

# AY 24

Major (Retired) Phil Welch  
Senior Aerospace Science Instructor  
TX-954, Wharton High School

CMSgt (Retired) Edward Slacum  
Aerospace Science Instructor  
TX-954, Wharton High School



## TX-954 CADET GUIDE

AFJROTC: Developing Citizens of Character

Compliance with this publication is **MANDATORY** for all Cadets whether attending in-person classes or attending classes virtually.

**THIS PAGE**  
**INTENTIONALLY**  
**LEFT BLANK**

<b><u>Title</u></b>	<b><u>Paragraph</u></b>	<b><u>Page</u></b>
<b><u>Chapter 1: Overview</u></b>		
<a href="#">Basic Concerns</a>	1-1	1
<a href="#">AFJROTC Mission</a>	1-2	2
<a href="#">Instructional Objectives</a>	1-3	2
<a href="#">Grading Policy</a>	1-4	3
<a href="#">Outstanding Flight Competition</a>	1-5	3
<a href="#">AFJROTC Letter Jacket</a>	1-6	4
<b><u>Chapter 2: Cadet Expectations</u></b>		
<a href="#">Cadet Honor Code and US Air Force Core Values</a>	2-1	5
<a href="#">Standards of Conduct</a>	2-2	6
<a href="#">Classroom Procedures</a>	2-3	6
<a href="#">Saluting Privileges</a>	2-4	7
<a href="#">Wellness Program Participation</a>	2-5	8
<a href="#">Cadet Removal Process</a>	2-6	9
<b><u>Chapter 3 Uniforms, Personal Appearance &amp; Grooming</u></b>		
<a href="#">Uniform Wear</a>	3-1	11
<a href="#">Personal Appearance</a>	3-2	13
<b><u>Chapter 4: Cadet Organization</u></b>		
<a href="#">Unit Manning Document</a>	4-1	14
<a href="#">Organizational Chart</a>	4-2	14
<a href="#">Cadet Group Commander</a>	4-3	14
<a href="#">Cadet Deputy Group Commander</a>	4-4	15
<a href="#">Cadet Group Operations Officer</a>	4-5	15
<a href="#">Cadet Squadron Commander</a>	4-6	16
<a href="#">Cadet Squadron First Sergeant</a>	4-7	16
<a href="#">Cadet Flight Commander</a>	4-8	17
<a href="#">Cadet Flight Sergeant</a>	4-9	17
<a href="#">Cadet Flight Element Leader</a>	4-10	18
<a href="#">Admin/Personnel Officer</a>	4-11	18
<a href="#">Logistics Officer</a>	4-12	18
<a href="#">Public Affairs Officer</a>	4-13	19
<a href="#">Recruiting Officer</a>	4-14	19
<a href="#">Special Events Coordinator</a>	4-15	20
<a href="#">Color Guard Commander</a>	4-16	20
<a href="#">Marksmanship Team Leader</a>	4-17	21
<a href="#">Physical Training Team Leader</a>	4-18	21
<a href="#">Rocketry Team Leader</a>	4-19	22
<a href="#">JROTC Leadership &amp; Academic Bowl Team Leader</a>	4-20	22
<a href="#">AFJROTC Archery Team Leader</a>	4-21	23
<a href="#">Additional Positions</a>	4-22	23

<b>Chapter 5: Promotion Opportunities</b>		
<a href="#">Promotion Considerations</a>	5-1	24
<a href="#">Promotion Boards</a>	5-2	25
<a href="#">Demotion Procedures</a>	5-3	27
<b><u>Chapter 6: AFJROTC Program Opportunities</u></b>		
<a href="#">Community Service</a>	6-1	28
<a href="#">Curriculum-in-Action (CIA) Trips</a>	6-2	28
<a href="#">Color Guard</a>	6-3	29
<a href="#">Marksmanship Team</a>	6-4	29
<a href="#">PT Team</a>	6-5	30
<a href="#">Rocketry Team</a>	6-6	31
<a href="#">Saber Team</a>	6-7	31
<a href="#">CyberPatriot</a>	6-8	32
<a href="#">JROTC leadership &amp; Academic Bowl (JLAB)</a>	6-9	32
<a href="#">AFJROTC Archery Team</a>	6-10	32
<b><u>Chapter 7: Awards and Decorations Criteria</u></b>		
<a href="#">National Organization Awards</a>	7-1	33
<a href="#">AFJROTC Awards – Unit Specific Criteria</a>	7-2	33
<b><u>Chapter 8: Reserve Cadet Participation</u></b>		
<a href="#">Reserve Cadet Guidance</a>	8-1	35
<b><u>Chapter 9: Disenrollment Rules</u></b>		
<a href="#">Disenrollment Procedures</a>	9-1	35
<b><u>Chapter 10: Hazing Prohibitions</u></b>		
<a href="#">Hazing Specifications</a>	10-1	36
<a href="#">Discrimination</a>	10-2	36
<a href="#">Racism and Racial Bullying</a>	10-3	36
<b><u>Attachment 1: Personal Appearance &amp; Grooming Standards</u></b>		38
<b><u>Attachment 2: AFJROTC CADET RANKS</u></b>		65
<b><u>Attachment 3: ACTIVE DUTY U.S. AIR FORCE RANKS</u></b>		66
<b><u>Attachment 4: UNIT MANNING DOCUMENT</u></b>		67
<b><u>Attachment 5: ORGANIZATIONAL CHART</u></b>		68

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 1 – OVERVIEW

### 1-1 Basic Concerns

- a. The Aerospace Science course introduces the historical, scientific and technical aspects of aerospace education and provides the experience to develop discipline, responsibility, communication skills and citizenship. Leadership Education includes the wearing of the AFJROTC uniform (a minimum of once a week), adhering to and rendering the proper use of US Air Force customs and courtesies, participating in drill and military ceremonies, giving and receiving instructions and acting as leaders and respected members of our TX-954 unit. IMPORTANT NOTE: Cadets do NOT incur any military service obligation by enrolling and participating in the Wharton High School AFJROTC program.
- b. To be eligible for membership in the TX-954 program you must be enrolled in and attending a regular course of instruction at Wharton High School, be physically fit to participate in AFJROTC physical training and/or approved by the SASI/ASI and Principal.
- c. Students may transfer from the Army, Navy/Marine or other AFJROTC units with full credit for training already completed.
- d. You may be removed from AFJROTC for: failing to maintain the course standards (grades, proper uniform wear, haircuts, personal grooming, etc.), inaptitude, indifference to training, disciplinary reasons, or reasons involving undesirable traits of character. Assignment to In School Suspension (ISS) will result in the following actions: first offense, warning from the SASI/ASI; second offence: disciplinary memo placed in Cadets file and a call to parents; third offense: meeting with Cadet and parents, disciplinary memo placed in Cadets file; fourth offense: removal from the AFJROTC program.
- e. Certificate of Completion is presented to cadets in good standing who have completed at least three years of the AFJROTC program. Cadets must have this certificate in their possession upon enrollment in a college-level ROTC program or upon enlistment into the military branch of their choice in order to gain the benefits offered by successful completion of the AFJROTC program. If the student elects to enlist in the Armed Forces, the Certificate of Completion will provide for enlistment in the pay grade of E-3 in the Army, Navy or Air Force, while enlistment in the Marines Corps will provide for enlistment in the pay grade of E-2. This certificate provides for an immediate monetary benefit. It also places the cadet or enlistee ahead of other personnel enlisting at the same time and, theoretically, makes the cadet or enlistee eligible for promotion ahead of other applicants who enter college-level ROTC or military service at the same time.

# TX-954 Cadet Guide

---

AY 24

- f. A Certificate of Training is presented to senior cadets in good standing who complete two years of the AFJROTC program.

## **1-2 AFJROTC Mission**

The AFJROTC program is designed to help you to develop:

- a. An appreciation of the basic elements of, and requirements for, national security.
- b. Patriotism and an understanding of your personal obligations to contribute toward national security.
- c. Respect for, and an understanding of, the need for constituted authority in a democratic society at the school, local community, state and national levels.
- d. Habits of orderliness and precision.
- e. A degree of persona; honor, self-reliance and leadership.
- f. Knowledge of fundamental aerospace doctrine.
- g. Basic military skills.
- h. A knowledge of and appreciation for, the traditions of the Air Force.
- i. Knowledge of career opportunities in the Air Force and the aerospace community.

## **1-3 Instructional Objectives**

- a. Develop pride in our nation and its honorable traditions and an understanding of the requirements and obligations of good citizenship.
- b. Develop respect for and obedience to proper authority, and an understanding and acceptance of military courtesy.
- c. Provide an environment for experience and growth in the attitudes, disciplines and techniques of effective leadership.
- d. Understand the United States organization for the national defense including the history and structure of the military as well as civil aerospace technology and programs.

# TX-954 Cadet Guide

---

AY 24

- e. Understanding the structure of the atmosphere of the earth and principles and theory of flight in air and space.
- f. Develop good appearance including neat military grooming, cleanliness and proper wear of a military uniform.
- g. Develop qualities of honorable behavior, collaborative ideas, self-control and confidence, and responsibility for the consequence of one's actions.

## **1-4 Grading Policy**

- a. You will be graded in three areas in AFJROTC: Aerospace Science (AS), Leadership Education (LE) and the Health & Wellness Program.
- b. Aerospace Science instructors will discuss your grade upon request.
- c. See the Course Syllabus for further details on the grading policy.

## **1-5 Outstanding Flight Competition**

Flights compete against each other for semester outstanding flight. The competition encompasses all aspects of AFJROTC. The following factors will be considered:

- a. Flight community service hours (based on average hours per cadet)
- b. Uniform wear and inspection grades
- c. AFJROTC grades and overall academic grades for the period
- d. Participation in cadet activities, teams, and programs (LDRs)
- e. Performance in drill and ceremony activities
- f. Performance and participation in the Health & Wellness program
- g. Flight fitness challenges (held periodically during each semester)
- h. Disciplinary issues (to include issues outside of AFJROTC)
- i. Academic challenges (held periodically during each semester)
- j. Any other factors the SASI/ASI may deem applicable

# TX-954 Cadet Guide

---

AY 24

**NOTE:** Members of the “Outstanding Flight” for the semester are authorized to wear the AFJROTC “Outstanding Flight” ribbon on their uniform.

## **1-6 AFJROTC Letter Jacket**

To be eligible for an AFJROTC letter (and jacket), you must be in good academic and discipline standing within AFJROTC and the school; cadets must have a grade point average of 70% or above in all subjects. You must have completed two years of the AFJROTC program and be enrolled in your third year to order the jacket.



# TX-954 Cadet Guide

---

AY 24

## CHAPTER 2 – CADET EXPECTATIONS

### **2-1 Cadet Honor Code & US Air Force Core Values**

#### **I WILL NOT LIE, CHEAT OR STEAL; NOR WILL I TOLERATE THOSE WHO DO**

- a. These simple words provide the basis for a personal code of honesty, which will sustain you for the rest of your life. The Honor Code is specific and clear in what it demands. You are expected to have complete integrity and honesty in both word and deed; you will avoid evasive and misleading statements. You will do your own work on anything which is to be graded. The Honor Code belongs to you.
- b. Maintaining the high standards of trustworthiness is your responsibility. This responsibility will always require self-control and a conscious effort.
- c. The purpose of the code goes beyond the part of your life which involves AFJROTC training. It should become your ethical code and lifestyle.
- d. If you become aware of lying, cheating or stealing, report the episode through the chain of command to the Cadet Group Commander. The Cadet Group Commander reports the incident to the SASI/ASI. The SASI/ASI and Principal will investigate and take appropriate action in each case.
- e. All Honor Code violations will be assessed by the Cadet Honor Board (chaired by the Cadet Group Commander). Cadets accused of violating the Cadet Honor Code will have the opportunity to meet the board and provide their side of the story before any further actions are taken. The Cadet Group Commander will provide recommendations to the SASI/ASI. Once recommendations have been made the SASI/ASI will determine the appropriate course of action (for example, dismissal of the allegations, formal disciplinary counseling, or dismissal from the AFJROTC program)

#### **US AIR FORCE CORE VALUES**

##### **INTEGRITY FIRST**

It is the willingness to do what is right even when no one is looking (or when everyone is looking).

##### **SERVICE BEFORE SELF**

Service before self = professional duties take precedence over personal desires.

##### **EXCELLENCE IN ALL WE DO**

Provide motivation to develop a sustained passion for continuous improvements.

# TX-954 Cadet Guide

---

AY 24

## **2-2 Standards of Conduct**

- a. You become a leader by exhibiting the qualities of intelligence, good judgment, decisiveness, and initiative. You inspire others to follow you by setting the examples of confidence and maturity. In order to realize your highest potential, you must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in or out of uniform) and respectable dress and grooming.
- b. You will display friendliness and respect to other students, Wharton High School faculty, Aerospace Science Instructors and other AFJROTC cadets. You will greet other cadets and Aerospace Science Instructors in a pleasant manner, regardless of location, both in or out of uniform.
- c. Cadet officers will exercise discretion when enforcing military courtesy. Cadets will not be placed in an embarrassing or humiliating situation by a public reprimand. However, cadet officers have the authority and responsibility to deal with violations of military customs and courtesies.
- d. You will show your respect for Aerospace Science Instructors and any guest speakers by addressing them as “Sir” or “Ma’am” or by using appropriate rank and last name and responding to them in the same manner...no exceptions.
- e. Enlisted cadets will show their respect for cadet officers by addressing and responding to them as “Sir” or “Ma’am” or by appropriate cadet rank and last name.
- f. You will not wear hats or head coverings (uniform or civilian) indoors unless permission is obtained from the SASI/ASI. When you are in uniform and carrying weapons, you will wear the correct headgear outdoors and indoors. Religious accommodation will be handled by the SASI/ASI.
- g. You will follow procedures outlined in this Cadet Guide and will obey all reasonable orders/directions from all senior ranking cadets, regardless of their position or rank.

## **2-3 Classroom Procedures**

- a. You will come to the AFJROTC classroom prepared to engage in AS/LE/Wellness activities. Preparation includes completed assignments, proper textbooks, Cadet Guide, course syllabus, notepaper, pen/pencil, proper attire and most important...a positive attitude conducive to learning.

# TX-954 Cadet Guide

---

AY 24

- b. You will not litter the classroom or leave study materials or personal items in the AFJROTC offices, classroom, flight line, dressing rooms, restrooms, or logistics room. You will put your trash in the trash receptacles and leave tables and/or chairs in order. Classes will not be dismissed until the room is neat, clean and orderly and the "Tiger Yell" is recited by all members...no exceptions.
- c. You will not mark, scratch or otherwise deface Air Force or Wharton High School property.
- d. More specific classroom procedures are detailed in your Course Syllabus.

## **2-4 Saluting Privileges**

Saluting has always been a privilege enjoyed by military personnel of honorable standing. Not only was it used in the early days of recorded history as a greeting between knights, but also to express mutual trust and respect. Today the salute is a respectful greeting exchange between military personnel notwithstanding differences in military grade. Listed are several of the most important saluting rules. Your instructors will teach you the proper manner of saluting and the rules, which govern its use among the military services. They will also teach you the special rules on saluting at Wharton High School.

- a. Any cadet with enlisted rank will salute cadet officers. Junior grade cadet officers will salute cadet officers or higher rank when in uniform. Enlisted cadets are not required to (but may as a show of respect) salute each other. Cadets of the same rank are not required salute each other unless a part of formal reporting procedures. All Cadets will salute the Cadet Group Commander regardless of rank.
- b. Salute in or out of uniform whenever you are required to formally report to the SASI/ASI in the AFJROTC offices.
- c. Do not salute while running. Come to a walk, salute the senior ranking cadet or military officer then continue running if necessary. If you are joining a formation, approach the cadet or person in charge when the formation is at a halt, salute, then request permission to "Fall In".
- d. Begin the salute in time to allow the senior ranking cadet or military officer time to return it (approximately six paces). Carrying articles in both hands is discouraged; however, if, and when, unavoidable you do not salute but you still are required to provide a verbal courteous exchange. In the situation where the individual carrying articles in both hands is a senior ranking cadet or military officer, the junior ranking cadet will render the salute; however, in this case, the

# TX-954 Cadet Guide

---

AY 24

person being saluted needs to only nod and return verbal acknowledgement to the salute. Bottom line: when in doubt---Salute!

- e. Except for formal reporting, you are not required to salute indoors. When instructed to report you will provide the following reporting statement while holding your salute: "Sir/Ma'am, Cadet (rank, Last name) reports as ordered". You will hold your salute until it is returned. You will remain at the position of "Attention" unless directed otherwise.
- f. When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and render and hold the proper salute until the last note of the anthem is played. If the flag is being raised or lowered at the same time, face the flag and render and hold the proper salute until the last note of the anthem is played or the flag stops moving (whichever occurs last).
- g. Pledge of Allegiance to the flag of the United States of America. When you are in uniform, outdoors, stand at attention and render the hand salute, do not recite the pledge. When you are in uniform, indoors, stand at attention facing the flag and recite the pledge, however, do not salute. Anytime you are in civilian attire, stand at attention place your right hand over your heart, face the flag and recite the pledge.
- h. Pledge of Allegiance to the Texas Flag. When you are in uniform, outdoors, stand at attention, do not recite the pledge. When you are in uniform, indoors, stand at attention facing the flag and recite the pledge, do not salute. Anytime you are in civilian attire, stand at attention place your right hand over your heart, face the flag and recite the pledge.
- i. Cadet officers and NCOs should correct saluting errors by cadets their junior in a courteous and helpful manner; further, all cadets are expected to accept their corrections in the same manner. If you do not salute according to these and other established rules, you will be reported, using the chain of command, to the Cadet Group Commander who will recommend appropriate action to the SASI/ASI.

## **2-5 Wellness Program Participation**

- a. Wellness (PT Day) is every Thursday during the class period and will consist of dressing out in your issued Air Force PT uniform (PT shirt and shorts) or locally approved PT shirt and issued PT shorts. You are required to wear or bring to class athletic shoes to conduct physical fitness activities. The Wellness Program will account for 20 percent of your overall AFJROTC grade. **Athletic shoes are REQUIRED and crocs, slides and/or sandals are strictly PROHIBITED.**

# TX-954 Cadet Guide

---

AY 24

- b. The Wellness Program is comprised of team building activities and physical fitness events. Cadets will be graded on their engagement in such activities as well as dressing out as required. Cadets **ARE NOT** graded on athletic ability.
- c. At the discretion of the SASI/ASI, flight fitness challenges may be held periodically which will count toward the outstanding flight of the semester competition.
- d. Physical Fitness testing will occur a minimum of once per semester. Physical fitness assessments will include pushups, sit-ups and a timed one mile run. The first physical fitness assessment will be conducted within the first nine weeks of the academic year (weather permitting) and will incorporate FitnessGram testing requirements for Cadets receiving PE credit. The second (final) fitness assessment will be conducted prior to the end of the school year and will focus on the Air Force requirements of pushups, sit-ups, and a timed one mile run. In order for cadets to remain in good standing in the AFJROTC program they must complete both physical fitness assessments.
- e. Parent/Guardian Consent forms for cadet participation in the Wellness Program will be given to each cadet during the first week of school and will be available on our AFJROTC webpage. Cadets who are not allowed to participate in (or refuse to participate in) the wellness portion of the AFJROTC program may be eliminated from the program. Cadets who are 18 years of age or older may sign their own permission forms.

## **2-6 Cadet Removal Process**

- a. GENERAL: Cadets may need to be removed from AFJROTC program based on numerous circumstances. Some of these situations may include, but are not limited to:
  - 1. Failure to wear the AFJROTC uniform as directed.
  - 2. Failure to maintain proper military grooming or correct identified grooming violations.
  - 3. Involvement in illegal activity (Immediate Removal).
  - 4. Refusal to participate in PT or wear the issued PT gear.
  - 5. Transfer to DAEP or OSS (Immediate Removal).
  - 6. Disrespect towards instructors, WHS faculty/staff, district staff, or other students/cadets.

# TX-954 Cadet Guide

---

AY 24

- b. PROCESS: Cadets who fail to perform based on the minimum expectations of an AFJROTC cadet will be formally counseled by the Cadet Group Commander and the SASI/ASI. The counseling letter will be provided to the cadet based on a “three strikes and you are out” policy but understand a cadet may be removed at any time for egregious violations. Below outlines the process for cadet violations and removal from the AFJROTC program:
1. First Offense: Sign counseling memo acknowledging the problem area and how to correct it. Cadet may be assigned to after-school detention at the discretion of the SASI/ASI. The SASI/ASI will contact the parent/guardian by phone/email to inform them of the violation.
  2. Second Offense: Sign counseling memo, parent will be contacted via telephone/email with a CC to the school counselor. At the direction of the SASI/ASI, the Cadet may be assigned to after-school detention or In-School Suspension. The SASI/ASI will contact the parent/guardian by phone/email to notify them of the incident and let them know this is the second offense and inform them a third offense may result in removal from the AFJROTC program.
  3. Third Offense: Contact parent/guardian by phone/email to inform them of the violation and notify them their student is being considered for elimination from the AFJROTC program. If elimination is determined, contact the counselor to begin cadet removal process.
- c. VARIATIONS: Extenuating circumstances will be handled on a case-by-case basis.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 3 – UNIFORMS, PERSONAL APPEARANCE & GROOMING

### 3-1 Uniform Wear

- a. While cadets may differ in physical characteristics, uniforms are meant to be standardized. Uniforms are a unique distinction that a student is a member of the United States Air Force Junior Reserve Officer Training Corps program and it is each cadet's individual duty and personal obligation to maintain a neat appearance and professional image while wearing the uniform.
- b. The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active duty US Air Force personnel. The reputation of the US Air Force as a professional organization is known worldwide and has no equal. The uniform you wear is a symbol of that reputation, therefore WEAR IT PROUDLY! Wear the uniform as prescribed in DAFI 36-2903, AFJROTCI 36-2001, and the AFJROTC Consolidated Operational Supplement. You must keep your uniform clean, neat, correct in design and specifications, and in good serviceable condition. Maintain badges, insignias, and other metallic devices in proper luster condition. Weekly uniform inspections will occur every Tuesday unless otherwise directed by the instructors. You are required to remain in uniform for the entire academic day, unless exempted by the SASI/ASI; otherwise, your uniform inspection score will be negatively impacted.
  1. Uniform items not issued by the SASI/ASI are considered optional items. Wear them only when authorized by the SASI/ASI.
  2. You will be required to reimburse the Air Force for any lost or willfully damaged uniform items.
  3. After being issued the Air Force JROTC uniform, you will acknowledge receipt for the items by signing a uniform receipt. By signing this receipt, you agree to exercise all reasonable caution and care to assure that items of Air Force property are cared for and not damaged due to carelessness, neglect, improper cleaning and/or laundering methods. Further you are required to return all uniform items, dry-cleaned and laundered to the SASI/ASI upon demand or at which time you are no longer enrolled in the AFJROTC program at Wharton High School.
  4. Attachments to this guide outline authorized uniform combinations. When participating in orientation flights or field trips, you are required to wear the uniform combination prescribed by the SASI/ASI.

# TX-954 Cadet Guide

---

## AY 24

5. If you are currently on the Drill Team or Color Guard, you are authorized to wear special uniform items only during performances. All special uniform items must be approved by the SASI/ASI.
6. Your issued Service Dress uniform must be worn when directed by the SASI/ASI. You will be graded on your military appearance on all inspection days. Categories will include uniform appearance and condition, placement of insignia, condition of shoes, military bearing, hair and grooming standards. Each inspection will be worth 100 points.
7. It is your responsibility to ensure that your uniform is available and in inspection condition on the designated uniform day. Failure to wear the appropriate uniform will result in an inspection score of "0" (zero) unless you have been exempted by the SASI/ASI. If you do not wear the uniform all day as required (unless exempted by the SASI/ASI) your grade will for that inspection day will be changed to a "0" (zero); further you will jeopardize your leadership grade and may be eliminated from the AFJROTC program for non-compliance.
8. You will not wear a mix of cadet uniform and civilian clothing items (this includes civilian jackets/coats, shoes, or wrapping yourself in a blanket). If you have a legitimate reason (medical) for not wearing certain uniform items, shoes for example, you must have a SASI/ASI waiver of uniform requirements.
9. To the best of your ability, avoid carrying large or bulky items while in uniform. Do not place articles under the epaulettes of your shirt. Carry books or other objects in you left hand to free the right arm for saluting.
10. You may not hitchhike, perform hard labor, or engage in sports activities while wearing the service (blue) or utility (ABU) uniform. EXCPETION: The Raider Team may conduct practice in the ABU if preparing for a competition.
11. Because you wear the official US Air Force uniform, objectionable behavior in public can create an unfavorable reaction by the public toward the AFJROTC program and the US Air Force. Conversely, proper conduct, actions, and attitude can create and sustain favorable public relations that enhance the Cadet Group's image.
12. Your uniform and equipment items are issued to you and remain the property of the US Air Force or Wharton High School. You must always be able to account for all items. If you lose or willfully destroy a uniform or equipment item, you will be required to pay for it at the cost in effect when the account is scheduled to be cleared. The only method of payment accepted will be cashier's check made out the United States Treasury. The SASI/ASI will not



# TX-954 Cadet Guide

---

AY 24

accept cash, personal checks or credit/debit cards as payment. Uniforms must be returned in good order and dry-cleaned condition. The AFJROTC Certificate of Training or Certificate of Completion will not be awarded until all uniform items and equipment items have been turned in or paid for. Failure to return all accountable items will result in the cadet being added to the fines/holds list.

## 3-2 **Personal Appearance & Grooming**

- a. As an AFJROTC cadet you must constantly strive to present a neat, clean, and well-groomed appearance. See Attachments for expectations. You will comply with the following standards of appearance while in uniform:
- b. **MALES**  
You will not wear, or carry exposed, on the Service Uniform articles such as handkerchiefs, pens and pencils, watch chains, pins, jewelry, wallets, combs, cigars, pipes, cigarettes, sunglasses, cell phones, I-Pods, or headphones. You may wear wristwatches, identification bracelets and no more than three rings (no thumb rings). You may wear conservative sunglasses, but not in AFJROTC formations. **On uniform wear days (Tuesday and Thursday) or during official AFJROTC functions your hair must meet Air Force standards by being neat, clean, trimmed, and presenting a conservative well-groomed appearance.**
- c. **FEMALES**  
You will not wear or carry exposed on the uniform, handkerchiefs, pens and pencils, watch chains, pins, jewelry, wallets, combs, cigars, pipes, cigarettes, sunglasses, cell phones or headphones or ankle bracelets. You may wear wristwatches, identification bracelets, pearl, silver, diamond or gold studded earrings, (one pair) and not more than a total of three rings (no thumb rings). You may wear conservative sunglasses, except in AFJROTC formations. **On uniform wear days (Tuesday and Thursday) or during official AFJROTC functions you may not wear exaggerated hair styles, unnatural colors, or have excessive fullness of extreme heights.**
- d. **Additional Grooming Guidance**  
Additional information regarding male and female grooming standards can be found in [Attachment 1](#) of this guide. Questions regarding acceptable or unacceptable grooming will be directed to the instructors for a final decision.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 4 – CADET ORGANIZATION (OPERATIONAL/FUNCTIONAL AREAS)

### **4-1 Unit Manning Document**

This is a record of authorized positions, based on cadet rank, for TX-954. Exceptions or deviations must be approved by the SASI/ASI. See [Attachment 4](#) of this guide.

### **4-2 Organizational Chart**

This provides a diagram of the operational and functional areas for TX-954. It is organized to show the key command and staff positions as well as the chain of command flow. See [Attachment 5](#) of this guide.

### **4-3 Cadet Group Commander**

- a. Commands the Cadet Group.
- b. Provides guidance and supervision to the Cadet Deputy Group Commander and Cadet Group Operations Officer.
- c. Hosts regularly scheduled staff meetings (as annotated on the Cadet Group Leadership Academic Calendar) with the Cadet Deputy Group Commander, Cadet Group Operations Officer, and Cadet Squadron Commanders.
- d. Advises the SASI/ASI regarding the morale of the Cadet Group.
- e. Chairs scheduled promotion boards for cadets seeking promotion to the rank of Cadet Master Sergeant, Cadet Senior Master Sergeant, Cadet Chief Master Sergeant, and all Cadet officer promotions; provides promotion recommendations to the SASI/ASI for approval.
- f. Chairs Cadet Honor Board and provides discipline recommendations to the SASI/ASI.
- g. Advises SASI/ASI on leadership changes.
- h. Enters Cadet data into WINGS.
- i. Provides SASI/ASI with recommendations for fundraisers and community service initiatives.
- j. Required to attend a minimum of two AFJROTC before- or after-school activities per week unless exempted by the SASI/ASI.

# TX-954 Cadet Guide

---

AY 24

- k. Required to lead the Cadet Group during the Annual Wharton Christmas Parade.

## **4-4 Cadet Deputy Group Commander**

- a. Reports to the Cadet Group Commander
- b. Commands Cadet Group during the absence of the Cadet Group Commander.
- c. Supervises the Cadet Group Squadron Commanders and ensures the staff is organized according to regulations and other duties assigned by the SASI/ASI.
- d. Directs the annual self-assessment with guidance from SASI/ASI.
- e. Updates WINGS as necessary or as directed by the SASI/ASI.
- f. Required to attend a minimum of two AFJROTC before- or after-school activities per week unless exempted by the SASI/ASI.

## **4-5 Cadet Group Operations Officer**

- a. Reports to the Cadet Group Commander.
- b. Provides guidance and supervision to Cadet Group administrative and team functions, ensuring they are kept informed of all Cadet Group operations and activities.
- c. Observes and evaluates the progress of the Cadet Group in accomplishing its mission and stated goals, advises the Cadet Group Commander and completes other duties assigned by the SASI/ASI.
- d. Supervises the organization and training of Cadet Group teams for performances and competitions as directed by the SASI/ASI or Cadet Group Commander.
- e. Advises the Cadet Deputy Group Commander of any potential problems or concerns, especially concerning staff functions or Cadet Group teams.
- f. Ensures cadets having difficulties with AFJROTC get necessary assistance.
- g. Helps with staff positions as necessary. Checks and reports on functional areas to ensure all cadets are getting the required support and overall operations of the Cadet Group are running efficiently and effectively.
- h. Enters data into WINGS as necessary or as directed by the SASI/ASI.

# TX-954 Cadet Guide

---

AY 24

- i. Required to attend a minimum of two AFJROTC before- or after-school activities per week unless exempted by the SASI/ASI.

## **4-6 Cadet Squadron Commander**

- a. Reports to the Cadet Group Deputy Commander.
- b. Responsible for the appearance, discipline, efficiency, training, and conduct of the Cadet Flights under their command.
- c. Executes the leadership training program and mission under the guidance of the SASI/ASI.
- d. Ensures all members of the Cadet Squadron are provided an opportunity to develop leadership commensurate with their individual abilities.
- e. Administers Cadet Squadron activities in accordance with Air Force and AFJROTC regulations, principles, procedures, and other duties assigned.
- f. Hosts regularly scheduled staff meetings with subordinate Flight Commanders and Flight Sergeants (a minimum of once per nine week grading period).
- g. Enters data into WINGS as necessary or as directed by the SASI/ASI.
- h. Required to attend a minimum of one AFJROTC before- or after-school activity per week unless exempted by the SASI/ASI.

## **4-7 Cadet Squadron First Sergeant**

- a. Reports to the Cadet Squadron Commander.
- b. Oversees and maintains discipline at Cadet Squadron activities; provides guidance and training to all subordinate Cadet Flight Sergeants.
- c. Serves as the squadron's resident expert on all drill and ceremony issues.
- d. Provides drill and ceremony training to Cadet Flight Sergeants.
- e. Recommends Cadets in the grades of C/AB – C/TSgt for promotion consideration.
- f. Enters data into WINGS as necessary or as directed by the SASI/ASI.

# TX-954 Cadet Guide

---

AY 24

- g. Required to attend a minimum of one AFJROTC before- or after-school activity per week unless exempted by the SASI/ASI.

## **4-8 Cadet Flight Commander**

- a. Reports to the Cadet Squadron Commander.
- b. Supervises and leads all Cadet Flight activities to include class reporting procedures, Tiger Yell, inspections, formations, fitness activities, etc.
- c. Ensures Cadet Flight members receive appropriate training in the conduct of their duties and responsibilities in the Cadet Group.
- d. Ensures Cadet Flight members are kept informed on all Cadet Group operations, activities and functions.
- e. Attends all Cadet Squadron staff meetings and conducts other duties as directed by the SASI/ASI, Cadet Group Commander, Cadet Deputy Group Commander, or Cadet Squadron Commander.
- f. Advises the Cadet Squadron Commander of any potential problems or concerns.

## **4-9 Cadet Flight Sergeant**

- a. Reports to the Cadet Flight Commander.
- b. Prepares the flight for inspections and assists the Cadet Flight Commander in teaching drill and ceremonies.
- c. Trains Element Leaders (if applicable) in correct drill, classroom procedures, and ceremonies.
- d. Assists Cadet Flight Commander and SASI/ASI on enforcing good order and discipline.
- e. Assists Cadet Flight Commander with class reporting procedures and fill in for him/her in their absence, including attendance at required staff meetings.
- f. Ensures Cadet Flight members are briefed on Cadet activities and events.
- g. Advises the Cadet Flight Commander and Cadet Squadron First Sergeant of any potential problems or concerns.

# TX-954 Cadet Guide

---

AY 24

## **4-10 Cadet Flight Element Leader (if utilized)**

- a. Reports to the Cadet Flight Commander.
- b. Leads elements in drill, ceremonies, and following classroom procedures.
- c. Takes attendance of element prior to beginning of each class and reports to Cadet Flight Sergeant.
- d. Assists the Cadet Flight Commander and Cadet Flight Sergeant in maintaining good order and discipline; conducts other duties as directed by the SASI/ASI.
- e. Advises the Cadet Flight Commander and Cadet Flight Sergeant of any potential problems or concerns.

## **4-11 Admin/Personnel Officer**

- a. Reports to the Cadet Group Operations Officer.
- b. Maintains personnel records on all Cadets, utilizing the WINGS program under supervision of the SASI/ASI.
- c. Compiles, submits, and posts community service and Leadership Development Requirement (LDR) hours earned by Cadets.
- d. Maintains attendance records for Cadet Group staff meetings, briefings, training, extracurricular, LDR activities, and special events.
- e. Compiles, submits, and posts physical fitness test scores each semester.
- f. Publishes and posts cadet orders or other information and materials as directed by the SASI/ASI, Cadet Group Commander or Cadet Group Operations Officer.
- g. Advises the Cadet Group Operations Officer of any potential problems.
- h. Enters data into WINGS as necessary or as directed by the SASI/ASI.

## **4-12 Logistics Officer**

- a. Reports to the Cadet Group Operations Officer.
- b. Assists the SASI/ASI in the issue and turn-in of all accountable property.

# TX-954 Cadet Guide

---

AY 24

- c. Assists the SASI/ASI in the inventory of all accountable property. Maintain accurate records of all accountable property, utilizing the WINGS program under supervision of the SASI/ASI.
- d. Provides guidance to the Cadet Group staff on proper supply discipline.
- e. Maintains a neat, clean and functional logistics room.
- f. Ensures only authorized personnel have access to the logistics room.
- g. Advises the Cadet Group Operations Officer of any potential problems.
- h. Enters data into WINGS as necessary or as directed by the SASI/ASI.

## **4-13 Public Affairs Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Responsible for public relations and public affairs.
- c. Publishes Cadet Group Newsletter (minimum of once per six week grading period).
- d. Supervises subordinate assigned teams (such as Social Media Team).
- e. Maintains bulletin boards or other internal information media.
- f. Provides newsworthy items about Cadets and Cadet activities to the school, local newspaper, and HQ AFJROTC, with SASI/ASI approval.
- g. Maintains unit scrapbook, photos, history or other records reflecting the traditions, accomplishments, and activities of the unit.
- h. Advises the Cadet Group Operations Officer of any potential problems.
- i. Enters data into WINGS as necessary or as directed by the SASI/ASI.

## **4-14 Recruiting Team Leader**

- a. Supervises, coordinates and schedules recruiting activities (minimum of one event per semester) in coordination with SASI/ASI, Cadet Group Commander and Cadet Group Operations Officer.

# TX-954 Cadet Guide

---

AY 24

- b. Works with Wharton High School counselors to advocate for the AFJROTC program.
- c. Enters data into WINGS as necessary or as directed the SASI/ASI.

## **4-15 Special Events Coordinator**

- a. Plans and coordinates extracurricular and LDR activities with other organizations. Specific annual events include (but are not limited to) the Annual Military Ball, Veterans Day Assemblies, City of Wharton Christmas Parade, MLK Day events, CIA overnight trip and Awards Ceremony/Banquet.
- b. Teams with Public Affairs Officer and Protocol Team on events requiring advertising and protocol support (for example, scheduling guest speakers)
- c. Appoints Cadet leaders for specific activities, in coordination with the Cadet Group Commander, Cadet Group Operations Officer and Cadet Squadron Commanders.
- d. Advises the Cadet Deputy Group Commander of any potential problems.
- e. Enters data into WINGS as necessary or as directed by the SASI/ASI.

## **4-16 Color Guard Team Leader**

- a. Reports to the Cadet Group Operations Commander
- b. Leads the Cadet Group Color Guard.
- c. Leads the planning and coordination for all parades, ceremonies, competitions, WHS football games and pep rallies requiring Color Guard support. Ensures coordination with the SASI/ASI, Cadet Group Commander, and Cadet Operations Officer.
- d. Provides instruction and supervision for all flag ceremonies.
- e. Ensures all Color Guard equipment is properly maintained, inventoried and stored.
- f. Ensures practices are held a minimum of two times per week and enters practice/event data into WINGS.
- g. Performs other duties as directed by the SASI/ASI or Cadet Group Commander.



# TX-954 Cadet Guide

---

AY 24

## **4-17 Marksmanship Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Commands the Cadet Group Marksmanship team. Emphasizes safety at all times!
- c. Ensures all team members get required training, turn in all parental permission forms and successfully pass the Civilian Marksmanship Program safety test prior to being allowed to participate in marksmanship live-fire activities.
- d. Ensures all equipment items are properly maintained, inventoried, serviced, and stored. Immediately alerts the SASI/ASI to any deficiencies or concerns.
- e. NEVER allows any marksmanship practice (live-fire) without the SASI or ASI being physically present.
- f. Ensures Marksmanship range is properly setup with all required equipment in place, sufficient pellets, targets, eye protection and safety measures in place before commencing any live-fire operations
- g. Always follow the exact commands of the SASI/ASI during Marksmanship operations. Immediately identify and cease any potential horseplay or unsafe activities. Such actions are grounds for immediate dismissal from the Marksmanship team as well as potential further disciplinary action.
- h. Coordinates with SASI/ASI to schedule participation in competitions as well as monitoring pellet availability for future procurement options.
- i. Enters practice and event data into WINGS.
- j. Performs other duties as directed by the SASI/ASI or Cadet Group Commander.

## **4-18 Physical Training (PT)/Raider Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Commands the PT/Raider Team. Ensures excellent personal physical fitness to set a good example for all team members.
- c. Establishes a weekly workout schedule (approved by the SASI/ASI) to prepare for upcoming PT/Raider competitions. Team will meet a minimum of three times per week and the PT/Raider Commander will advise SASI/ASI on exact plans to ensure oversight.

# TX-954 Cadet Guide

---

AY 24

- d. Ensures appropriate warmups and/or stretching before more intense physical activities are conducted.
- e. Verifies all team members have appropriate PT clothing items prior to any competition/travel.
- f. Determines team members for each competition based on superior performance in the events they will compete in.
- g. Works with Cadet Flights to establish weekly PT sessions as part of the AFJROTC Wellness program.
- h. Enters practice and event data into WINGS.
- i. Performs other duties as directed by the SASI/ASI or Cadet Group Commander.

## **4-19 Rocketry Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Establishes dates and times for Rocketry Team practice and live-fire events.
- c. Ensures all team members are properly trained and have a solid knowledge of how to construct, launch, and retrieve a model rockets.
- d. Ensures all team members are familiar with rocketry safety rules.
- e. Ensures all team members are familiar with rocketry meet expectations, such as numbers of rockets needed, engine sizes, other equipment items and exact itinerary explaining specific events for the meet.
- f. Ensures the rocketry room and supplies are inventoried, maintained and stored in a clean and orderly manner to prevent safety mishaps.
- g. Enters practice and event data into WINGS.
- h. Performs other duties as directed by the SASI/ASI or Cadet Group Commander.

## **4-20 JROTC Leadership and Academic Bowl (JLAB) Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Serves as a primary member of the JLAB team.

# TX-954 Cadet Guide

---

AY 24

- c. Recruits 3 additional primary JLAB team members and two alternates.
- d. Schedules and attends all JLAB practices and competitions.
- e. Enters practice/event data into WINGS.

## **4-21 AFJROTC Archery Team Leader**

- a. Reports to the Cadet Group Operations Officer.
- b. Commands the Cadet Group Archery team. Emphasizes safety at all times!
- c. Ensures all team members get required training, turn in all parental permission forms and successfully pass the National Archery the Schools safety test prior to being allowed to participate in archery live-fire activities.
- d. Ensures all equipment items are properly maintained, inventoried, serviced, and stored. Immediately alerts the SASI/ASI to any deficiencies or concerns.
- e. NEVER allows any archery practice (live-fire) without the certified archery instructor being physically present.
- f. Ensures archery range is properly setup with all required equipment in place, sufficient bows, arrows, quivers, targets, eye protection and safety measures in place before commencing any live-fire operations
- g. Always follows the exact commands of the certified archery instructor/range official during archery operations. Immediately identifies and stops any potential horseplay or unsafe activities. Such actions are grounds for immediate dismissal from the archery team as well as potential further disciplinary action.
- h. Coordinates with SASI/ASI to schedule participation in competitions.
- i. Enters practice and event data into WINGS.
- j. Performs other duties as directed by the SASI/ASI or Cadet Group Commander.

## **4-22 Additional Positions (as necessary)**

- a. Additional leadership positions may be made available depending on the clubs/activities recommended by the Cadet Leadership Team.
- b. All new clubs/activities must be approved by the SASI/ASI.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 5 – PROMOTION OPPORTUNITIES

### 5-1 Promotion Considerations

- a. All promotions must be earned and sustained by conscientious work. There are numerous things a promotion board will consider to include (but not limited to): grades (all grades, not just AFJROTC), community service hours, level of responsibility, leadership development hours, teamwork, and communication skills.
- b. Promotions provide constant challenges and motivation to members of the active duty Air Force and to members of AFJROTC. This attention and interest is appropriate since the rank insignia of promotion reflects visible evidence of progression and standing among fellow cadets. The insignia is also evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership, followership, fellowship, and teamwork.
- c. Our promotion system is patterned after the active duty Air Force system and conforms to guidance provided by HQ AFJROTC. There are two types of grades (ranks) you may hold:
  - (1) **Permanent Grade.** This grade is awarded based on years of satisfactory service completed in AFJROTC. This grade will be awarded at the end of the year in which you qualify, provided you have made satisfactory progress. If you have not been assigned to a higher temporary grade, you will wear the insignia of the permanent grade. The permanent grade for completion of the first year is Cadet Airman; second year is Cadet Airman First Class; third year is Cadet Senior Airman, and fourth year is Cadet Staff Sergeant. **NOTE:** promotion at the end of the academic year is not guaranteed nor automatic...you must earn it.
  - (2) **Temporary Grade.** This grade is awarded based on your job assignment in AFJROTC. Since the grade is temporary, you may not carry it over from one year to the next. The SASI/ASI, in consultation with the Cadet Group Commander, may consider higher temporary grades for those who attend summer leadership school courses, but such considerations will normally coincide with positions held within the Cadet Group. Temporary grades are assigned only when they are higher than the permanent grade. When you are initially assigned to a position, you will not be awarded the highest grade authorized in order to allow the opportunity for promotion based on performance in that position.

# TX-954 Cadet Guide

---

AY 24

- d. The SASI/ASI will select the Cadet Group Commander prior to the beginning of the fall semester. Selection will be based upon past performance and leadership potential. Only seniors who are third- or fourth-year cadets will be considered for Cadet Group Commander.
- e. The SASI/ASI will serve as the final promotion authority for all promotions.

## 5-2 **Promotion Boards**

- a. Promotion to the ranks of Cadet Airman, Cadet Airman First Class and Cadet Senior Airman will be conducted with the SASI or ASI through an in-person board. This is to promote confidence in younger Cadets while allowing more senior Cadets the ability to mentor and train such Cadets without having to also sit on the board that determines their fate. Cadets showing the motivation and initiative to seek promotion should obtain a recommendation from their Cadet Flight Commander and then schedule an appropriate time with the SASI or ASI before or after school to hold a promotion board. Promotion boards will not be held during class time unless approved by the SASI/ASI. The following **minimum** expectations will be expected of Cadets seeking promotion:

### (1) Promotion to Cadet Airman

- a. Nine weeks as Cadet Airman Basic
- b. Minimum of 80% average in JROTC
- c. No grade of "0" for failing to wear the appropriate uniform
- d. Know US Air Force & AFJROTC chain of command
- e. Perform all facing movements properly
- f. Demonstrate how to report-in properly
- g. Recite and understand the Cadet Honor Code & Air Force Core Values

### (2) Promotion to Cadet Airman First Class

- a. Nine weeks as a Cadet Airman
- b. Minimum of 80% average in JROTC
- c. No grade of "0" for failing to wear the appropriate uniform
- d. Identify (with at least 80% accuracy) US Air Force & AFJROTC rank insignia
- e. Demonstrate knowledge of proper respect and handling of the American and Texas flags
- f. Perform all facing, flanking & column movements properly

### (3) Promotion to Cadet Senior Airman

- a. Nine weeks as a Cadet Airman First Class
- b. Minimum of 80% average in JROTC
- c. No grade of "0" for failing to wear the appropriate uniform.
- d. Identify (with 100% accuracy) US Air Force & AFJROTC rank insignia

# TX-954 Cadet Guide

---

AY 24

- e. Explain Cadet Group positions, responsibilities, and functions
  - f. Give proper facing commands to another Cadet
  - g. Give proper marching commands to another Cadet
- b. Promotion to the ranks of Cadet Staff Sergeant and Cadet Technical Sergeant require a Cadet score a minimum of 90% on a written promotion test. Cadets seeking promotion to these ranks must have a minimum of 85% in AFJROTC and no failing grades in any other class. The promotion exam will be developed (with assistance of the SASI/ASI) and administered by the Cadet Group Deputy Commander. Either the SASI or ASI will oversee the testing. Cadets seeking promotion to these ranks must be able to drill the flight properly and perform an open ranks inspection of a flight.
- c. Promotion to Cadet Master Sergeant, Cadet Senior Master Sergeant, and Cadet Chief Master Sergeant must be recommended by the Cadet Group Commander. Cadets must have a minimum of 90% average in JROTC and no failing grades in any other class. The evaluation board will be chaired by the Cadet Group Commander and consist of at least two additional Cadet officers in Cadet Group command or staff positions (this includes the Cadet Group Deputy Commander, Cadet Group Operations Officer, and Cadet Squadron Commanders). Either the SASI or ASI will oversee the board. Factors to be considered are similar to those mentioned in paragraph “b.” above. **NOTE:** all Cadet senior noncommissioned officer grades will be reviewed at the end of each nine-week grading period. If a Cadet senior noncommissioned officer has failing grades they will be revert to their previously held junior grade.
- d. Promotion to Cadet officer ranks must be recommended by the Cadet Group Commander and approved by the either the SASI or ASI. Cadets must have a minimum 95% average in JROTC and no failing grades in any other class. Only juniors and seniors who are third or fourth year Cadets are eligible for promotion to the cadet officer grades unless approved by the SASI or ASI. The evaluation board will be chaired by the Cadet Group Commander; the Cadet Deputy Group Commander and Cadet Group Operations Officer will serve as board members. All three personnel must be present to convene the board, if any are absent then the board must be rescheduled. Either the SASI or ASI will oversee the board. Factors to be considered are similar to those mentioned in the paragraph “b.” above. **NOTE:** all Cadet officer grades will be reviewed at the end of each nine-week grading period. If a Cadet officer has failing grades, they will be demoted to a grade no higher than Cadet Technical Sergeant.

# TX-954 Cadet Guide

---

AY 24

## **5-3 Demotion Procedures**

- a. There may be cases of serious disciplinary infractions, lack of participation, poor performance, or other factors, which could warrant consideration for demotion in rank. Any such cases should be brought to the attention of the Cadet Group Commander, who will then make appropriate recommendations to the SASI and/or ASI. The Cadet Group Commander should be prepared to present facts surrounding the case for demotion and avoid hearsay, gossip, or rumors. The SASI and/or ASI will consider the information provided and then meet in private with the Cadet in question to discuss the matter before a final demotion decision is made. The SASI or ASI may seek additional information from affected parties, if warranted, to ensure a just decision is made. **The SASI or ASI will serve as the final demotion authority for all demotion proceedings.**
- b. As a reminder, if a Cadet holds a temporary rank at the end of the year he/she will revert back to the last permanent grade held unless the temporary grade is made permanent by the SASI or ASI. When a Cadet's temporary grade is reverted to a previous permanent grade, it is not a demotion and the cadet remains eligible for promotion consideration.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 6 – AFJROTC PROGRAM OPPORTUNITIES

### **6-1 Community Service**

Community service activities are AFJROTC-sponsored and school-approved events which are planned, organized, and executed by Cadets and supervised by an AFJROTC instructor. Our unit offers numerous opportunities for Cadets to serve the community and encourages Cadets to take the initiative to seek out further opportunities for themselves and their fellow Cadets to get more involved. The Cadet Group Commander, Cadet Group Operations Officer and Cadet Group Public Affairs Officer should be very involved in planning and promoting community opportunities throughout the year. Cadets should strive to achieve a minimum of 30 community service hours by the end of the school year. The Cadet Group Commander, through his/her staff, should ensure all community service hours are properly tracked and entered into WINGS with oversight of the SASI/ASI.

### **6-2 Curriculum-in-Action (CIA) Trips**

CIA trips are school-sponsored field trips that directly support or augment the AFJROTC program. They are sponsored and approved using the same procedures as any other class/organization in the high school. The SASI/ASI is ultimately responsible for the supervision and control of these activities.

- a. TX-954 will take a minimum of one CIA trip per academic year.
- b. All cadets will have the opportunity to participate in a CIA trip. Cadets must be in good academic and disciplinary standing to participate.
- c. Marksmanship, PT, Archery, Raider, Robotics, and Rocketry competitions do not count as CIA trips; they are reported as “Competitions” and will be entered as such in WINGS.
- c. Community Service events do not count as CIA trips; they will be reported as Community Service and will be entered as such in WINGS.
- d. Chaperones must be at least 21 years old. For overnight activities, the Cadet to chaperone ratio should comply with school, district, or State policy. As a general rule, there should be 1 instructor/chaperone for every 15 Cadets. Gender proportionality is also important, especially for overnight trips...if there is one female Cadet, there should be (if at all possible) at least one female chaperone. Instructors will establish and communicate the rules to all chaperones and ensure they are aware of AFJROTC and school policies as well as maintaining open communication throughout the activity.



# TX-954 Cadet Guide

---

AY 24

- e. Cadets are reminded they need to coordinate their absences due to CIA trips with all teachers so they can make up any missed work prior to or immediately after the activity.

## 6-3 Color Guard

The Cadet Group Color Guard is arguably our most active “team” in AFJROTC at TX-954. They are highly involved at all WHS football games, pep rallies, community events, ceremonies, parades, services and they are regularly requested by numerous organizations throughout the community. Cadets must be in good academic standing in AFJROTC, must exemplify the highest standards of dress and personal appearance and “military bearing”, and must be passing all classes to participate in Color Guard events. The Cadet Group Color Guard Commander will screen all Cadets desiring participation for potential disciplinary issues, performance limitations, or any other factors of concern and make their recommendations to the SASI/ASI for final approval. The Color Guard Commander is responsible for ensuring all equipment items are properly maintained, accounted for, and stored as well as ensuring such equipment is transported to and from all events, in coordination with the SASI/ASI. Additionally, the Color guard Commander is responsible for scheduling all Color Guard practice times. **NOTE: no Cadet will be denied the opportunity to participate in the Cadet Group Color Guard based solely on a physical limitation. Cadets with physical limitations, who meet all other Cadet Group Color Guard requirements, will be accommodated to the maximum extent possible.**

## 6-4 Marksmanship Team

This team conducts marksmanship training and ensures the safe handling of the .177 caliber air rifles. Before use of the firing range, all Cadets will receive training on rules, safety precautions, and commands for the firing range. The SASI or ASI will always serve as the Range Officer and in charge of range control during live firing operations. All operations and range parameters will comply with CMP and AFJROTC guidance (see Consolidated Operational Supplement). Cadets must successfully pass a safety exam and have parental permission forms completed and signed. No horseplay will be tolerated! Failure to comply will lead to immediate removal from the team and potential further disciplinary action if required. Cadets who are in good academic standing in AFJROTC and passing all classes are eligible to participate in Marksmanship training and competitions. The Marksmanship Commander will screen all Cadets desiring participation for potential disciplinary issues, performance limitations, or any other factors of concern and make their recommendations to the SASI/ASI for final approval. The Marksmanship Commander is responsible for ensuring all equipment items are properly maintained, accounted for, and stored as well as ensuring such equipment is transported to and from all events, in coordination with the SASI/ASI. Additionally,

# TX-954 Cadet Guide

---

AY 24

the Marksmanship Commander is responsible for coordinating all marksmanship practice times with the SASI/ASI.

## **6-5 Physical Training / Raider Team**

- a. This team promotes physical fitness through a weekly fitness regimen designed to prepare team members in AFJROTC competitions throughout the region. Practices will be held a minimum of three times per week, led by the PT/Raider Team Commander (or designated representative) and SASI/ASI will provide oversight of activities. Cadets who are in good academic standing in AFJROTC and passing all classes are eligible to participate in PT/Raider practice and competitions. The PT/Raider Team Commander will screen all cadets desiring participation for potential disciplinary issues, physical limitations or any other factors of concern and make their recommendations to the SASI/ASI for final approval. The PT/Raider Team Commander is responsible for ensuring all team members have the appropriate PT shirt, clothing, shoes and grooming to represent the unit well at all competitions.

b. **Raider Competition:**

1. The Raider Competition or "Raider" as it is more commonly known is a very popular athletic competition held within Junior ROTC programs around the United States. One of the goals of the Raider program is to promote esprit de corps, teamwork, and self-confidence among JROTC cadets. It is the Junior ROTC equivalent of the Army ROTC "Ranger" competition in college, only far less dangerous but very challenging as well! The events are held outdoors in state parks or large expansive wooded areas.
2. This program is very difficult and relies heavily on physical fitness. Areas included in typical competitions include (but not limited to):
  - Modified Army Physical Fitness Test (2 minutes Pushups, 2 minute Sit-ups and a 1 mile run)
  - One-Rope Bridge
  - 5-Kilometer Road March
  - Litter Carry
  - Obstacle Courses
  - Logistics Relays
3. Events can vary from event to event but will have a heavy emphasis on physical fitness and teamwork.

# TX-954 Cadet Guide

---

AY 24

## **6-6 Rocketry Team**

This team designs, builds and flies small rockets made of paper, plastic, balsa wood or other types of lightweight material. The rocketry program provides an excellent introduction for Cadets to the concepts of aerospace engineering as well as flight and space. Cadets who are in good academic standing in AFJROTC and passing all classes are eligible to participate in Rocketry practice and competitions. The Rocketry Team Commander will screen all cadets desiring participation for potential disciplinary issues, performance limitations or any other factors of concern and make their recommendations to the SASI/ASI for final approval. The Rocketry Team Commander will ensure all team members are trained in accordance with the AFJROTC Consolidate Operational Supplement, focusing on the Operational and Leadership Performance Requirements (OPR & LPR) for the program. In order to earn the Model Rocketry badge, a Cadet must (1) construct their own rocket, (2) launch the rocket at a competition and (3) retrieve the rocket at the competition. The Rocketry Team Commander is responsible for tracking rocket launching information to ensure team members are given proper credit and inform the SASI/ASI of which members qualify for the Model Rocketry badge. The SASI or ASI will be present for the execution of rocket launchings (practice or competition) and will oversee the program. The Rocketry Team Commander is responsible for ensuring all equipment items are properly maintained, accounted for and stored as well as ensuring such equipment is transported to and from all events, in coordination with the SASI/ASI.

## **6-7 Saber Team**

This team is formed for special events and occasions requiring a formal saber “arch”. The Saber Team Commander will be selected by the Cadet Group Commander and approved by the SASI/ASI. This Cadet should have prior experience in the Saber Team and/or may be a member of the Color Guard. Cadets who are in good academic standing in AFJROTC and passing all classes are eligible for Saber team practice and events. The Saber Team Commander will screen all cadets desiring participation for potential disciplinary issues, physical limitations or any other factors of concern and make their recommendations to the SASI/ASI for final approval. All team members will be expected to attend a minimum of three practices prior to a major event involving the Saber Team, to ensure full rehearsals can be conducted. The Saber Team Commander is responsible for ensuring all equipment items are properly maintained, accounted for, and stored as well as ensuring such equipment is transported to and from all events, in coordination with the SASI/ASI.

# TX-954 Cadet Guide

---

AY 24

## **6-8 CyberPatriot**

CyberPatriot is the National Youth Cyber Education Program created by the Air Force Association (AFA) to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. At the center of CyberPatriot is the National Youth Cyber Defense Competition, which puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. Through a series of online competition rounds, teams are given a set of virtual operating systems and are tasked with finding and fixing cybersecurity vulnerabilities while maintaining critical services. The top teams in the nation earn all-expenses-paid trips to Maryland for the National Finals Competition where they can earn national recognition and scholarship money. More information can be found online at: <https://www.uscyberpatriot.org/Pages/About/What-is-CyberPatriot.aspx>

## **6-9 JROTC Leadership and Academic Bowl**

Founded in 1992 by the College Options Foundation (nonprofit organization) the mission of the JROTC Leadership & Academic Bowl (JLAB) is to assist JROTC and military dependents in the college-bound process. The Foundation's academic competitions are designed to challenge and prepare high school students for college entrance exams using a fast-paced internet-based program designed by i.d.e.a.s. at Disney-MGM Studios. Students in JROTC programs may sign up to compete in the JROTC Academic Challenge which tests teams of 5 cadets on their knowledge of JROTC curriculum, high school math, science and language arts. **ALL CADETS (EXCLUDING SENIORS AND FOURTH YEAR CADETS) WILL PARTICIPATE IN THE PRACTICE ROUND FOR LEVEL I AND PROVIDE PROOF OF COMPLETION TO THEIR FLIGHT COMMANDER.**

## **6-10 AFJROTC ARCHERY TEAM**

The AFJROTC Archery team is an in-school program aimed at improving the educational performance of cadets. Cadets learn **focus, self-control, discipline, patience,** and the **life lessons** required to be successful in the classroom and in life. Members of the AFJROTC Archery Team will be provided with equipment approved by the National Archery in the Schools Program for use while on the team. Team members will have the opportunity to compete at local, regional, state, and national competitions and will be competing for scholarship money as early as their freshman year.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 7 – AWARDS AND DECORATIONS CRITERIA

### 7-1 National Organization Awards

The SASI/ASI will follow the guidance in the AFJROTC Consolidated Operational Supplement and individual organizational award criteria when determining Cadets deserving of each award. Coordination will be made with individual national award representatives well in advance of the Annual Awards Banquet (normally late May), to ensure award certificates and ribbons are received in a timely manner and/or organizational representatives have time to coordinate attendance at the event.

### 7-2 AFJROTC Awards – Unit Specific Criteria

The SASI/ASI will follow the guidance in the AFJROTC Consolidated Operational Supplement when determining Cadets deserving of each award/ribbon. The following ribbons require further unit specific criteria:

- a. Color Guard Ribbon: Cadets are expected to attend at least 50 scheduled practices; particularly those that involve preparation for events they will be involved in. Additionally, to earn the ribbon Cadets will be expected to participate in at least five formal events involving the Color Guard team presenting the colors (this includes, but is not limited to, Convocation, pep rallies, football games, parades and Veteran's Day events). The Color Guard Team Commander may decide to impose stricter guidelines based on the number of events held during the year, with final approval from the SASI/ASI.
- b. Saber Team Ribbon: Cadets must attend three practices in preparation for a formal event (i.e. Homecoming Game, prom, etc...) and demonstrate professional appearance and successful performance at the event itself.
- c. Marksmanship Team Ribbon: Cadets are expected to attend at least 50 practices, assist in range setup and tear-down, and fire the air rifle during such practices. As a minimum, to earn the ribbon, a Cadet must participate in at least one competition (includes mail-in competitions).
- d. Good Conduct Ribbon: Cadets must be in good standing in the AFJROTC program with no significant attitude or motivation deficiencies noted by the SASI, ASI or Cadet Group Commander throughout the period. Any school suspensions (i.e. AEP, ISS, OSS, etc.) or school detentions (before school, lunch, or after school) will disqualify a Cadet from earning this ribbon for the applicable period.

# TX-954 Cadet Guide

---

AY 24

- e. Recruiting Ribbon: Cadets participating in formal recruiting (includes recruiting at WHS, WJHS, or in the community) during the academic year will be eligible for this ribbon upon the recommendation of Recruiting Team Officer. Active participation is expected, as well as professional appearance and demeanor; the SASI/ASI maintains the final approval for award of this ribbon. Additionally, a Cadet may earn the ribbon by convincing a prospective Cadet to join the unit and sign up for the AFJROTC course. The SASI/ASI will verify with counselors and the new Cadet that they did not already have intentions to join but, were indeed, influenced by the Cadet eligible for the ribbon.
- f. Activities Ribbon: Cadets participating in AFJROTC teams other than those that qualify for a separate ribbon (Color Guard, Saber, Marksmanship, Recruiting, and Rocketry) are eligible for this ribbon based on recommendation from the applicable team leader and/or Cadet Group Commander. Additionally, the Cadet Group Commander may recommend Cadets for the ribbon based on participation in other activities that do not count toward the Service Ribbon as applicable. The SASI/ASI will make final approval in all cases.
- f. Attendance Ribbon: Cadets are expected to maintain strict attendance with zero unexcused absences and no more than three excused absences during the semester. Excused absences do not include school-sponsored trips or activities.
- h. Dress and Appearance Ribbon: Cadets are expected to wear their uniform each week on their applicable uniform inspection day. Cadets are expected to regularly earn a 90% or above on weekly inspections to qualify for the ribbon. Any missed makeups (for excused absences), failures to wear the uniform on inspection day or Cadets found removing their uniforms on inspection day prior to the end of the academic day without approval, will result in disqualification for this ribbon.

# TX-954 Cadet Guide

---

AY 24

## CHAPTER 8 – RESERVE CADET PARTICIPATION

### 8-1 Reserve Cadet Guidance

A cadet must have completed at least one academic year in AFJROTC to be considered as a Reserve Cadet. Normally, Reserve Cadet status will apply to those Cadets who have shown strong performance in AFJROTC but are unable to take the course for a certain academic year or semester due to scheduling conflicts. With SASI/ASI approval, Reserve Cadets may participate in AFJROTC activities, such as community service, team activities and other related events. If a Reserve Cadet is a member of a team (i.e. Marksmanship, Rocketry, etc.), they will be expected to attend practices and be treated similar to other team members. Reserve Cadets who participate on teams are expected to adhere to AFJROTC grooming standards. Time in reserve status does not count towards the Certificate of Completion for AFJROTC. Reserve Cadets may retain their uniform for the entire academic year.

## CHAPTER 9 – DISENROLLMENT RULES

### 9-1 Disenrollment Procedures

When a cadet is removed from the AFJROTC program for any reason (i.e., dropped, changing schools, disciplinary reasons, etc.), the following actions should be taken:

- a. Cadet is responsible to immediately contact SASI/ASI to turn in all accountable uniform and equipment items.
- b. SASI/ASI will make applicable updates in WINGS modules.
- c. SASI/ASI will coordinate with school counselors, and principal (if applicable), and update school database as necessary.
- d. Cadet Deputy Group Commander will ensure applicable team or event leaders are informed to ensure awareness and plan for a replacement as necessary.



# TX-954 Cadet Guide

---

AY 24

## **CHAPTER 10 – HAZING, DISCRIMINATION, and RACISM/RACIAL BULLYING PROHIBITIONS**

### **10-1 Hazing Specifications**

In accordance with AFJROTCI 36-2001, any form of hazing, verbal or physical, will not be tolerated within TX-954. Requiring Cadets to perform physical actions as a reprimand, punishment, or for failure to perform will not be tolerated. Verbal abuse of any kind or attempts to humiliate a Cadet are also prohibited. This applies to instructors, Cadets, or any other personnel involved in AFJROTC activities. No secret societies or private clubs will be encouraged or facilitated within the AFJROTC program.

### **10-2 Discrimination**

- a. Unlawful discrimination will not be tolerated by any member (staff or student) associated with AFJROTC unit TX-954. Unlawful discrimination refers to unfair or unequal treatment of an individual or group based on certain characteristics which include: age, disability, ethnicity, gender, marital status, national origin, race, religion, or sexual orientation.
- b. Cadets who knowingly commit unlawful discrimination will be removed from the AFJROTC program. Staff members who knowingly commit unlawful discrimination will be reported to the appropriate authority (Principal, Human Resources) for action.

### **10-3 Racism and Racial Bullying**

- a. Racism can be defined as prejudice, discrimination, or antagonism directed against a person or people on the basis of their membership of a particular racial or ethnic group, typically (but not always) one that is a minority or marginalized.
- b. Racial bullying occurs when bullying focuses on one's race, ethnicity or culture.
- c. Racism and racial bullying can include (but are not limited to) such actions as: using racist names or slurs (derogatory names based on one's race, ethnicity, or culture; including one's own race, ethnicity or culture); racist graffiti or "artwork"; physical attacks because of one's race, ethnicity or culture; being left out or excluded based on one's race, ethnicity, or culture; making assumptions (whether one believes the assumption to be positive or negative) based on one's race, ethnicity, or culture; and racist jokes (including jokes about one's own race, ethnicity, or culture).



# TX-954 Cadet Guide

---

AY 24

- d. Racism and racial bullying will not be tolerated by any member (staff or student) associated with AFJROTC unit TX-954. The consequences for engaging in racism or racial bullying are the same as those outlined above in section 10-2, b.

# TX-954 Cadet Guide

---

AY 24

## ATTACHMENT 1 PERSONAL APPEARANCE & GROOMING STANDARDS

1. **Wear of the Uniform Guidelines (derived from DAFI 36-2903: *Dress and Personal Appearance of Air Force Personnel*)**. This attachment outlines personal grooming while wearing any Air Force uniform or civilian clothing in an official AFJROTC capacity. The SASI/ASI's discretion may be used to determine if individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for cadets. Except for minor variations based on gender differences, all AFJROTC personnel must comply with the same personal grooming standards. The SASI/ASI have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. The SASI/ASI do not have authority to waive grooming and appearance standards except as identified in this instruction.
  - a. **Appearance and Grooming.** When a Cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help Cadets present the image of disciplined Cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. Since cadets wear the same the same uniform as their Air Force counterparts, the same standards must apply.
  - b. **Hair and female hair.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer) or appear lopsided. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or

# TX-954 Cadet Guide

---

AY 24

neon colors. The SASI/ASI may temporarily authorize cancer patients to wear approved caps (black/tan) in uniform due to a temporary medical condition (i.e., radiation/chemotherapy).

- c. **Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (**Note:** Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements.
- c. **Jewelry.** While in uniform jewelry will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI/ASI.
- d. **Rings.** Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.
- e. **Necklaces.** Will not be visible at any time. If worn, necklaces will be concealed under a collar or undershirt.
- f. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets are not authorized. Bracelets espousing support for cause, philosophy, individual or group are not authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).
- g. **Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PTG, or civilian attire in an official capacity. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.
- h. **Eyeglasses or Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of

# TX-954 Cadet Guide

---

## AY 24

head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Faddish styles are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. [Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by SASI/ASI on the advice of a medical official.]

- i. **Contact lenses.** Contact lenses will be natural looking in shape and design. They will be clear in color and not change the color of the Cadet's natural eye color.
- j. **Tattoos or Brands.** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI/ASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
- k. **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.
- l. **Back Packs.** While in uniform, black, brown, gray, or dark blue back packs may be worn with any uniform combination. Back packs will be without design unless ABU patterned. ABU-patterned back packs, olive drab and Air Force sage green may be worn with the ABU. Small logos are authorized. Cadets may wear either a sling style back pack or two strap back pack. Sling back packs will be worn across the chest, if carried on shoulder wear on the left shoulder. Two-strap back packs will be worn on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Back packs will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized.

# TX-954 Cadet Guide

---

AY 24

m. **Electronic Devices.**

1. Electronic devices are small electronic equipment such as cellular phones (personal or official), MP3 or similar players, radio, or hands-free devices (e.g. Bluetooth®), pedometers, Fitbits™ and other small, conservative size fitness trackers. Handheld electronic devices, if worn on the belt/waistband, or clipped to a purse will be plain black, silver, dark blue, or gray. Handheld electronic devices that are not worn on the belt/waistband/or clipped to a purse can be any color. Holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side or clipped to a purse. Pedometers are allowed to be worn on boots/shoes with uniform but must be dark blue or black in color and can attach without interfering with the work area or cause a safety hazard. Fitbits™ and other small conservative fitness trackers may be worn on the wrist in uniform but must be dark blue or black in color and bands may not exceed 1- inch width. **Exception:** Color and band width (may be up to 1½ inch width in physical training gear) restrictions for Fitbits™, pedometers and other small, conservative size fitness trackers do not apply when worn with physical training gear.
2. Wear/use of an earpiece, any Bluetooth® wireless technology, or headphones, while in uniform, indoors or outdoors, is authorized for official duties or as determined by SASI/ASI. **Exception:** Headphones and earphones [iPods™, MP3-type players, etc.] are authorized during travel on public transportation (i.e. bus, train or air travel) and/or while wearing the Physical Training Gear (PTG) during individual (personal) PT or during group runs on the track. Use of a hands-free device is authorized while in uniform operating a motor vehicle.
3. Use of personal electronic media devices, including ear pieces, speaker phones or text messaging while walking in uniform is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

- n. **Cosmetics.** Male Cadets are not authorized to wear cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Airmen will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue,

# TX-954 Cadet Guide

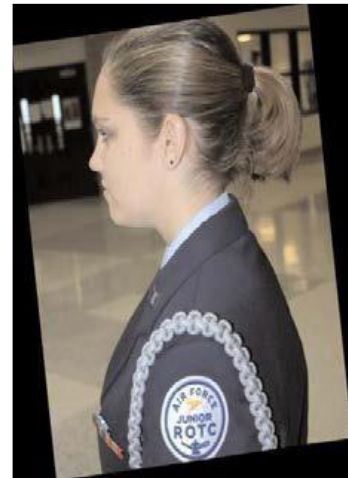
AY 24

black, bright (fire-engine) red, and fluorescent colors. If you have questions regarding acceptable colors, speak to the SASI/ASI.

- o. **Earrings.** Male cadets are not authorized to wear earrings while in uniform or in civilian attire for official AFJROTC activities, but are authorized to wear earrings in civilian attire for non-AFJROTC related activities. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If the cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

## 2. Specific Female Cadet Grooming Guidelines

- a. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless worn in authorized ponytail or long braid(s). One or two braids or a single ponytail may be worn down the member's back with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the member's back. Bangs, or sideswiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- b. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single



# TX-954 Cadet Guide

---

AY 24

ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

- c. **Hair color**, highlights, lowlights, and frosting will **not** be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey). **This applies on all days school is in session, whether in or out of uniform.**
- d. **Hair accessories.** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- e. **Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized.** Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- f. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards as explained above. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.
- g. **Unauthorized:** Mohawk, mullet or etched design.



# TX-954 Cadet Guide

---

AY 24

**Figure 2.1. Authorized Female Cadet Hair Styles**



**Figure 2.2. Authorized Braids**





# TX-954 Cadet Guide

---

AY 24

**Figure 2.3. Example of Authorized Scrunchie**



**Scrunchie**



**Hair Clips**

**Figure 2.4. Examples of Unauthorized Female Cadet hair Styles**



# TX-954 Cadet Guide

AY 24

**Figure 2.5. Authorized Female Ponytails and Long Braid(s) Hairstyle Examples.**



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius

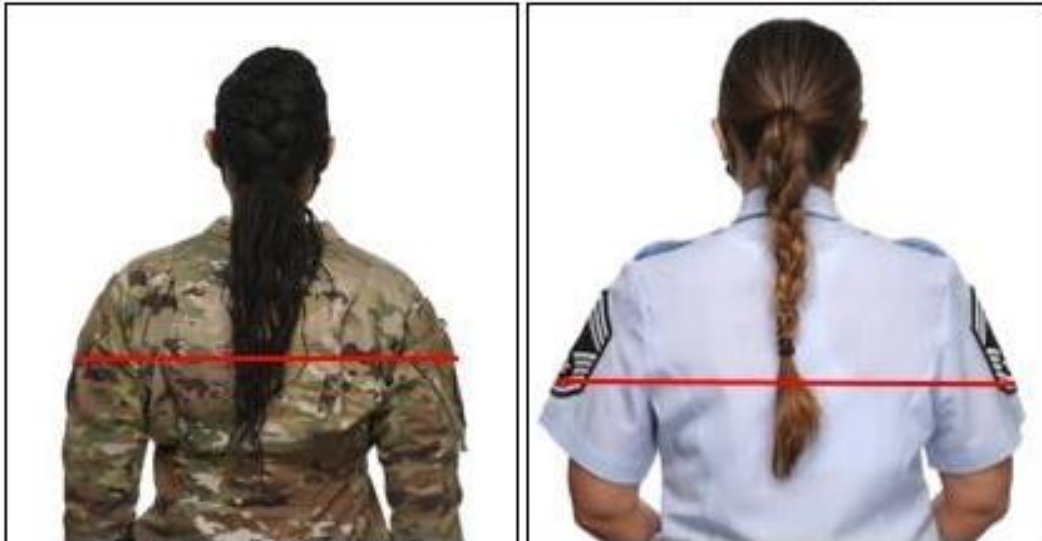


Two Braids Looped Underneath/Two Braids

# TX-954 Cadet Guide

AY 24

**Figure 2.6. Unauthorized Female Ponytail Examples**



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

- h. **Fingernails.** Fingernail polish, if worn by females, nail polish will be a single color that does not distinctly contrast with the female Cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the

# TX-954 Cadet Guide

---

AY 24

performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

- i. **Skirts.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.
- j. **Earrings.** Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

### 3. Specific Male Cadet Grooming Guidelines

- a. During the academic year and while participating in AFJROTC-sponsored activities (to include summer events) male Cadet hair will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Airmen may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions.
- b. **Sideburns.** If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.
- c. **Mustaches.** Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

# TX-954 Cadet Guide

AY 24

- d. **Beards.** During the academic year and while participating in AFJROTC-sponsored activities (to include summer events) beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by HQAFJROTC, instructors will submit the religious accommodation request on behalf of the cadet. When authorized for medical reasons, cadets will keep all facial hair trimmed not to exceed  $\frac{1}{4}$  inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance. The SASI/ASI will monitor progress in treatment to control these waivers. If necessary for medical reasons, facial hair will be kept neat and conservative (moderate, being within required limits (not more than  $\frac{1}{4}$  inch); not excessive or extreme).

**Figure 3.1 Mail Hair Standards Examples.**



**Figure 3.2 Sideburns**



**Figure 3.3 Mustache**



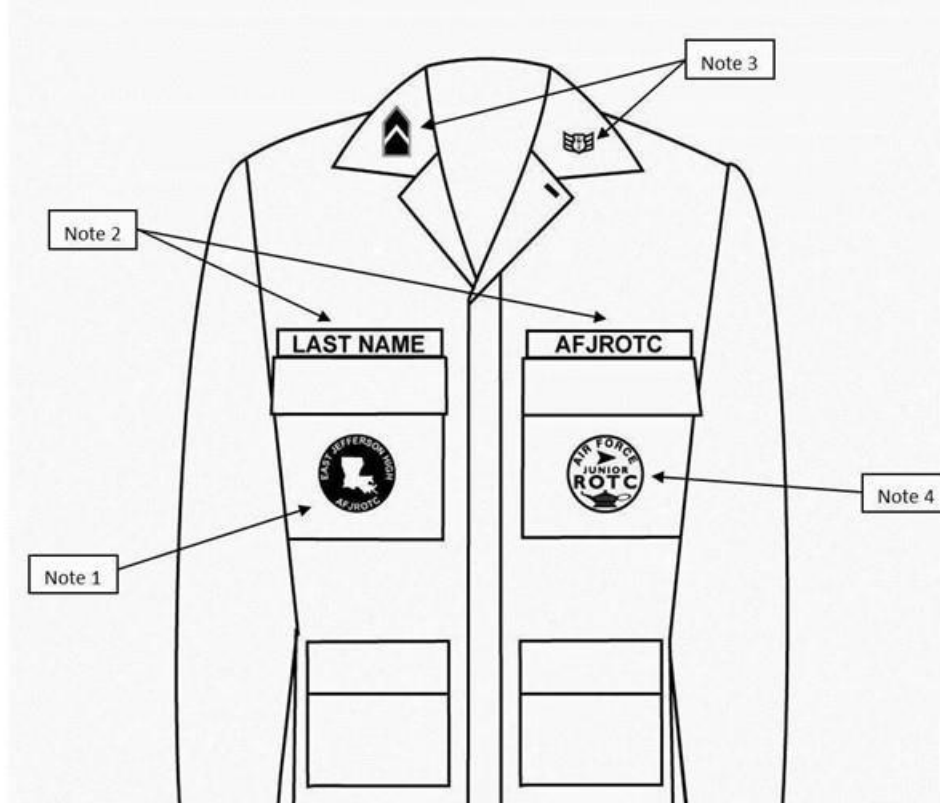
- e. **Fingernails.** Male cadets are not authorized to wear nail polish. Fingernails will not extend more than a quarter of an inch past the end of the fingertip.
- f. **Earrings.** Male cadets in uniform may not wear earrings or any other type of facial piercings.



# TX-954 Cadet Guide

AY 24

## CADET ABU Male and Female



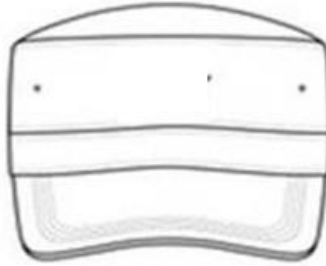
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

# TX-954 Cadet Guide

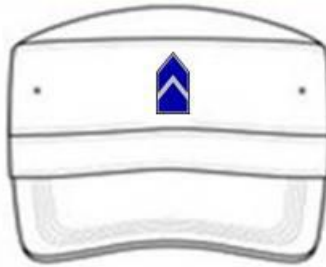
---

AY 24

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

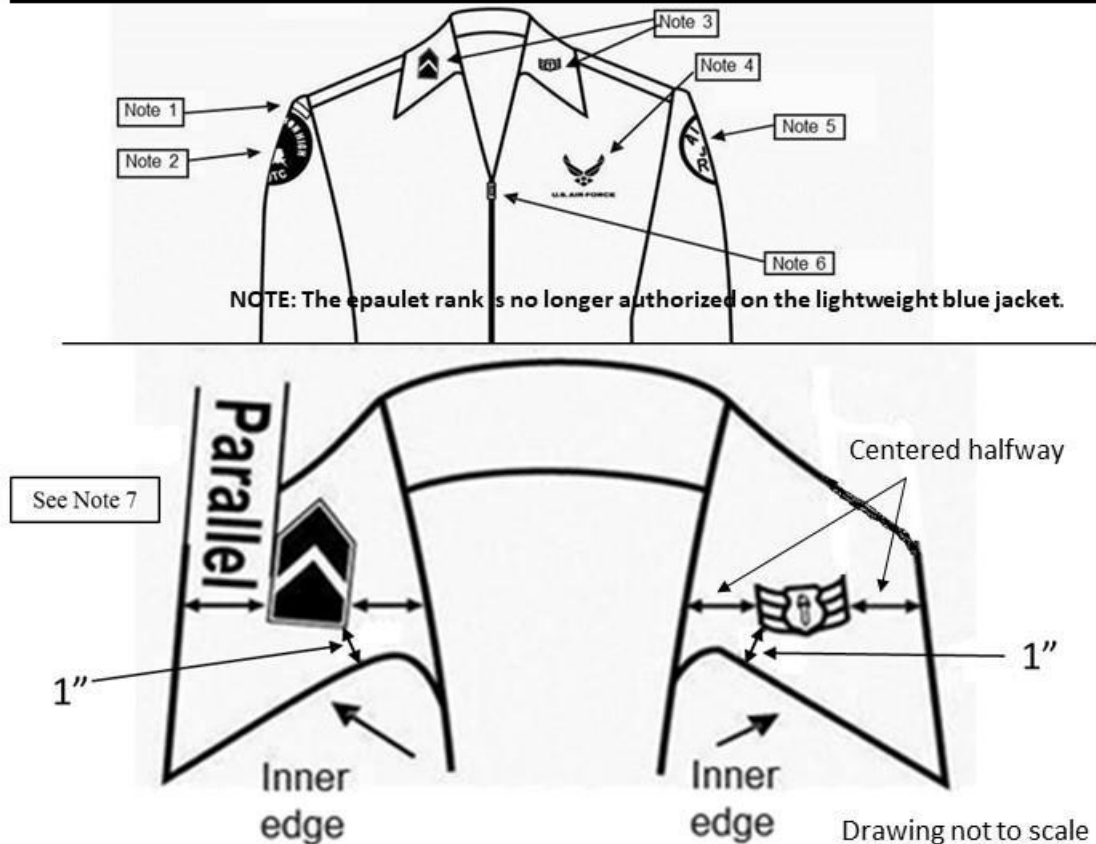
**No other style of head gear is authorized for wear with ABUs.**

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

# TX-954 Cadet Guide

AY 24

## CADET LIGHT WEIGHT BLUE JACKET



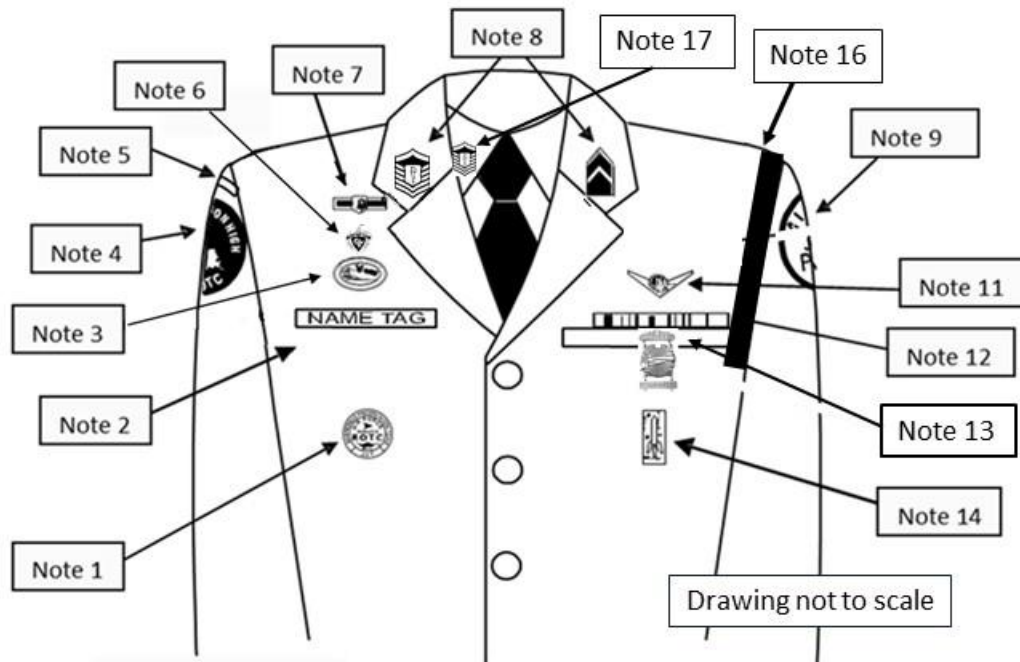
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note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



# TX-954 Cadet Guide

AY 24

## CADET MALE SERVICE DRESS

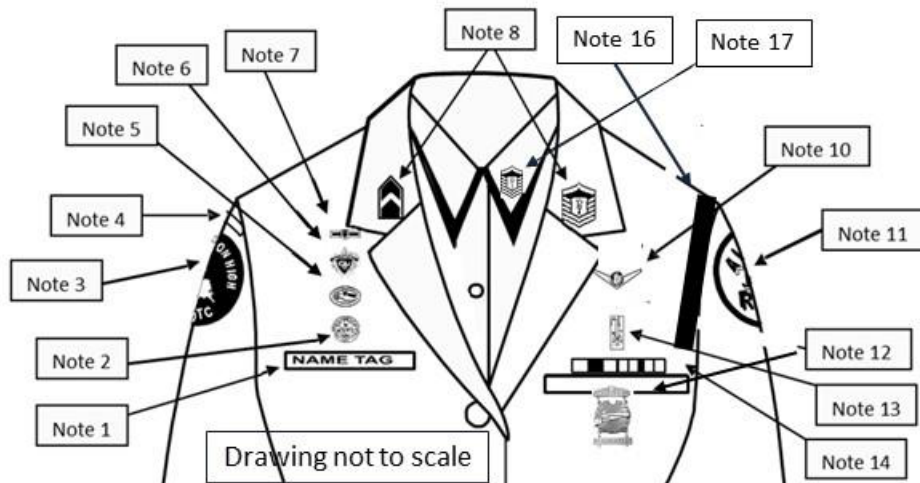


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$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

# TX-954 Cadet Guide

AY 24

## CADET FEMALE SERVICE DRESS

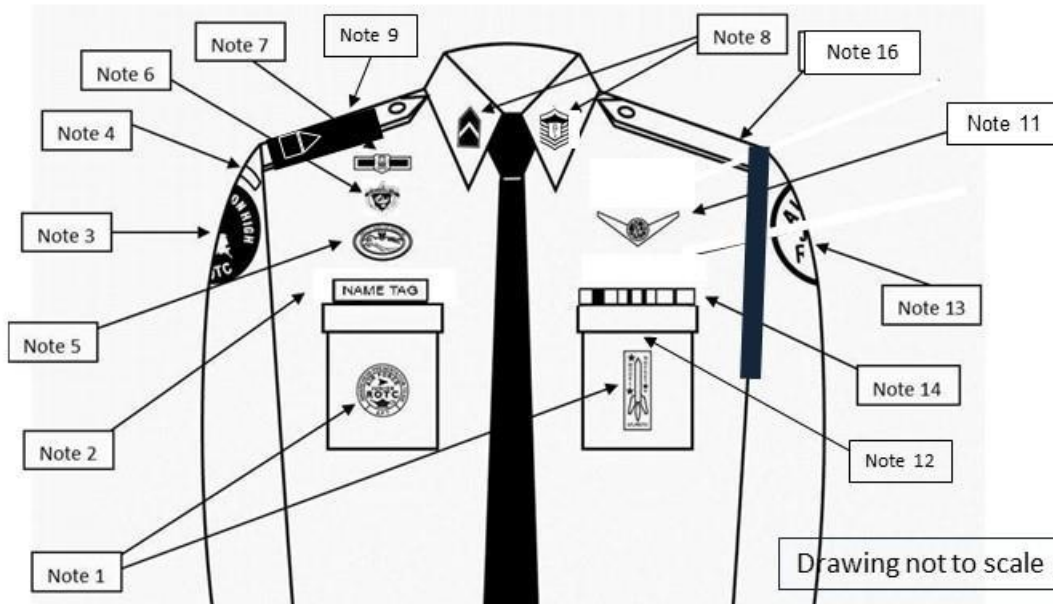


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam
4. Shoulder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

# TX-954 Cadet Guide

AY 24

## CADET MALE BLUE SHIRT



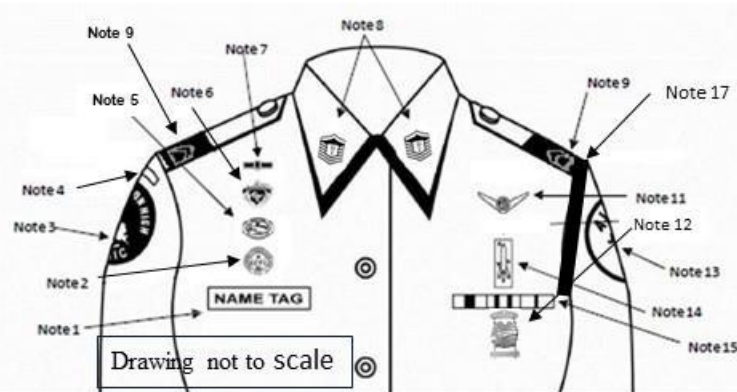
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch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



# TX-954 Cadet Guide

AY 24

## CADET FEMALE BLUE SHIRT

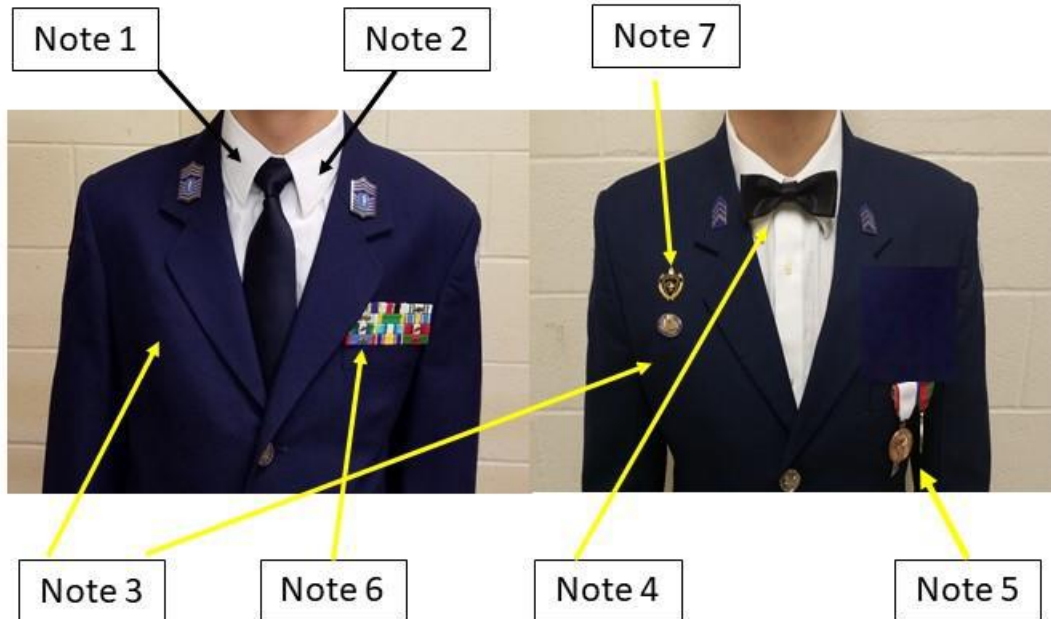


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

# TX-954 Cadet Guide

AY 24

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

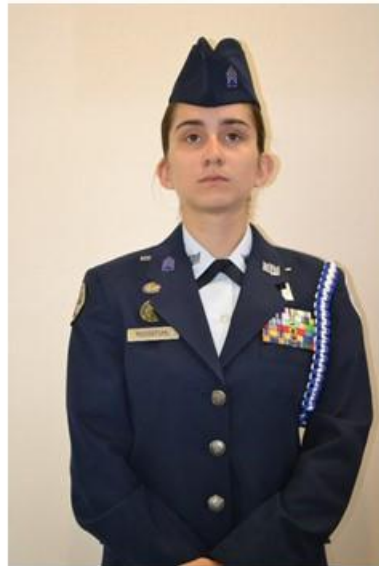
# TX-954 Cadet Guide

---

AY 24

## Sample Uniform Pictures

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



# TX-954 Cadet Guide

---

AY 24

## Specialized AFJROTC Uniforms

- a. Drill Team, Color Guard, and Exhibition Uniforms - **these uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or light weight blue jacket or, 2) the Cadet Battle Uniform (ABU).
  1. Units may accessorize their **blue** drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, **NO WAIVER will be granted for any items not listed below.**
  2. Headgear for Drill Team, Color Guard, and Exhibition Uniforms.
  3. Berets may be worn. **Solid-color berets, white, dark blue or black ONLY**, with officer or enlisted rank insignia. **Berets may be worn on regular uniform days.** No other color berets may be worn, and no waiver will be granted for any other color. Berets may be purchased from a vendor using MilPer funds.
  4. Service Caps (wheel and bucket hats) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition **ONLY**. **Cadets will wear the black headband strap during regular uniform days.**
  5. Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.** No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.
  6. Service Cap insignia. Cadet officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings. These items may be purchased from a vendor using MilPer funds.
  7. **Effective 1 August 2019 chrome helmets are no longer authorized for wear.**
  8. Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally-determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**

**\*\*\* If used, TX-954 will utilize solid blue ascots (matching the school color) with a locally designed tiger mascot patch. \*\*\***



# TX-954 Cadet Guide

---

AY 24

9. Gloves may be worn. Colors may be solid but, no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Gloves will not be worn on regular uniform days.**  
**\*\*\* If used, gloves will be solid white and may only be worn by the Color Guard, Saber Team and Drill Team. \*\*\***
10. Shoulder cord. One “infantry” style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch.** Colors are locally determined (does not have to be a solid color, may be multi-color), must be **conservative, in good taste**, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days.** Shoulder cords may be purchased from a vendor using MilPer funds.
  - a. Blue (outer) and red (inner) cord: Cadet Group Commander, Cadet Deputy Group Commander, Cadet Group Operations Officer, Cadet Group Superintendent
  - b. Solid blue cord: Color Guard, Saber Team, Drill Team
  - c. Blue (outer) and silver (inner): Cadet Squadron Commanders, Cadet Squadron First Sergeants
  - d. Solid green: Cadet Flight Commanders
  - e. Solid black: Cadet Flight Sergeants
11. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.** No Air Force funds may be used. **NOTE: Units will have until 1 August 2019 to comply with this change.**
12. Service Dress Jacket may be modified to have a ½-inch braid, silver, dark blue, or black only sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days.** No Air Force funds may be used. **NOTE: Units will have until 1 August 2019 to comply with this change.**
13. Wear of Color Guard and Saber harnesses, i.e., Sam Brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. **Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss).** USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). **Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.**



# TX-954 Cadet Guide

---

AY 24

14. **Belts for trousers must be blue in color only.** No waiver will be granted for wear of any other color.
  15. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings during color guard performances only. **These items will not be worn on regular uniform days.** No Air Force funds may be used to purchase these belts.
  16. Wing and Star Buttons on the Service Dress uniform **may NOT** be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style or finish on the buttons.
  17. **Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such items listed below.**
  18. **Embroidery on the Air Force blue drill team uniform is not authorized,** i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted for wear of such items.
  19. **Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized.** Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.
  20. **Arm wrist/sweat bands are not authorized.** No waiver will be granted for wear of such items.
  21. Spats (shoe covers) **will not be worn** with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.
  22. Service Caps (wheel and bucket hats) will be **a solid color. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets.** No waiver will be granted for wear of such items.
- b. **Airman Battle Uniform (ABU).**
1. ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves will not be worn with the ABU uniform,** waivers will not be authorized.
  2. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

# TX-954 Cadet Guide

---

AY 24

3. **ABUs will be worn only with the garrison ABU cap and sage green boots.** ABU pants must always be properly bloused over the sage green boots. **NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.**
- c. **Semi-Formal Dress Uniform.** Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.
  1. The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.
  2. **Semi-Formal Dress Uniform. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI/ASI.** Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn (no mixing).
  3. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. **Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.**
  4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
  5. Trousers or skirts. The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. **No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.**
  6. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
  7. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.
- d. **Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear**
  1. Physical Training Gear (PTG). PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL.

# TX-954 Cadet Guide

---

AY 24

2. Units may locally design and purchase Physical Fitness Training (PFT) gear that is customized for esprit-de-corps within a unit (usually school colors). **Air Force PTG may not be mixed with local purchased PFT gear** within a unit. Units may use MilPer funds to locally purchase PFT gear.
3. PT shirts may be tucked or untucked.

# TX-954 Cadet Guide

AY 24

## ATTACHMENT 2 – AFJROTC CADET RANKS

### AIR FORCE JUNIOR ROTC INSIGNIA

#### CADET OFFICER RANK



#### CADET ENLISTED RANK



# TX-954 Cadet Guide

AY 24

## ATTACHMENT 3 – ACTIVE DUTY U.S. AIR FORCE RANKS

### United States Air Force Ranks

#### Rank, Pay Grade, and Insignia

##### Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

##### Air Force

Airman Basic (AB)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	Chief Master Sergeant of the Air Force (CMSAF)

##### Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
-----	-----	-----	-----	-----	-----	-----	-----	-----	------

##### Air Force

2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (Gen. of the Air Force) (reserved for visiting only)

# TX-954 Cadet Guide

AY 24

## ATTACHMENT 4 – UNIT MANNING DOCUMENT

POSITION	MAX GRADE	AUTH
* Group Commander	Cadet Col	1
* Group Deputy Commander	Cadet Lt Col	1
* Group Operations Officer	Cadet Lt Col	1
Squadron Commander	Cadet Lt Col	2
Squadron First Sergeant	Cadet SMSgt	2
Flight Commander	Cadet Capt	7
Flight Sergeant	Cadet TSgt	7
**Flight Element Leader	Cadet SSgt	28
Admin/Personnel Officer	Cadet 1 Lt	1
Logistics Officer	Cadet 1 Lt	1
Public Affairs Team Leader	Cadet Capt	1
Recruiting Team Leader	Cadet Capt	1
Special Events Coordinator	Cadet Capt	1
Color Guard Team Leader	Cadet Maj	1
Marksmanship Team Leader	Cadet Capt	1
PT Team Leader	Cadet Capt	1
Rocketry Team Leader	Cadet Capt	1
JLAB Team Leader	Cadet Capt	1
Community Service Coordinator	Cadet 1st Lt	1

**Note:** Max grade authorization denotes the maximum grade authorized for a specific position within the Cadet Group. Individuals assigned to these positions may hold a lower rank than the maximum authorized rank.

\* Cadets assigned to the Cadet Group Commander, Cadet Group Deputy Commander, and Cadet Group Operations Officer will not hold additional leadership positions within the Cadet Group (these Cadets may serve as Team Leaders if no other team member is eligible).

\*\* If used, flights are authorized one flight element leader per element, not to exceed a maximum of four elements per flight.

# TX-954 Cadet Guide

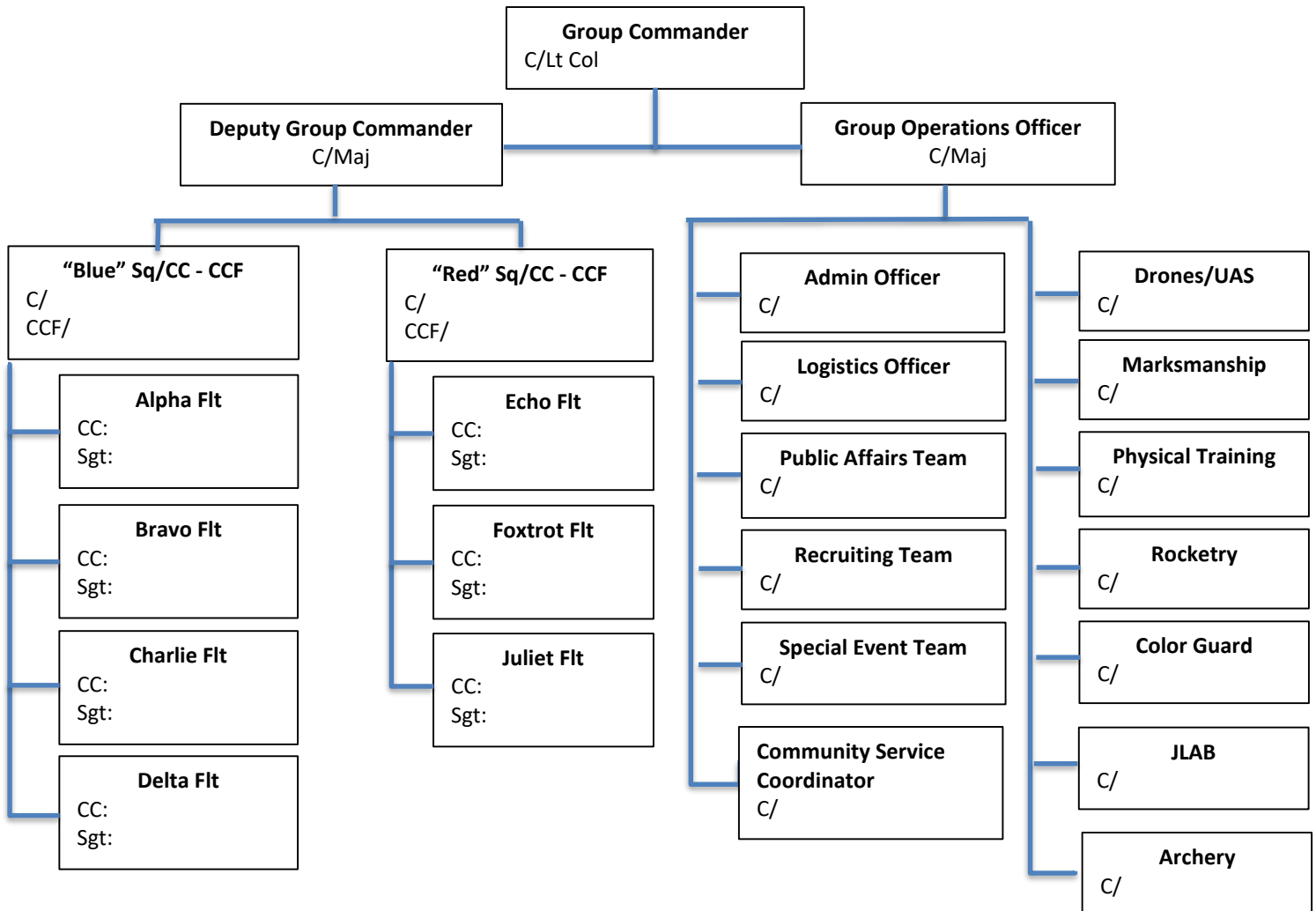
AY 24

## ATTACHMENT 5 – ORGANIZATIONAL CHART

TX-954 AFJROTC

AY 2023-2024

### CADET CHAIN OF COMMAND



**Aerospace Science Instructors:**  
Major Phil Welch, USAF (Retired)  
CMSgt Edward Slacum, USAF (Retired)



# TX-954 Cadet Guide

---

AY 24

