements set forth in this section and who, in addition, have been recommended by the SASI and the ASI. All require a good academic standing, no discipline problems, no excessive unexcused absences or tardiness, and a strict military bearing and dress code. All initial requirements must be performed during subsequent years to earn a cluster for the ribbon. The requirements for each of these ribbons are as follows:

*The academic shoulder tab is awarded to those 4 point GPA students who have at least 4 each mainstream academic classes. The tab will be turned in when no longer a 4 point GPA student. **Other shoulder tabs are worn while a member of that particular team and will be turned in when no longer a commander or assistant.

A. The Drill Team (armed/unarmed) must:
   1) To earn the shoulder tab; Place in the top three places in competition of at least one drill meet unless waived by the SASI/ASI. Be the commander or assistant commander.

B. The Saber Team must:
   1) To earn the shoulder tab; be the commander or assistant commander at a saber team performance.

C. The Flag Corps must:
   1) Earn a total of 10 performance points in the ways listed below:
      a) Raising and lowering the flag at School. 3 points per week.
      b) Performance as Honor Guard at AFJROTC Dining Out/Awards Banquet. 1 point.
   2) To earn the shoulder tab; be the commander or assistant for a full semester of raising and lowering the flag at school.

D. The Color Guard must:
   1) To earn the shoulder tab, must be the Color Guard Commander for at least 4 of the eight performances.
E. The Orienteering Club
   1) To earn the shoulder tab; must the commander or assistant.

F. The Aeronautics Club must:
   1) Attend 90 percent of all scheduled meetings.
   2) Attain points as set forth at the meetings.
      a) Pass the Model Rocketry Safety Test
      b) Build two model rockets
      c) Have three successful launches and recovery

9.8 PROPER WEAR OF AFJROTC CORDS.
Deserving Cadets are authorized to wear shoulder cords. Cords are worn on the left shoulder. Cadets who are placed in a new job will retain their original cord until recommended by their staff or flight officer to receive the new cord. No NCO will wear an officer cord regardless of their position on the organizational chart. The order of precedence is as follows:
   a) Any Command Cord
   b) Any Staff/Flight Cord.
   c) KHAS Cord
   d) Sales Cords.

<table>
<thead>
<tr>
<th>SHOULDER CORDS</th>
<th>POSITION/ACTIVITY</th>
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<tbody>
<tr>
<td>USAF Gold Metallic</td>
<td>Wing Commander</td>
</tr>
<tr>
<td>Silver Metallic Cord</td>
<td>Group/Squadron Commanders</td>
</tr>
<tr>
<td>Blue/Gray Intertwined Cord</td>
<td>Flight Staff</td>
</tr>
<tr>
<td>Blue/Gray Spotted Cord</td>
<td>Support Squadron Staff</td>
</tr>
<tr>
<td>Single Gray</td>
<td>Group First Sergeant</td>
</tr>
<tr>
<td>Blue/Gray Cord</td>
<td>All Staff NCOICs</td>
</tr>
<tr>
<td>Blue/Gray Citation</td>
<td>All Flight Sergeants</td>
</tr>
<tr>
<td>Blue/Silver</td>
<td>Drill Team Performances</td>
</tr>
<tr>
<td>Red/Silver Cord</td>
<td>Saber Team Performances</td>
</tr>
<tr>
<td>Dark Blue Cord</td>
<td>Falcons Performances</td>
</tr>
<tr>
<td>Red and Blue Cord</td>
<td>Greenery Sales</td>
</tr>
</tbody>
</table>

9-19
Light Blue Cord

KHAS Members

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SECTION X. AFJROTC CLASSROOM PROCEDURES

1. Preparing the Flight for Classroom Instruction.
   A. Immediately after the "tardy" bell rings, the Flight Sergeant will call the Flight to "Attention" and take the report. After he/she has reported to the Flight Commander or Assistant Flight Commander, the order "Parade Rest" is given. The Flight Commander takes the names of absentees from each element leader and records them. The Flight Sergeant reads announcements to the Flight. After announcements, the Flight will be called to "Attention" and given the command "seats".
      1) No Excuses are accepted for tardiness.
      2) No Cadet will be reported as "Present" unless actually in the classroom.
   B. When the bell rings to change classes, the Flight will again be called to "Attention" by the Flight Sergeant. The Flight will remain at "Attention" until dismissed by the Instructor or Flight Officer.

2. CONDUCTING CLASS. All classes in Aerospace Science will be conducted in a military manner. The following classroom rules of conduct are applicable. Cadets will not:
   A. Leave the classroom after the "tardy" bell without the instructor's permission.
   B. Talk when the instructor is teaching or when someone else has permission to speak.
   C. Put feet on tables or chairs.
   D. Throw anything in the classroom.
   E. Tilt chairs backwards on rear legs.
   F. Write on or deface books.
   G. Bring any food or drink into the classroom without special permission. Chew gum in the building
   H. Write on marker board without permission from instructor.
   I. Disturb pictures, bulletin board items, etc which includes changing light switches.
   J. Sleep in class.
   K. Read or work on material that does not apply to AFJROTC without permission.
   L. Sit in any seat except the one assigned unless given permission.
   M. Make loud noises or participate in "horseplay".
   N. Throw trash on floor.
   O. Sit on table.
   P. Put book bags on the tables.

3. FLIGHT OFFICERS. Flight Officers will complete roll and any other administrative duties expediently and then sit down.
Section XI.
AFJROTC CO-CURRICULAR ACTIVITIES

The Edmond AFJROTC Group participates in a variety of co-curricular activities. These activities develop the ideas presented as a part of the AFJROTC curriculum. The activities are open to any cadet of the OK-081st, the structure will be determined by the number of Cadets participating, and all members are expected to maintain good academic standing, strict military bearing, and have no discipline problems. These various activities and their objectives are listed below:

1. DRILL TEAM. The Varsity Drill Team is generally composed of sophomore, junior, and senior cadets. There is also a Junior Varsity Drill Team composed of freshman Cadets. They perform with M-1 rifles and have won numerous awards.

   A. NAME. Blue Knights.
   B. OBJECTIVES. To develop competitive precision Drill Teams that will instill pride and belonging among members and generate respect for the school and unit.

2. UNARMED DRILL TEAM. The Unarmed Drill Team is composed of sophomore, junior, and senior Cadets. They perform precision drill movements and have won numerous awards.

   A. NAME. Falcons
   B. OBJECTIVES. To develop competitive precision Drill Teams that will instill pride and belonging among members and generate respect for the school and unit.

3. COLOR GUARD. The Color Guard presents the flag at school and public functions.

   A. OBJECTIVES. To present the colors at school and public functions, promoting patriotism within the Group and community.

4. SABER TEAM. The Saber team is devoted to precision marching techniques. They are armed with Sabers and perform at school functions.

   A. NAME. Silver Blades.
B. OBJECTIVES. To develop precision performance and Competition Saber Teams that will instill pride and belonging among members and bring respect upon the school and unit.

5. FLAG CORPS. The Flag Corps raises the flags North High School, at football games and other public functions.
   A. OBJECTIVES. To show proper respect for the U.S. flag and gain knowledge of the customs and courtesies concerned with honoring the U.S. flag. The Flag Corps raises the flags at Edmond North High School daily and at the home football games.

6. AERONAUTICS/ORIENTEERING CLUB. The Aeronautics Club is made up of Model Aircraft assembly and flight, and Model Rocket assembly and launch, and map position orientation.
   A. OBJECTIVES. To develop the individual Cadet's knowledge concerning aerospace and related subjects and how they affect our society.

7. OK-081st SOONER CHAPTER OF KITTY HAWK AIR SOCIETY.
   A. OBJECTIVES. To stimulate and perpetuate high academic standards within the Corps of Cadets through active involvement in a variety of support roles aimed at achieving and sustaining the overall goals and objectives of the Corps of Cadets.
   B. STANDARDS. Members are expected to maintain high standards in the areas of conduct, appearance, and scholastic achievement.
   C. MEMBERSHIP. Cadets must have an overall GPA OF 3.3 (in all classes) with no grade lower than a C in any semester, and an A in the AFJROTC class. New members will be inducted at the end of each semester. Any member who fails to meet the required GPA and grade requirements will be placed on probation for a semester reporting period. If the Cadet's GPA or grades meet membership requirements, the Cadet will be removed from probation. If their GPA or grades fail to meet membership requirements, their membership in the society will be revoked, and they will be ineligible for readmission until after the next semester.
   D. INSIGNIA. Members must meet all service requirements outlined in the OK-081st Chapter Charter to be eligible to wear the society insignia. Probation and termination of membership will be cause to surrender the insignia as outlined in the Charter.
Graduation gown cowls are authorized for seniors who have an accumulative GPA of 3.3 to 3.5 throughout their high school classes, have been AFJROTC students at least two years, and have earned the required KHAS service points their senior year. If they are eligible for the National Honor Society then they will not be allowed to wear the KHAS Cowl.

**REMINDER AND ATTACHMENT**

As stated in the beginning, this is your Cadet Guide. Know its contents. Any time you have a suggestion for change and improvement, do something about it. An idea is no good until it is put into action.

For a better Cadet Corps!

Kenneth W. Young, Lt Colonel, USAF, (Ret)
Senior Aerospace Science Instructor

**ATTACHMENTS**

1. Organizational Chart
2. OK-081st Job Descriptions
3. Air Force Junior ROTC Insignia, Illustrations and Placement Personal Appearance Criteria
4. Unit Manning Document (UMD)
5. Promotion Criteria
   5a. Resume Template
   5b. Sample Resume
6. Air Force Height/Weight Chart
7. Cadet Activities Log
8. AFJROTC Ribbon Chart
ATTACHMENT 2

OKLAHOMA 081st AFJROTC CADET WING
JOB DESCRIPTIONS

1. THE CADET WING COMMANDER IS RESPONSIBLE FOR:
   A. The appearance, discipline, efficiency, training, and conduct of the Wing.
   B. Delegating authority so that plans and actions will improve the leadership training program.
   C. Administering Cadet Corps activities according to Edmond Schools and Air Force JROTC principles and procedures.
   D. Controlling himself/herself so that he/she presents an example to follow.
   E. Creating an atmosphere of achievement, fairness, impartiality, and complete integrity.
   F. Searching for and establishing short-term objectives, and educational work projects as productive Group goals.
   G. Developing detailed and timely plans to accomplish these goals and objectives.
   H. Being in charge of all Cadet Wing formations.
   I. Supervising subordinate Commanders to insure high standards of quality in their duties.
   J. Holding Staff Meetings that attain worthwhile goals.

2. CADET SUPPORT GROUP/SQUADRON COMMANDERS ARE RESPONSIBLE FOR:
   A. Coordinating the scheduling of group/squadron activities with all co-curricular club commanders and Group Operations.
   B. Insure club activities are planned and conducted in a positive manner, that proper reports are filed and credit for participation is recorded.
   C. Supervising each staff officer to insure the effectiveness of their staff area, training, administration, and accomplishment of staff goals.
   D. Selecting, monitoring, and/or participating in one co-curricular activity.
   E. The appearance, discipline, efficiency, training and conduct of the staff.

3. CADET OPERATIONS GROUP/SQUADRON COMMANDERS ARE RESPONSIBLE FOR:
   A. Setting an example of military and academic achievement.
   B. The appearance, discipline, efficiency, training, and conduct of the Group/Squadron.
   C. Supervising each Flight Commander to insure the effectiveness of flight training, administration, and progress.
   D. Establishing Group/Squadron goals that compliment established Group goals.
   E. Being in charge of Group/Squadron functions.
F. Coordinating Group/Squadron activities with the Wing Commander and Operations Officer.

G. Responsible for planning, conducting, coordinating, and supervising Flight Competitions.

H. Attending and actively participating in at least one co-curricular activity

4. THE PRESIDENT OF THE OKLAHOMA 81st SOONER CHAPTER OF THE KITTY HAWK AIR SOCIETY IS RESPONSIBLE FOR:
   A. The organization, administration, and effectiveness of the Chapter.
   B. Establishing a system to collect, monitor, and record academic and service requirements for membership.
   C. Tracking membership, probation, and disenrollment.
   D. Selecting worthwhile service projects.
   E. Implementing all provisions of the Chapter charter.
   F. Selecting and participating in at least one co-curricular activity.

5. THE CADET OPERATIONS OFFICER IS RESPONSIBLE FOR:
   A. Planning for and scheduling the Drill Team, Color Guard, Flag Detail, and/or other Cadet Corps operational activities so that the Corps gives maximum support to school and community events.
   B. Scheduling intramural activities between Flights to improve intramural competition.
   C. Preparing Operations Orders or Operations Plans.
   D. Training and supervising the Operations Staff in the above areas of responsibility.
   E. Selecting, monitoring, and/or participating in at least one co-curricular activity.
   F. Attending and actively participating in Staff Meetings.

6. THE CADET PUBLIC AFFAIRS A/V OFFICER IS RESPONSIBLE FOR:
   A. Maintaining Cadet Corps public relations at the highest possible level.
   B. Providing newsworthy items about OK-81st Cadets and their activities to school and local newspapers, TV stations, and the AFJROTC paper.
   C. Publishing the Knight Flyer four to six times a school year.
   D. Taking photos and video at all major corps events.
   E. Producing videos for special events.
   F. Providing Corps publicity and photos to the NHS yearbook staff
   G. Training and supervising the Public Affairs Staff
in the above areas of responsibility.

H. Attending and actively participating in the Staff Meetings.

I. Selecting, monitoring, and/or participating in one co-curricular activity.

7. THE CADET PERSONNEL OFFICER IS RESPONSIBLE FOR:
   A. Maintaining personnel records. Confirming assignments to and reassignments between or within Flights.
   B. Screening personnel records and orders. Coordinating with Club Commanders and System Communications to compile and submit data to SASI/ASI’s for promotion, awards ribbons, letters, and/or other recognition for commendable duty performance.
   C. Keeping the Organizational Chart current and correct.
   D. Maintaining a current personnel folder/record for each assigned Cadet.
   E. Entering data into CIMS for each cadet.
   F. Inspecting personnel records once each semester to insure records are current and accurate.
   G. Training and supervising the Personnel Staff in the above areas of responsibility.
   H. Collecting and organizing all Enrollment and PT Contracts.
   I. Attending and actively participating in Staff Meetings.
   J. Selecting, monitoring, and/or participating in at least one co-curricular activity.

8. THE CADET FINANCE OFFICER IS RESPONSIBLE FOR:
   A. Assisting the SASI/ASI in establishing sound financial management procedures within the Group.
   B. Assisting the SASI/ASI in the recording of greenery sales and flower bulb sales, into the spreadsheet.
   E. Obtaining costs of the Military Ball or other similar Cadet functions.
   F. Training and supervising the Finance Staff in the above areas of responsibility.
   G. Attending and actively participating in Staff Meetings.
   H. Selecting, monitoring, and/or participating in at least one co-curricular activity.

9. THE CADET LOGISTICS OFFICER IS RESPONSIBLE FOR:
   A. Assisting the SASI/ASI in the receipt, storage, issue, and accounting of government property. Insuring that all items of clothing are ready for issue immediately after the school
A2-4

The year begins.

B. Assisting the SASI/ASI in the inventory of accountable property.
C. Promoting custodial responsibility throughout the Cadet Corps.
D. Organizing, supervising, and scheduling weekly cleaning details to insure the AFJROTC operations and support areas are maintained in good condition and appearance.
E. Periodically inspecting the condition of uniforms to determine which items should be salvaged, repaired, cleaned, or reissued.
F. Training and supervising the Logistics Staff in the above areas of responsibility.
G. Attending and actively participating in Staff Meetings.
H. Selecting, monitoring, and/or participating in at least one co-curricular activity.

10. THE CYBER COMMUNICATIONS OFFICER IS RESPONSIBLE FOR:

A. Maintaining the Corps Systems Communications equipment, and software.
B. Attending and participating in Staff Meetings.
C. Maintain and update Corps Website.
D. Selecting, monitoring, and/or participating in at least one co-curricular activity.
E. Training and supervising the Systems Communication Staff in the above areas of responsibility.

11. THE AERONAUTICS OFFICER IS RESPONSIBLE FOR:

A. Maintain the Orienteering club by organizing, supervising, and scheduling training sessions and competitions.
B. Maintain the Aeronautics club by organizing, supervising, and scheduling training sessions and competitions.
C. Selecting, monitoring, and/or participating in at least one co-curricular activity.
D. Attending and participating in Staff Meetings.

12. THE TEAM MANAGEMENT/ATHLETICS OFFICER IS RESPONSIBLE FOR:

A. Coordinate and schedule a minimum of one drill meet per year and one flight intramural activity per semester between flights.
B. Input PT Test result scores into WINGS. Insure all teams have a copy of the standard operating procedures and understand boundaries/time limits.
C. Insure that the application and fees are paid in a timely manner. Provide recreation for corps picnic.
D. Selecting, monitoring, and/or participating in at least one co-curricular activity.
least one co-curricular activity
E. Attending and participating in Staff Meetings.

13. EACH CADET FLIGHT COMMANDER IS RESPONSIBLE FOR:
   A. Supervising the appearance, discipline, efficiency, training, and conduct of his/her Flight in the drill area, the classroom, or wherever the unit is together as a Cadet group.
   B. Maintaining high proficiency in the basic fundamentals of Drill and Ceremonies, customs and courtesies, and uniform appearance.
   C. Improving the leadership training program and goals.
   D. Controlling himself/herself so that he/she presents an example to follow.
   E. Recognizing and respecting every Cadet as an individual, convincing each and every Cadet that he/she is important as an individual; collectively, that they either make or break the Corps.
   F. Attempting to create an atmosphere of achievement, impartiality, fairness, complete integrity.
   G. Being prepared to assume leadership positions and responsibilities at the Group Staff and command levels.
   H. The day following a Squadron Meeting, briefing his/her Flight regarding the information that was discussed at the meeting.
   I. Each school day, accurately accounting and reporting absentees and/or tardy Cadets to the SASI/ASI.
   J. Training and supervising the Cadet Assistant Flight Commander and the Cadet Flight Sergeant in the above areas of responsibility.
   K. Attending and participating in Squadron Meetings.
   L. Selecting, monitoring, and/or participating in at least one co-curricular activity.

14. THE CADET WING/GROUP FIRST SERGEANT IS/ARE RESPONSIBLE FOR:
   A. Assisting the Cadet Group Commander in attaining and maintaining the highest standards of discipline, appearance, and conduct of the Group at all times.
   B. Improving coordination and rapport (relations) between the Cadet Officers and Cadet Airmen of the Group.
   C. Forming the Group at all Group formations, receiving reports from the Flight Sergeants, and reporting to the Cadet Group Commander.
   D. Attending and participating in Staff Meetings.
   E. Selecting, monitoring, and participating in one
co-curricular activity.

15. **STAFF AND FLIGHT ASSISTANTS ARE RESPONSIBLE FOR:**
   A. Knowing the duties of the Staff/Flight Officer.
   B. Carrying out the instructions of the Staff/Flight Officer and taking charge when the officer is absent.
   C. Assist in the training of NCO's and Technicians.
   D. Selecting, monitoring, and participating in one co-curricular activity.

16. **THE CADET STAFF NCO SUPERVISORS AND TECHNICIANS ARE RESPONSIBLE FOR:**
   A. Following the directives of their supervising Staff Officers.
   B. Assisting individual Staff Officers to the best of their ability to fulfill the obligations of their staff functions.
   C. Becoming completely familiar with every aspect and facet of their staff function and then doing something constructive to improve their job.
   D. Representing the Officer-In-Charge whenever he/she is not present.
   E. Providing clerical assistance, messenger service, or other services as required to improve the efficiency of their staff function.

17. **EACH CADET FLIGHT SERGEANT IS RESPONSIBLE FOR:**
   A. Following the directives of the Cadet Flight Commander.
   B. Assisting the Cadet Flight Commander to fulfill his/her duties and obligations to the Flight.
   C. Becoming completely familiar with and carrying out responsibilities associated with the management and efficient operation of the Flight.
   D. Complete academic requirements as specified by SASI.
   E. Preparing the Flight for inspection and training whenever required.
   F. Handling any duties assigned by the Cadet Flight Commander.
   G. During any Flight formation, forming the Flight, receiving the reports from the Element leaders, and reporting to the Cadet Flight Commander or the Cadet First Sergeant, depending on the circumstances.
   H. Selecting, monitoring and participating in at least one co-curricular activity.
18. **THE CADET DRILL TEAM/SABER TEAM/OFFICER IS RESPONSIBLE FOR:**

A. Working with the SASI/ASI to schedule performances for school functions, parades, and competitions.

B. Supervising the training of Cadets to insure they are capable of performing on the Drill Teams/Saber Team.

C. Scheduling periodic.

D. Maintaining, issuing, and accounting for all equipment used during performances or practices.

F. Selecting, monitoring, and participating in at least one co-curricular activity.

19. **THE CADET COLOR GUARD OFFICER IS RESPONSIBLE FOR:**

A. Working with the SASI/ASI to schedule performances for school functions, parades, and competitions.

B. Supervising the training of Cadets so that they will be able to participate in Color Guard performances.

C. Scheduling practices to maintain the efficiency of the Color Guard. He/she will notify the Operations Officer five (5) days in advance, when possible.

D. Maintaining, issuing, and accounting for all equipment used during performances and practices.

E. Selecting, monitoring, and/or participating in at least one co-curricular activity.
ATTACHMENT 3

AIR FORCE JUNIOR ROTC INSIGNIA, ILLUSTRATIONS AND PLACEMENT, PERSONAL APPEARANCE CRITERIA

SECTION 1: CADET UNIFORMS AND GENERAL STANDARDS

1.1. Uniform Wear. The Director of AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets.

1.2. Standard Service Uniform. AFJROTC cadets will adhere to the standard uniform requirements, fitting standards, wear instructions, and personal grooming standards.

  1.2.1. Uniform items, accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.

  1.2.2. Cadets will wear the prescribed AFJROTC uniform at least 1 day per week for the entire school day. The SASI will specify the uniform day.

  1.2.3. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.

  1.2.4. It is the cadet’s responsibility to maintain all uniform items in a clean and serviceable condition during the school year and prior to turn-in.

1.3. AFJROTC Physical Training (PT) Uniform. The PT uniform is a multi-purpose uniform provided at Air Force expense.

  1.3.1. PT t-shirts must be tucked in.

  1.3.2. Portions of the PT uniform may not be mixed with any combination of the Air Force uniform.

  1.3.3. The PT uniform is not to be substituted for the weekly uniform day and will only be worn during AFJROTC events.

1.4.1. The Air Force symbol is authorized for wear on the lightweight blue jacket, but not mandatory. The words “U.S. Air Force” must appear directly below the symbol or units can choose to use “AFJROTC.” AFJROTC may be used if and only if under the symbol there is a straight line inserted between the symbol and “AFJROTC.” Embroidery expenses must be at no
cost to the Air Force.

1.4.2. Nametags are required on any shirt or service uniform item. Only the Air Force metallic nametag is worn on the Service Dress Coat. Two-line nametags are not authorized.

1.5. Special Team Uniforms. With the approval of HQ AFOATS/JRO, special teams (color/honor guards, saber/drill teams, etc.) may wear additional uniform items or wear a distinctive yet conservative military uniform. Units frequently use altered/distinctive uniforms for the inspection and regulation drill competitions conducted at many drill meets. Specialized items or uniforms are worn only when performing duty as a member of the specialized group.

1.6. Unisex Policy. Uniform items designated for a particular sex will not be worn by members of the opposite sex, except that female cadets are authorized to wear the male lightweight jacket.

1.7. Uniform Wear at Political Functions. AFJROTC cadets and instructors are forbidden from wearing the Air Force uniform while attending a political function as either a participant or spectator.

SECTION 2. ACCOUTREMENTS (GENERAL)

2.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

2.2. Badges.

2.2.1. Ground School Badge. Awarded for completion of the AFJROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade.

2.2.2. 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.

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

2.2.4. Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team.

2.2.4.2 APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum.

2.2.4.3 An APT team is composed of cadets selected by the SASI based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting
the material. The SASI must coordinate the topic/content with the elementary/middle school principal.

2.2.4.3 Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts or drug use/abuse. All APT presentations must be cleared and approved by the high school principal.

2.2.5. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society.

2.2.6. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI selects the recipient of this award. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon

2.2.7. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements.

2.3. **AFJROTC Shoulder Patch.** Wear of the AFJROTC official shoulder patch is mandatory on all uniforms except the raincoat and all-weather coat.

2.4. **Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short or long sleeve light blue shirt. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors may be used.

2.5. **Shoulder Tabs.** Shoulder tabs denote participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If a
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 ½ 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 ½ 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.
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.
4. Unit patch: Placed ½ 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.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
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 ⅛ inch above name tag or ribbons and is centered horizontally. Additional badges placed ⅛ inch above previous badge.
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.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
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.
1. 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 ½ 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.
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.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
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 ½ 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 ½ 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 ½ inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
ATTACHMENT 5

PROMOTION CRITERIA

1. There are two major promotion-cycles during the school year - one at the end of each semester. Promotions are based on total points received during the semester. Points will be accumulated during each cycle and will be totaled at the end of the semester. Promotions will be given to those Cadets who accumulate the greatest number of points.

2. The following factors will determine Cadet Promotions:
   (A) AFJROTC grade.
   (B) Grades in other classes.

RESUME

NAME and FLIGHT

OBJECTIVE One or two words describing the position desired.

SUMMARY OF QUALIFICATIONS
   Qualifications you have for desired position.

AWARDS RECEIVED
   Include all awards and achievements, in school and corps

WORK EXPERIENCE
   Include all jobs held. Start with present and work back.

CO-CURRICULAR ACTIVITIES
   All co-curricular involvement in Corps.

SCHOOL ACTIVITIES
   Include all school activities and clubs.

REFERENCES
   Provide two names only of those who will refer you.
   Do not provide written references.

CUMULATIVE GPA
   Total GPA throughout high school.

LAST SEMESTER GRADES
   List grades by subject for the last semester

OBJECTIVE AFTER HIGH SCHOOL
   Short summary of plans after high school

A5 - 1
RESUME

C/SRA JASON CAMP       E - FLIGHT

OBJECTIVE
Operations Technician

SUMMARY OF QUALIFICATIONS
2 semesters of Typing Class, basics knowledge of Microsoft Word and Excel.

AWARDS RECEIVED
Flight Commanders Award, Aeronautics Badge, Longevity Ribbon, Physical Fitness Ribbon, Academic Ribbon, Outstanding Flight Ribbon.

WORK EXPERIENCE
Worked with lawn care over summer break, no other jobs or positions of responsibility held.

CO-CURRICULAR ACTIVITIES
Flag Corp, Honor Guard, Training Squad, Aeronautics Club, Kitty Hawk Air Society.

SCHOOL ACTIVITIES
National Honor Society, SADD.

REFERENCES
C/Maj Todd Shelton, C/2Lt Jeremy Gates

CUMULATIVE GPA
3.66 GPA

LAST SEMESTER GRADES
1st Hour-A, 2nd Hour-A, 3rd Hour-B, 4th Hour-B, 5th Hour-A, 6th Hour-A.

OBJECTIVE AFTER HIGH SCHOOL
During my Senior year I plan on applying to a major university such as Oklahoma State University. I will then attend college for a minimum of 4 years and major in my desired area of study. Then I will search for a job with a good starting salary in my field of study.