

1 March 2024

Wando High School Unit SC-872



CADET GUIDE

2023-2024

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CHAPTER ONE

MISSION, GOAL, AND OBJECTIVES OF THE AFJROTC PROGRAM

The **mission** of the Air Force Junior ROTC program is to develop citizens of character dedicated to serving their nation and community.

The **goal** of the program is to instill the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school.

The **objectives** of AFJROTC are to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, and self-discipline, and provide instruction in air, space, and cyberspace fundamentals.

With these objectives, cadets will develop:

- An appreciation of the essential elements and requirements for national security
- Respect for and an understanding of the need for constituted authority in a democratic society
- Patriotism and an understanding of their obligation to contribute to national security
- Habits of orderliness and precision
- A high degree of personal honor, self-reliance, and leadership
- Broad-based knowledge of the aerospace age and fundamental aerospace doctrine
- Basic military skills
- Knowledge of and appreciation for the traditions of the United States Air Force
- An interest in completing high school and pursuing higher education goals or skills
- An understanding of the Air Force and military as a possible career path

CHAPTER TWO

CORE VALUES, CADET HONOR CODE, CADET CREED, AND THE DISCIPLINE SYSTEM

Whoever you are and wherever you go you will find that you will live your life with someone, by some type of code, and follow some basic or core values. The AFJROTC Core Values and Honor Code that cadets are asked to live by are much more than minimum standards. They remind us what it takes to complete the JROTC mission. They inspire us to do our very best at all times. They are there for all cadets to read, understand, live by, and cherish.

CORE VALUES

Integrity First
Service Before Self
Excellence in All We Do

CADET HONOR CODE

I will not lie, cheat, or steal
Nor tolerate those who do.

CADET CREED

I am an Air Force Junior ROTC Cadet.

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

I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We

Do.

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

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

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve and lead.

I am an Air Force Junior ROTC Cadet.

DISCIPLINE SYSTEM

341 Process

- Cadet Commanders/NCOICs (reporting officials) of any rank may issue a 341 to other cadets. To issue a 341, the cadet commander must fill out the 341 Google form and the 341 Google Sheets log located in the *Disciplinary System Portal*.
- The *Disciplinary System Portal* is a document that holds all information and resources necessary to properly issue 341s, rewards, and consequences. The document can be found in the JROTC hallway, flight/job/team binders, and on the website <https://www.wandoafjrotc.com/cadet-files>.
- The nature of the discrepancy or experienced behavior will dictate the type of 341 to be issued. It will be an excellence 341 or a discrepancy 341. The situation will also dictate the consequence.
- If the reporting officer believes a reason that is not on the 341 reasons list is deserving of a 341, they must consult an Instructor or the Discipline Commander for approval.
- The offending cadet must be notified of this 341. If the offending cadet disagrees that the 341 is appropriate, they may fill out a 341 Deny Google Form which will be sent out to the offending cadet's email or can be found in the ROTC hallway.
- The 341 Deny form requests to meet with the Discipline Commander, the person who issued them the 341, and possibly an instructor. At the meeting, the cadet who denies the 341 will defend and explain why they think a 341 should not be issued to them. If the board agrees, the 341 will be discarded. If they are found guilty, the 341 will proceed to be issued. No additional 341s will be issued for a cadet challenging their original 341.
- All 341s are restarted every semester.

Excellence 341s

- Excellence 341s are used to reward a cadet that goes beyond the core values regularly.
- They are filled out the same way as a discrepancy 341, and cadets will also receive a reward following their excellence 341.
- Excellence 341s results in adding five points to the point system.

List of Excellence Examples

- Work continuously completed with effort and turned in on time
- Always responsible and showing integrity
- Stepping up to help out without being asked
- Never leaving anyone behind or left out

- Being successful in a big role
- Standing out in an activity or event
- **All additional signs of excellence in cadets must be brought to the Discipline Commander for approval.**

List of Excellence Rewards

- Class/squadron recognition
- Extra points on uniform
- Uniform pass
- Free pastry/drink ticket for Special Blend Café
- Current event pass (For one or whole week)
- **All additional excellence rewards must be brought to the Discipline Commander for approval.**

341 Form:

- For the online documentation of the 341s, we use a google form application that logs discrepancies and excellence reports into an Excel spreadsheet to await processing by the Discipline Commander.
- In creating a report, you are required to input the information on the reported cadet(s) and list your name in the report.
- Define what the report is:
 - Is it an Excellence or a Discrepancy report?
- Report the Date and Time when the reporting event occurred.
- Detail the event specifics and what the planned action is to correct the behavior.
- Lastly, they are to mark whether the report is for a Verbal Warning, Written Warning, or if it is not Discrepancy.
- QR codes are in the classrooms and staff office for the reporting officer to scan. A form will come up for the reporting officer to fill out.

Who can issue a 341?

- Cadet commanders of any rank may issue a 341 to any other cadets, no matter the said cadet's rank in the corps.
- A commander over the cadet has the first say in disciplining a cadet. This means that a Discipline Commander should not walk in on a team or job meeting and write up cadets but instead let the commander write their cadets up.

What is the Point System and how does it work?

- This system is a record for all cadets within the corps organized by flight to keep track of their disciplinary actions.

- This is accessed on a Google Sheets system log located in the Discipline folder and the *Disciplinary System Portal*.
- In this, each cadet starts with fifty points. The points for each cadet restart each new semester.
- Each disciplinary 341 received subtracts five points from the current number a cadet has. While any excellence 341 received adds five points to a cadet's number.
- Instructors, Staff, Flight Squadron, and Flight Commanders will have access to view the point count but will not be able to edit that information.
- What if a Cadet gets a discrepancy after receiving an Excellence or vice versa?
 - Ex. "Cadet A" has 65 points and receives a discrepancy deduction. If this happens, "Cadet A" would be set back to 50 points and will need to work back their excellencies.
 - Ex. "Cadet B" has 35 points and receives excellence. If this happens, "Cadet B" would be granted +5 points.

How is it categorized?

- The Point System is divided into five categories: The General Corps, The Seniors, Squadron Commanders, Group Staff, and the Excellencies.
- Individual categories take account of all possible scenarios and each group of cadets, splitting the violations between three cadet disciplinary effect categories and one excellence category.

What does it involve?

- The Point System involves discrepancies, the punishments for those discrepancies, a tier list for every set of points, an example list of some possible incentives within the unit, along with preset rewards for those incentives.

Point System Chart

- The Point System Chart is to show the consequences and rewards in a tiered chart to create a better environment for not only the cadets in the unit, but for those just joining or thinking about joining. A positive look at the program makes for a better chance for a positive view of it from the outside perspective.

List of Discrepancies

- a. Fighting/Horse Play = After-school detention, demotion/loss of job and title, phone call to parent(s), and potential expulsion from the unit
- b. Cursing at Individuals = After school detention, writing an apology letter to the disrespected cadet

- c. Cursing in Any Uniform/Special Occasions = After school detention, writing an apology letter to the disrespected cadet and the instructor/highest-ranking cadet present
- d. Removing Uniform/ Parts of Uniform without warning = Points abducted from uniform grade
- e. Not wearing the uniform (check with parents/ unless previously specified) = Zero in the grade book
- f. Stealing = After-school detention, potential demotion/loss of job and title, a phone call to parent(s), and potential expulsion from the unit
- g. Not showing up for detention. = Banned from after-school activities and field trips until detention is made up promptly
- h. Missing uniform piece = Points off uniform grade
- i. Disrespect = After school detention, writing an apology letter to the disrespected cadet, and a potential phone call to parent(s)
- j. Sleeping in class = Points abducted from in-class participation grade
- k. Unwashed (noticeably stinky) PT clothes without an approved excuse from an instructor = Phone call to parents
- l. Phone in class without permission = Points abducted from in-class participation grade
- m. Hair out of regulation = Points abducted from uniform grade or a zero in the grade book after repeated behavior
- n. Not having PT clothes for two weeks = Cadets will be given a Zero for PT that day even if they participated, Cadets will also be given 341 and will be having a talking to from Staff or an Instructor
- o. Failing to turn in orders (weekly reports) = A written weekly report handed into Discipline or potential after-school detention if the behavior is repeated
- p. Being in the staff office after school and not working (only people with positions are allowed in) = Verbal warning if 1st offense, if 2nd offense then deducts points as normal. Further offenses will be treated the same as the 2nd
- q. Taking things from instructors without permission = After-school detention, potential demotion/loss of job and title, a phone call to parent(s), and potential expulsion from the unit
- r. IDs not worn properly = After-school detention if the behavior is excessive or repeated (school discipline system enforced if the behavior is excessive or repeated)
- s. Cheating = Cadets will be given a 0 on anything they cheated on and will be given a 341. Cadets will also have to write an essay about the Cadet Creed (School discipline system enforced).
- t. Removing someone's name off of signup without the person's permission = After school detention, writing an apology letter to the nonconsenting cadet, and a potential phone call to parents
- u. Staff Office Violations: = Cleaning up the staff office
 - Being in the staff office when you are supposed to be working but are not
 - Leaving the staff office a mess

- Being in the staff office without permission
- All will be punished with 341s and -10 points on the point system
 - v. Squadron Office Violations: = Cleaning up the squadron office
 - Being in the Squadron Office and not working
 - Distracting other Squadron Commanders
 - Rough housing in the Squadron Office
 - Making a mess in the Squadron Office
 - w. Work Room Violations: = Cleaning up the work office
 - Being in the Work Romm and distracting other cadets
 - Harrassing other Cadets in the Work Room
 - Rough housing in the Work Room
 - Making a mess in the Work Room

CHAPTER THREE

UNIT GOALS

Cadet Impact Goals:

1. Honors Ground School final grade average will be 89 or above, Aerospace Science 2-4 final grade average will be 87 or above, and Aerospace Science 1 final grade average will be 85 or above.
2. All uniform grades will be an 85 or above each semester.
3. 75% of the corps will pass the minimum standards for the CLC PT Test.
4. 75% of freshman cadets will involve themselves in the corps by becoming a representative for at least one team or job.

School Impact:

1. Retain 58.8% of freshmen cadets, 76.7% of sophomore cadets, and 81.7% of junior cadets.
2. Recruit at least 60 cadets into the unit from all middle school recruiting visits this year.
3. Go to a minimum of 2 CIA trips each semester and at least 1 recreational field trip.
4. Accomplish 1 CIA with another JROTC unit.

Community Impact

1. Our community service goal is 1365 hours per semester.
2. To participate in a minimum of 1 food drive each semester, while pairing with a local JROTC unit and a local food bank
3. The unit will work with one of the clubs within Wando High School on 2 community service events together per semester.
4. The unit will work with one or more JROTC units on two community service events each semester.

CHAPTER FOUR

ADMISSION, TRANSFER, DISENROLLMENT, RESPONSIBILITIES, RESERVES

Admission

To be eligible for membership in the AFJROTC program, a student must be:

- Enrolled in and attending a regular course of instruction at Wando High School
- Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular Wando High School physical education program
-

Transfer

Transfer of students from other AFJROTC units may be permitted with credit given for the training already received. No guarantees can be made, however, with respect to a student's retaining temporary or permanent rank made in another unit prior to transferring to SC-872. Temporary rank and cadet jobs are tied together at SC-872, as are permanent rank and cadet's year and experience in AFJROTC.

Disenrollment

A cadet may be disenrolled for any of the following reasons:

- Failure to maintain acceptable course standards (haircut, grooming, proper uniform wear, etc.)

- Inaptitude, indifference to training or disciplinary reasons involving undesirable traits of character
- Failure to remain enrolled in school
- Individual requests for release, consistent with current Wando High School drop/add policy
- AFJROTC at Wando is considered a year-long course for ground school and AS4, but a cadet choosing to drop the course will receive a failing grade and be denied credit unless the drop is made during the 10-day schedule change period provided at the beginning of the first semester. ASI-AS3 is broken up into two-semester courses so that, should any cadets decide that JROTC is not for them, they may drop the course during the first five days of the semester or they may drop JROTC at the end of the first semester and still receive credit. (Upon completing the AS 1 course, cadets receive credit for Physical Education)
- The procedure for disenrollment is to speak with an Instructor

Responsibilities

Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and other equipment. Failure to do so will create financial obligations, which will prevent later registration, graduation, or transfer of credit.

Physical Training

Fridays will normally be the physical training (PT) day. On PT days, cadets will be graded on wearing the AFJROTC PT uniform and for participating in the day's activity. Cadets must participate in the PT Test at least once every semester. The cadet Corps may also field sports teams against other AFJROTC units or other Wando High School organizations during the school year.

Reserve Cadets

A reserve cadet is normally a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular activities. To qualify as a reserve cadet, a student must meet one of the following criteria, with SASI concurrence:

- The student has completed the entire AFJROTC Academic program at the school and cannot continue without duplicating curriculum courses
- The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term 1 (First Semester), but is not participating Term 2 (Second Semester)
- The student is in a traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered
- A student must have been a cadet for at least one academic year (Academic term for 4x4) prior to being considered a reserve cadet
- Reserve cadets may participate in all AFJROTC activities (Community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor towards minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform items

Full details regarding Cadet Responsibilities can be found in Attachment I, *AFJROTC Cadet Contract*

CHAPTER FIVE

CONDUCT, MILITARY COURTESY, CLASSROOM PROCEDURES

General

Cadets are expected to observe correct military conduct at all times. Such behavior will reflect credit upon themselves, their parents, the Cadet Corps, Wando High School, and the United States Air Force.

Classroom Procedures

Cadets will enter the classroom and stand at parade rest next to their desks. At the beginning of the class, the Flight Sergeant will call the flight to attention and command "Element Leaders Report". Each element leader, beginning with the first, will report to the Flight Sergeant the name of any cadet who is absent by saluting and stating, "Sir/Ma'am 1st, 2nd, 3rd, or 4th element, all cadets present" (if all cadets are present, but not in the room at this time, the response will include "or accounted for"). The Flight Sergeant will return the salute after each element leader has finished the report. When all element leaders have reported, the Flight Sergeant will report to the Flight Commander. If the Flight Commander is absent, the Flight Sergeant will replace him/her, and the Flight Guide will take the Flight Sergeant's place. If any element leader is absent, the next cadet will take his/her place.

Classroom Conduct

All Cadets will be expected to follow the following rules while in the AFJROTC classroom:

- Remove JROTC headgear before coming indoors and do not place it back on your head until after you are outdoors only on uniform days
- Comply with the instructions given to you by the cadet in charge when the instructor is not present.
- Bring to class the materials to be used for that class. You are required to bring AFJROTC books, pens, pencils, and paper
- Be attentive when someone else is speaking
- Turn in all homework, project assignments, and current events on time
- Do not sleep in class. If you cannot stay awake, move to the side or the rear of the classroom and stand up
- Let the instructor or cadets in charge know if you are ill
- While in uniform or in the JROTC classrooms, hallways, or participating in activities, cadets will not engage in Public Displays of Affection (PDA) toward other students
 - PDA includes, but is not limited to hugging, kissing, holding hands, etc.
 - PDA is not allowed within any AFJROTC spaces, while wearing the AFJROTC uniform, or participating in any events. This includes between any Cadets, regardless of the intention of the display
- Do not leave your seat anytime during class without raising your hand to ask permission to do so
- **Learn To Think Before Speaking:** Try to do things yourself rather than asking questions that are not necessary. Try to rely on your own abilities first, instead of automatically asking the instructor for the answer

Military Courtesy

The practice of saying Yes Sir/Ma'am or No Sir/Ma'am to instructors and cadet officers of higher rank is always observed in the cadet program. Such responses reflect long-established military courtesies, which will soon become a habit even though you may find them difficult at first. When conversing with another cadet of the same rank or lower, refer to them as "Cadet (last name)." The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill pad instruction periods. Also, cadets, when passing officers, will give the greeting of the day. Example: "Good morning Sir/Ma'am."

Sexual Harassment/Bullying

Any form of sexual harassment or bullying will not be tolerated; cadets who feel they are a victim of harassment or bullying should report the incident to a JROTC instructor or school administrator.

Hazing

Hazing (i.e. any type of physical or mental abuse/punishment or demeaning tasks) of cadets is strictly prohibited. Cadets who feel they are the victim of hazing should report the incident to a JROTC instructor. Further information can be found in Chapter 7 of the AFJROTCI 36-2010.

Current Events (AS-1)

- Current Events are summaries of activities that are shown in the news. Cadets will find recent articles on events relevant to them on the internet, in newspapers, or on TV and write a five-sentence minimum summary of the event. At the top of the page, the location of where the article was found and if it is local, state, national or international as well as the date that the article was published should be displayed. Beneath that, the title of the article will be written, followed by the summary. After the summary, the cadet will explain how the article is relevant to him/her. (See Attachment III for example)
- One current event will be submitted on Mondays, Tuesdays, Wednesdays, and Thursdays. The Flight Commander may have each cadet move to the front of the room to present their daily current event. The cadet will stand at PARADE REST and give a brief summary of the event to the class. Once completed, the cadet will move back to ATTENTION and ask if there are any questions. After answering any questions, the cadet will return to their desk
- Current Events will be turned into Canvas. All four of the current events must be turned in online and they must be in the correct format shown in the example in Attachment III.
- There are individual assignments for each current event on Canvas which includes, local, state, national, and international. Current events are due before class the day they are due. EX: If a cadet needs to turn in a local current event, they will turn it in on Monday before their class. State current events are due on Tuesday, National on Wednesday, and International on Thursday before class.

Current Event Rubric (AS-1)

1. Cadets will be required to complete 4 current events each week. The 4 current events will be from a Local, State, National, and International current event topic. Cadets will be asked to present their current events during class time either in person or via video input. As citizens, it is imperative that we stay informed on what is going on in our city, state, country, and world.

2. **Prior to class** each day, the Cadet will:

a. Read a newspaper/internet article, watch a news program or TV news program i.e. 20/20 or Live 5 News dealing with a significant Local, State, National, and International event. NOTE...articles on celebrities, sports, and weather are not allowed.

b. **WRITE** a summary of the news article according to the format provided and upload it online.

c. Be prepared to discuss the article summary in class and why it's relevant to you as a citizen. If you do not have a prepared current event turned in **PRIOR** to class, points may be deducted from your participation grade as well as an automatic loss of the 25 points for that day's current event.

NOTE...If you are absent during the week you are still required to turn in 4 articles for that week upon your return unless approved otherwise by your instructor.

**CURRENT EVENTS
GRADING RUBRIC**

LOCATION	LOCAL	STATE	NATIONAL	INTERNATIONAL
5 Points Each	STUDENT NAME DATE	STUDENT NAME DATE	STUDENT NAME DATE	STUDENT NAME DATE
5 Points Each	SOURCE (URL, TV STATION, RADIO STATION, ETC), LOCATION	SOURCE (URL, TV STATION, RADIO STATION, ETC), LOCATION	SOURCE (URL, TV STATION, RADIO STATION, ETC), LOCATION	SOURCE (URL, TV STATION, RADIO STATION, ETC), LOCATION
5 Points Each	TITLE ARTICLE	TITLE ARTICLE	TITLE ARTICLE	TITLE ARTICLE
5 Points Each	MECHANICS (Proper spelling and grammar – you have spelling/grammar checks on the computers)	MECHANICS (Proper spelling and grammar – you have spelling/grammar checks on the computers)	MECHANICS (Proper spelling and grammar – you have spelling/grammar checks on the computers)	MECHANICS (Proper spelling and grammar – you have spelling/grammar checks on the computers)
5 Points Each	RELEVANCE	RELEVANCE	RELEVANCE	RELEVANCE
Total for each column (25 points max)	Total	Total	Total	Total

Current Events (AS 2-4)

Sophomore, Junior, and Senior Cadets will be assigned Current Events at their Instructor's discretion. They are assigned on Monday and due on Thursday. The Instructor will decide the topic for the event and grades based on quality and depth of information. Submissions will be uploaded to Canvas and include sources.

CHAPTER SIX

HOMEWORK/CLASSWORK MAKEUP

Homework/classwork makeup is the sole responsibility of the cadet (If you have been absent, you are expected to ask your Flight Commander, when he/she is in the classroom for their next teaching day after you return, and at the beginning of the class, if there is anything that needs to be made up for the class). If you do not ask, and a quiz, test, inspection, etc., was given on the day(s) you were absent, you can expect to receive a zero for that grade. You will normally make up the work (for the applicable instructor) within five class days for each day of absence. The idea is to make up work as quickly as is reasonably possible after an absence, not to delay it indefinitely. Delaying gives the absent student an opportunity to view another student's work, which would give him or her an unfair advantage. If you are not sure whether something was missed, ask.

In the event, you are absent two or more days, discuss with your Flight Commander when you can reasonably be ready to take quizzes, etc. Do not ignore the subject; if you do, you will receive zeros for the missed work and, if present, be required to take quizzes on the assigned test day along with the rest of your peers.

If you are absent on uniform inspection day, you must make up the first day back in ROTC class. If you do not wear the uniform at the appropriate time you will receive zero for the uniform grade for the week or weeks missed. The uniform day is normally Tuesday. Cadets must wear the uniform at least one day every week unless told otherwise. The statement "I did not know what uniform to wear" or "My uniform was in the dry cleaners" or other such statements will not be accepted. It is the cadet's responsibility to know what uniform combination is to be worn for each inspection day. Cadets may call a friend, flight commander, or instructor to ask what the uniform requirements are. The uniform will always be briefed or posted in all classrooms well in advance of the day you have to wear it, it may also be posted on our Group BAND app, our Facebook page (Wando High School AFJROTC SC-872 Unit Official Group). Prolonged absences and missed uniform makeups will be dealt with on a case-by-case basis. On Make-up days authorized by the instructors, Cadets may wear the uniform in order to make up a missing uniform grade. If a cadet has an appointment or reason to leave later in the day while wearing the uniform, they are obligated to stop by JROTC before they leave in order to receive a uniform grade.

CHAPTER SEVEN

CHEATING

Cheating is taking unfair advantage of a situation or of fellow classmates in order to obtain higher grades, better scholarship opportunities, cadet-of-the-month/quarter or Honor Flight consideration, an academic or leadership award, a better grade point average, or some other tangible gain. Cheating is usually, but not always, accomplished by using or copying from another person's work, or purposely not following instructions, and often takes the form of some last-moment action that is done without thinking.

Recognizing a tendency among humans to do such things on occasion, it is, therefore, possible to avoid cheating when the opportunity arises by making a conscious advance decision to avoid it. There are many ways to cheat. Cheating will be considered from the point of view of whether an improper gain has been made by an individual, not by considering the means by which the gain might have been made. With that in mind, a cadet should not take unfair advantage of a situation should it arise.

- **CHEATING IS NOT PERMITTED IN AFJROTC AT WANDO HIGH SCHOOL.** It is important that each cadet understands this basic requirement and makes every effort to follow it. Cadets who cheat and who are caught identify themselves as people not worthy of holding cadet rank, being promoted, or receiving recommendations, scholarships, awards, or other special recognition in the future. Anyone who would accept such honors with full knowledge that they did not earn them, but instead acted unfairly and improperly to gain such honors, is guilty of cheating. That person has also completely failed to achieve the aims, goals, and objectives of the AFJROTC course of instruction. Such individuals are living a lie and will not be trusted in the future; they cannot be, because they have called attention to themselves as people who will stoop to any level necessary to bring gain to themselves, at the expense of anyone with whom they compete and who might be in their way. Such people have demonstrated that they have no regard for their fellow classmates in the past; it will therefore be unlikely that they will receive much regard from their fellow classmates in the future.
- Cadets who cheat and are not caught likely hurt themselves more than those who are caught.
- Individuals who either passively (but knowingly or actively) allow others to copy their work are just as guilty of cheating as the active cheater is. They are willing participants and have endorsed an act of dishonesty. They will be dealt with exactly the same as the active cheater.
- While individual instances of cheating will be dealt with on an individual basis, these guidelines are intended to inform, in advance, all cadets of the seriousness with which such activities are viewed by Wando JROTC instructors. We have a good corps; let's keep it that way. If we change it, let's improve it, not destroy it.

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- You are expected to try to bring honor to yourself and your school. The best way to do that is to guard your integrity as the most precious asset you have. Do not lie, cheat, or steal or allow anyone else to, and you will always have the trust you'll need to succeed. The honor code is mandatory in every service as well as here at Wando High School. We need to remember that the subjects of integrity and honor are very important everywhere.
- Cadets who find these guidelines offensive or who believe them to be impossible to follow should talk with an AFJROTC instructor immediately about leaving the corps.

CHAPTER EIGHT

UNIFORM WEAR AND STANDARDS

Because you wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance. All uniform and grooming guidance is available in DAFI 36-2903 and AFJROTC Operational Supplement Chapter 7.

MALE CADETS

- Men's hair must 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 a tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length, and ¼ inch at the natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, and military high-and-tight or flattop cuts are authorized. Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or designs. Cadets may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. The part will not exceed 4 inches in length or ¼ inch in width. Men are not authorized to have hair extensions. Keep hair clean, neat, and trimmed. It must also not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.
- Sideburns, if worn, 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.
- 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.
- Beards are not authorized unless for medical reasons when authorized by a SASI on the advice of a medical official. SASI will submit a waiver request in WINGS for review by HQ AFJROTC Waiver Review Board. Cadets will keep all facial hair trimmed not exceeding ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in any such manner as to give a sculpted appearance.
- Men are prohibited from wearing nail polish, earrings, and any cosmetics (blush, eyeliner, mascara, Etc.).

FEMALE CADETS

- Hair-Female. 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 pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- 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) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.
- All locs, braids, and twists, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed

appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately 1/4 inches), show no more than 1/4 inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

- A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair. Unauthorized: Mohawk, mullet, or etched design.
- Hair accessories. If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed 1/4 inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- Skirts. The length of the skirt may not vary beyond the top and bottom of the kneecap. The skirt will fit smoothly, hang naturally, and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.
- Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six 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 member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform.

Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

- Undergarments (Mandatory).

Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style undershirt when wearing open collar or Service dress uniforms is required. Undershirts will be tucked into slacks or skirts. Undershirts will not have pockets.

- Cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.

- Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

- Body Piercing/Ornamentation. In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform).

Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.

Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

WEARING AND INSPECTING THE UNIFORM

The reputation of the United States Air Force as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the JROTC program at Wando High School

must wear it properly. The importance of this cannot be over-emphasized, since the uniform, except for the insignia, rank, and patches, is very similar to that worn by active duty Air Force men and women.

In our unit, cadets wear their Open Collar Uniform and ABUs alternate every Tuesday while they are in Service Dress the first Tuesday of every month. If a Cadet is absent during a Uniform Inspection they are required to wear their uniform the day they come back to get a uniform grade.

UNIFORM REQUIREMENTS FOR MALE CADETS

- The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of the cap is to the rear.
- For Males the silver tip end of the belt extends beyond the buckle facing the wearer's left and no blue fabric shows.
- Your "GIG" line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always be kept straight. Check it frequently.
- The shoes will be laced to the top and shined at all times. Corfam shoes are optional personal expense items for AS 3-4 Cadets only. However, basic cadets may not wear corfam shoes at Cadet Leadership Course.
- The Short Sleeve Blue Shirt is worn with the collar open (Exception: The necktie is optional with the short-sleeve blue shirt with epaulets unless otherwise directed). The necktie will always be worn with the Long sleeve shirt. The shirttail is pulled down into the trouser tightly and tucked at the sides to make it nearly form-fitting. The only creases on the shirt are down the sides of the sleeve. No items will be carried in the shirt pockets. Buttoned pockets and shined shoes mark the cadet who pays attention to detail. A white V-neck T-shirt must always be worn under the blue shirt.
- The blue Service coat, trousers, Knit jacket/windbreaker, and flight cap must be dry-cleaned. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the front trouser crease and the back of the trouser legs is approximately $\frac{7}{8}$ of an inch longer than in the front. No cuffs are worn on the military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. A sunglass case will not be worn on the belt. Hats and gloves are not tucked under epaulets of any uniform at any time. Sunglasses are not "worn" on the body, partly in/out of pockets, or tucked-in belts. Gloves are not tucked under the belts. Observances of these small details are again the mark of a well-groomed cadet.
- The outside pockets of the Service coat are for decoration only. Nothing should be carried in them. Use the inside pocket for carrying small, flat items. All outside pockets and snaps will be secure at all times. The Service coat may be removed in the classroom, or if you're in a fixed location, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the Service coat is removed, however it is to not be removed while eating. Before leaving the classroom, the Service coat will be donned and buttoned.
- Shirts should be laundered after each wearing. Medium starch will keep the shirts neat throughout the day.

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- Service caps (male and female) are worn by Group staff cadets only. Service caps will be worn with the appropriate standard AFJROTC insignia. Male caps will have a plain bill. Service caps will not be worn at any Cadet Leadership Courses. The SASI must check the service cap to ensure it is in good shape before an officer hat insignia can be issued.

UNIFORM REQUIREMENTS FOR FEMALE CADETS

- The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of the cap is to the rear.
- Leather low-quarter shoes will be issued. Black pumps may be worn as an optional item for school or social occasions by cadets (cash purchase at clothing sales store). During the AS or School year, cadets may be issued pumps instead of low quarters. For females in skirts, solid black pumps with the sole no higher than 2.5 inches may be worn.
- The flight cap, coat, skirt, knit jacket, windbreaker, and slacks must be dry-cleaned. The blouses should be laundered after each wearing. Light starch may be used.
- Females may wear nail polish in uniform, but it will be a single color that does not distinctly contrast with the cadet's complexion, detract from the uniform or be of extreme colors. Do not apply designs or two-tone/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.
- The bottom leg of the slacks should touch the front of the shoe so as to cause a slight break in the crease and the back of the leg is approximately $\frac{7}{8}$ of an inch longer than the front. You may alter the waist size or leg lengths of the slacks as necessary to ensure a proper fit.
- For Females the silver tip end of the belt extends beyond the buckle facing the wearer's right and no blue fabric shows.
- Your "GIG" line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always keep straight. Check it frequently.
- The skirt will be hemmed to the bottom of the knee. The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention. When worn properly the zipper will be on the left side. Blouses must be worn tucked in. Hose will be worn with the skirt and should be colors that comply with the uniform or the individual's skin tone.
- Female cadets may wear makeup but the cosmetics will be conservative and in good taste.

GENERAL RULES FOR WEARING THE UNIFORM

- The uniform will be worn on Tuesday every week unless told otherwise by the instructors. The uniform will be worn correctly all day. That is, the uniform will be worn from home to school and from school to home. If you are found out of uniform without permission from an instructor, you will be given a zero (0) uniform grade for that day regardless if you had already received a uniform grade. If absent on a uniform day, a cadet must wear the uniform on the first day back to school, or an official make-up day.
- Only authorized uniform items will be worn. Do not mix uniform items with civilian clothing, with the exception of the windbreaker which may be worn in and out of uniform. Also, you never mix double-knit items with single-knits.
- The flight cap, when not worn, may be tucked into the belt loop in front of your left hip or tucked securely in a bag or other area.
- Socks must be black; no other colors are authorized while in the Service coat or open collar. White or black socks can be worn with P.T. gear.
- All pockets will be buttoned. Hands are allowed in uniform pockets. If your hands are cold, wear black or dark blue gloves while outdoors.
- Cadets are required to wear their headgear outdoors at all times except when in designated "No Cover" areas. Headgear will also be worn for all AFJROTC leadership training on the drill pad, during off campus field trips, and for special duties. If at any time a cadet is observed outdoors without proper headgear by any instructor or senior officer, the appropriate deduction for no headgear will be made from the cadet's inspection score.
- The "No Cover" area at Wando High School is the outside seating at lunch.
- Trim loose strings and frayed seams on the uniform.
- Avoid carrying bulky items in the pockets which distort the appearance of the uniform.
- Shoes should have a shine (hint: check heels and sides of the soles.)
- Replace missing buttons promptly. Like most of the insignia, the buttons on the blue coat are oxidized silver. Do not attempt to shine belt buckles, belt tips, hats, or collar insignia.
- Develop the habit of carrying books, bags, and other objects in the left hand or on the left shoulder to free the right hand for saluting.
- Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that is obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or can shock the moral sense, because of their vulgar, filthy, or disgusting nature, or their tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incites libidinous thoughts. It must not violate community standards. Air Force Office of Special Investigations (AFOSI) maintains information regarding gang/hate groups, etc. on tattoos/brands/body markings. Commanders should contact their servicing AFOSI unit for additional information. Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender.

Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Religiously discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on religion. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content of a nature that tends to bring discredit upon the Air Force are prohibited both in and out of uniform. Cadets may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with the unauthorized content tattoo policy.

- Bracelets, which will be conservative in design and are silver or gold in color must be 1/2 inch wide or less in width. Bracelets espousing support for a 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).
- 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 colors black, brown, silver, or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.
- 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 can be worn on the thumb.
- Hitchhiking, performing hard labor, engaging in sports activities, P.T., etc., while wearing the uniform is not permitted.
- Necklaces. Will not be visible at any time. If worn, it will be concealed under a collar or undershirt.
- Conservative sunglasses may be worn. Eyeglasses or Sunglasses. If you wear glasses, they can have conservative ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish is prohibited. Mirrored lenses are now authorized. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform. (Exception: they have never worn information unless they are photosensitive.)
- Cadets never smoke in uniform, or any other time cadets represent AFJROTC.
- The knit jacket/windbreaker will be zipped at least halfway when worn.
- At the end of the school year if the cadet is not returning to JROTC, or when dismissed from the program, all the uniforms must be turned in and accounted for. Lost items must be paid for during the uniform return process. Turn in uniform items only to the instructors or supply representatives and ensure your account is cleared.
- Certain uniform items are considered optional (DAFI 36-2903). This means if these items are to be worn at all by cadets they must be purchased by the cadets at the clothing sales stores on any Air Force Base. These items will never be mandatory. In all instances, optional items have no restrictions on their wear or use. The instructors reserve the right to designate which items may be worn by cadets and the circumstances under which they may be worn, therefore no cadets will not be required to purchase optional items. Optional items include, but are not limited to, Corfam shoes (male and female, regardless of design), purses, overcoats, clip-on ties, and tie-tacks.

- All personal grooming standards apply while participating in physical fitness activities with one exception, long female hair will be secured but may have loose ends and may extend below the collar.

SPECIAL UNIFORMS

- Semi Formal Dress Uniform
 - The Semi Formal Dress Uniform coat is the Service Dress Uniform Coat without a name tag or headgear.
 - Cadets may wear medals with the semi-formal uniform at such events as dining-in/out, military ball, award ceremonies, picture day, or other formal events as specified by the SASI. (Large medals may be worn on the semi-formal coat ½ inch below the top of the welt of the pocket, centered on the pocket. AFJROTC ribbons may be worn on the Semi-formal uniform, however, if medals are worn, ribbons will not be worn.
 - Cadets may wear either blue or white long-sleeve shirts. The blue or white long-sleeve shirt will be plain, knit, or woven, commercial type with a short or medium point collar, with a button or french cuffs. Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.
 - Tie/Tab will either be a blue polyester or silk, herringbone, twill tie/tab or may be worn with either the blue or white long-sleeved shirt, males may wear a black bow tie in place of the tie.
 - The semi-formal dress uniform trousers or skirts are the same as service dress uniform trousers or skirts. No stripes (braiding) on the outside length of the trousers are authorized for wear on the semi-formal dress uniform.
 - The semi-formal dress uniform belt is the same as the service dress belt and buckle.
 - Cadets will not wear headgear with the semi-formal dress uniform.
 - See AFJROTC Operational Supplement Chapter 7
- Airman Battle Uniform (ABU)
 - ABUs may be worn as Drill Team, Color Guard, and exhibition Uniform.,
 - Shoulder cords, gloves, and ascots are not authorized to be worn with ABUs.
 - Cadets may wear a unit T-shirt with the ABU uniform. The Unit T-Shirt will be a standardized and solid color. Unit T-shirts may be worn without an ABU blouse during any CLC, Raider Team, or sports/fitness competitions.
 - ABUs will only be worn the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots.
 - Commanders may authorize sleeves to be rolled up on the ABU coat; however, the cuffs will remain visible and the sleeve will rest at, or within 1 inch of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times
 - Sage Green Boots will be worn with the ABU and the flight duty uniform.

- Physical Training Gear(PT)
 - The PTG is required every Pt training day if a cadet does not bring their PT gear points WILL be deducted from their overall PT grade.
 - Our Physical Training Gear consist of a Shirt, and pants that both have “Wando High School AFJRTOC writing on it”. When wearing this gear cadets are required to have their shirt tucked into their pants
 - Our PTGs For winter consist of a burgundy colored sweatshirt with black sweatpants. When wearing this gear cadets are required to have their regular PT Shirt under the winter PT sweatshirt.
 - Cadets are allowed to combine different PTG sets for example: Cadet wheres are regular PT shirt with winter PT sweatpants.
 - Male cadets and Female cadets are required to follow Hair regulations referenced from Operartional supplement chapter 7 when wearing their PTG.

SPECIAL TEAM UNIFORMS

- Headgear
 - Berets may be worn. Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized. Berets may be worn on regular blue uniform days. No other color berets may be worn and no waiver will be granted for any other color OR insignias other than listed above.
 - Chrome Helmets are unauthorized for use for any functions.
 - Service Caps (wheel and bucket hats) may be worn. Females are authorized to wear male service caps. Silver braid headband straps may only be worn on the service cap while a cadet is performing in a Honor Guard, color guard or drill team only. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.
- Belt
 - Belts for trousers must be blue in color only, no waiver will be granted for any other color.
 - The USAF Ceremonial Honor Guard belts, with Hap Arnold Wings, may be worn during color guard and Honor Guard performances only.
- Trousers
 - Blue Pants may be modified to have a $\frac{3}{4}$ inch stripe (braid) on the outside length of the pants, silver, dark blue, or black only. These can not be worn on a regular uniform day.
- Service Coat

- Service dress Jackets may be modified to have a ½ inch braid, silver, dark blue or black only sewn 3 inches from the bottom of the sleeve. This will not be worn on regular uniform days.
- Footgear- Black Oxford or Corfam shoes (Corfams only authorized for AS 3-4 Cadets)
- Shoulder Tabs (Arcs)
 - Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). (See AFJROTC Op. Sup. Ch. 7)
 - If no unit patch is worn, the tab will be worn no lower than 1 inch below the shoulder seam.
 - If a unit patch is worn, the shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.
- Weapon- M-1 Replica, Springfield M1903 Replica, or USAF Honor Guard Ceremonial Sword, cadet commanders may wear the US Army officers' saber with the sam brown belt and shoulder strap while performing a drill or Honor Guard routine (USAF BHG Manual 2018)
- Color Guard and Saber Harnesses
 - Sam brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment
 - Harnesses 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 belts must be removed when not performing a color guard or a segment of drill and cannot be worn during award ceremonies
- Gloves
 - Gloves may be worn with a single color, but can have no more than two solid colors. The colors are locally determined, must be conservative, and in good taste.
 - Wando AFJROTC wears solid white gloves, any changes will be at the discretion of the SASI.
- Cords
 - Only one double knot, single cord "infantry" style shoulder cord may be worn. They will be placed on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than one inch. Colors are locally-determined and must be conservative and in good taste. They may be worn on regular uniform days.
 - Wando AFJROTC cords are based on positions. Team/Job/Flight Commanders will wear a cord based on their squadron.
 - If Cadets are in possession of multiple cords, the one of a higher position/rank will be worn.
 - Cord Assignments

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- Team Squadron Commanders, Mission Support Squadron Commanders, Logistics Readiness Squadron Commanders, and Public Affairs Squadron Commanders - **A two-toned, Black and Silver Cord (1 inch)**
- Flight Squadron Commander - **A single-colored Dark Blue Cord (1 inch)**
- Flight Commanders/Flight Chiefs - **A single-colored Light Blue Cord (1 inch)**
- Squadron Senior Enlisted Leaders - **A single-colored Light Blue Cord (Different from Flight Commanders) (1 inch)**
- All Team Commanders/NCOICs - **A single-colored Red Cord (1 inch)**
- Logistics Commanders/NCOICs, Administration/Personnel Commanders/NCOICs, - **A two-toned, Blue and White Cord (1 inch)**
- Planning Commanders/NCOICs, Finance Commanders/NCOICs, Historian Commanders/NCOICs - **A single-colored Purple Cord (1 inch)**
- Morale Commanders/NCOICs, Athletics Commanders/NCOICs, Discipline Commanders/NCOICs, Kitty Hawk Air Society Commanders/NCOICs, Recruiting Commanders/NCOICs - **A single-colored White Cord (1 inch)**
- Cadet of the Month - **A two-toned, Black and Green Cord (1 inch)**
- Cadet of the Quarter - **A two-toned, Black and Maroon Cord (1 inch)**
- Cadet of the Year- **A two-toned, Black and Orange Cord (1 inch)**
- Group Commander - **A single-colored Gold Cord (1 inch)**
- Deputy Group Commander - **A single-colored Silver Cord (1 inch)**
- Chief of Standardization and Evaluation - **A two-toned, Gold and Maroon Cord (1 inch)**
- Operations and Support Directors - **A two-toned Black and Gold Rope (1 inch)**
- Command Chief - **A two-toned White and Gold Rope (1 inch)**
- STAN/EVAL - **A single colored Black Rope (1 inch)**

UNIFORM INSPECTION

Uniform inspections will take place each uniform day and will be conducted on the Squadron level. Procedures for inspection are outlined later in this chapter. Cadets should always bear in mind that wearing the uniform is a privilege and should always be taken seriously. The uniform inspection sheet can be found in Attachment V.

All cadets will be inspected and grade on their personal appearance and wear of the uniform. Cadets will receive a grade of 0 to 100 starting at a 95 depending on their compliance with the uniform and personal appearance standards listed in the Air Force JROTC Operational Supplement, Cadet Guide, and DAFI 36-2903. Uniform violations observed by instructors or cadets will be deducted from the uniform grade anytime while in

uniform. If uniform violations persist week after week without corrective action, the deductions will occur as follows:

- First Week- Appropriate Amount of points
- Second Week- Double the appropriate points will be subtracted
- Third Week- The maximum points for that section will be taken off
- Fourth Week- A ZERO WILL BE GIVEN FOR THE OVERALL UNIFORM GRADE

ONLINE GRADING

When inspecting the cadets during Uniform Inspection, flight commanders must be using the online grading system on the tablets. The online grading system is laid out through Google Forms and each flight is given access to Google Forms. Flight commanders may use a physical copy of the grading sheet while inspecting the cadets, but the scores must be transferred into the online system immediately once the uniform inspection is completed.

Squadron Inspection

- All Flights in the block will report to the drill pad at the same time.
- All Flights commanders will fall in their respective flights in alphabetical order and put them at "Parade Rest".
- The Squadron commanders will give the command "Squadron Attention" and "Prepare for Inspection".
- On this command the Flight Commanders will give their flights "Open Ranks" and then "Ready Front".
- The squadron commander will then give the command "Flight Commanders Report"
- The Flight Commanders will then report to their Squadron Commanders ("Sir/Ma'am __ Flight is prepared for inspection"). This will be done in the alphabetical order of flights present.
- The Squadron Commander will then report to the highest ranking Group Staff member present (if a Group Staff member is not present, skip this step).
- The highest-ranking cadet will then instruct the Flights to begin the uniform inspection using the command "Proceed with Inspection"
- Once uniform inspection is complete, Flight Commanders will give their flights "Close Ranks" and then "Parade Rest".

1 March 2024

- Once all flights are at "Parade Rest", the Squadron Commander will give the command "Squadron Attention" and then report to a member of Group Staff (if present) "Sir/Ma'am __ Squadron, completed with inspection".
- The Flight Commanders will then be instructed to take their flights back inside.

Uniform Inspection Google Form

D Flight Uniform grades 1st Sem 20-21

Uniform grade input form for A Flight for the SY 20-21

Date

Date



Name

Choose 

Attendance Status

Choose 

[Next](#)

This form was created inside of Charleston County School District. [Report Abuse](#)

Google Forms

CLOTHING AND EQUIPMENT ACCOUNT

Protecting government property is each cadet's responsibility. All uniform items (with the exception of shoes, and socks), AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items of the equipment belong to or are the responsibility of Wando High School. Each item of the uniform and all other JROTC equipment must be accounted for at all times.

At the time you are issued your uniform and items of equipment you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued each item then becomes your personal responsibility. If you lose an item or willfully or negligently destroy it, you will be required to pay for it. At the time of the issue of uniforms and equipment, you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.

One complete uniform, as a minimum, with all accessories and insignia is issued to each cadet, and some cadets may be issued two for specific reasons approved by an ASI. It is most important that each cadet understands that all items of uniform equipment (with the exception of shoes, socks, and ribbons) must be returned or paid for before the end of the Cadets AFJROTC career. Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniform and equipment items have been turned in. In addition, a credit will also be denied until all equipment is accounted for.

To prevent unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:

- Do not leave uniform items in unlocked lockers or unattended in other places at school.
- Do not lend uniform items to other cadets or persons.
- Do not permit another cadet to turn in uniform or equipment items.
- Do not lend insignia or other uniform/equipment items to your friends.
- Do not place your uniform in the care of others.
- Be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to supply.
- All items will be issued with an identification number.

When turning in or exchanging uniform items or other equipment, deal only with an instructor or supply personnel and insure your account is correct. **The United States Air Force uniform is one of the symbols of proud and honorable service. Wear it with care and pride.**

CHAPTER NINE

RULES FOR: SALUTING, PLEDGE OF ALLEGIANCE, AND NATIONAL ANTHEM

The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together. At Wando High School you will salute the senior AFJROTC instructor and all cadet officers. Cadet Officers will salute officers of higher rank and **any** military officers, including the SASI. If you meet an active duty officer visiting the campus, you will also render a salute.

You will be taught the proper manner of saluting and the rules, which govern its uses among the military services. There are special rules at Wando High School governing the salute and saluting areas with which you must become familiar.

SALUTING

- When outdoors and in uniform at Wando High School, salute when you recognize the officer and eye contact is made with him/her within a reasonable distance. Saluting is required outside at all times with one exception; the lunch courtyards, both at the main building and the CAS are a no saluting area and no hat area during all lunch periods.
- The salute is rendered indoors only when cadets are reporting to cadet officers or an instructor. When attempting to enter a classroom or instructor's office, cadets should KNOCK ONCE and wait to be told to enter/come in. The proper sequence of reporting includes saluting and stating (unless there is a predetermined function, such as reporting attendance, to be accomplished) "Sir/Ma'am, Cadet (Last Name) reports as ordered, Sir/ Ma'am". The cadet holds the salute until it is returned or otherwise acknowledged. When the purpose of the report or meeting is completed, the cadet again salutes and waits until the salute is returned or otherwise acknowledged, and the cadet will do an about-face or turn sharply toward the most direct exit and leave.
- A salute is never given or returned while running. The cadet will instead come to quick time (a walk) and render the salute.
- If a cadet observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he or she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing civilian attire including headgear, he will remove the headgear and hold it to his left shoulder so the right hand is over the heart.

- Cadet Officers and Cadet NCOs should correct saluting errors in a courteous and helpful manner when cadets junior to them commit such errors. All cadets are expected to accept such corrections properly and correct their errors in the future.

PLEDGE OF ALLEGIANCE

- If the Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet will stand at attention, face the flag or, if the flag is not in sight, the nearest speaker, and should recite the pledge.
- If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render the hand salute.
- If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or outdoors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn.

NATIONAL ANTHEM

- If the National Anthem is being played, and a cadet is in uniform and is indoors, the cadet should face the flag (if present....if not, face the music,) and stand at attention. If the cadet is under arms, he or she should salute as is appropriate with the weapon carried.
- If the National Anthem is being played, and a cadet is in uniform and is outdoors, the cadet should stand at attention, face the flag if it is visible or the music if it is not, and salute. If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting.
- If the National Anthem is being played, and a cadet is not in uniform (is in either civilian clothes or athletic clothes), and the cadet is outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand) If in civilian clothes, indoors, the cadet will stand at attention and face the flag, if visible or the music it is not.
- If a cadet is late for a formation, he or she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in.

CHAPTER TEN

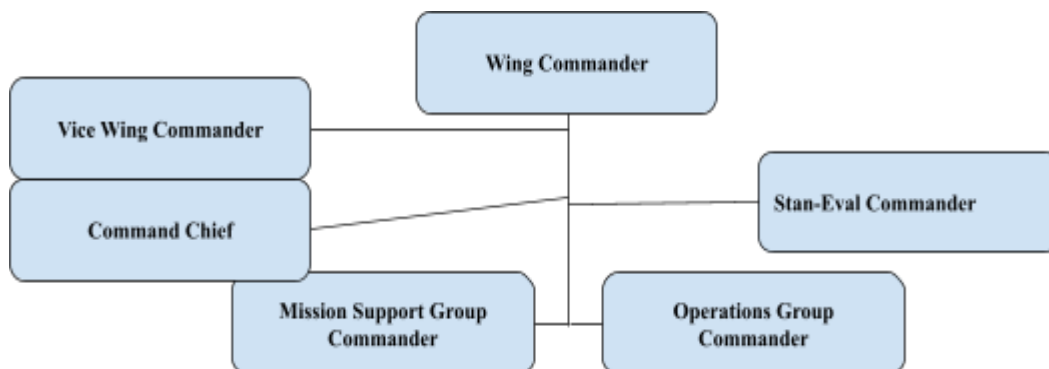
ORGANIZATION OF AFJROTC

The following charts reflect the Cadet Wing organization and our current structure of a Cadet Group. Organization charts break up the functions of the group into specialized tasks. The responsibilities associated with each task are found in the corresponding job description in another chapter of this guide. Each cadet should become familiar with all of the job descriptions to gain a more complete understanding of those jobs as they relate to the total group.

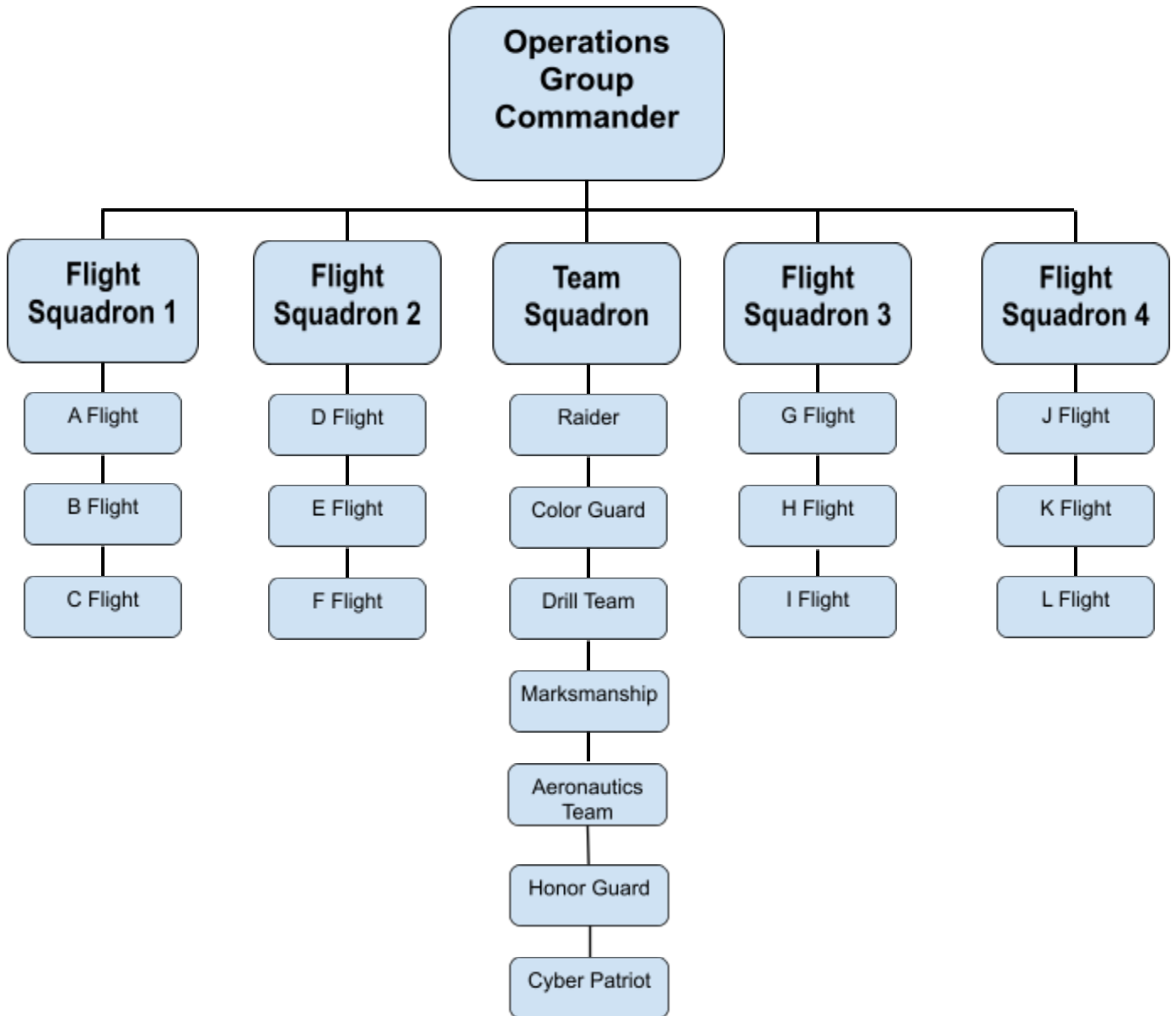
The organization charts reflect the CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decision making also, flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization, the group will quickly become ineffective.

The appropriate chart in this chapter shows the relationship between staff officers and staff specialists. The solid line between the flight commander and each staff specialist represents direct supervision. Authorized leadership positions are shown in the Unit Detail Listing Found in this guide. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs. It is up to the discretion of the Group Staff to determine who comes into the Staff Office.

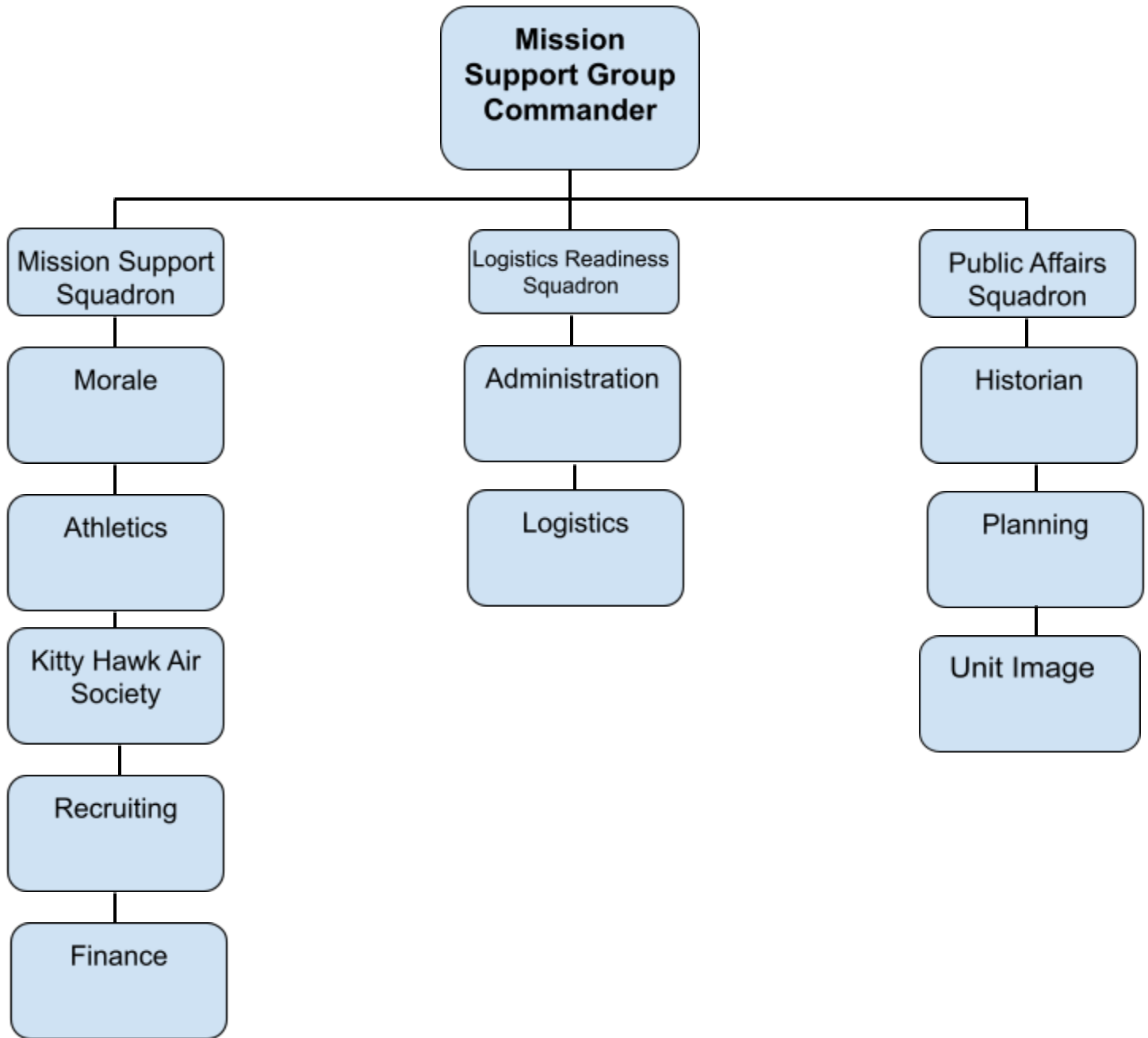
Wing Staff



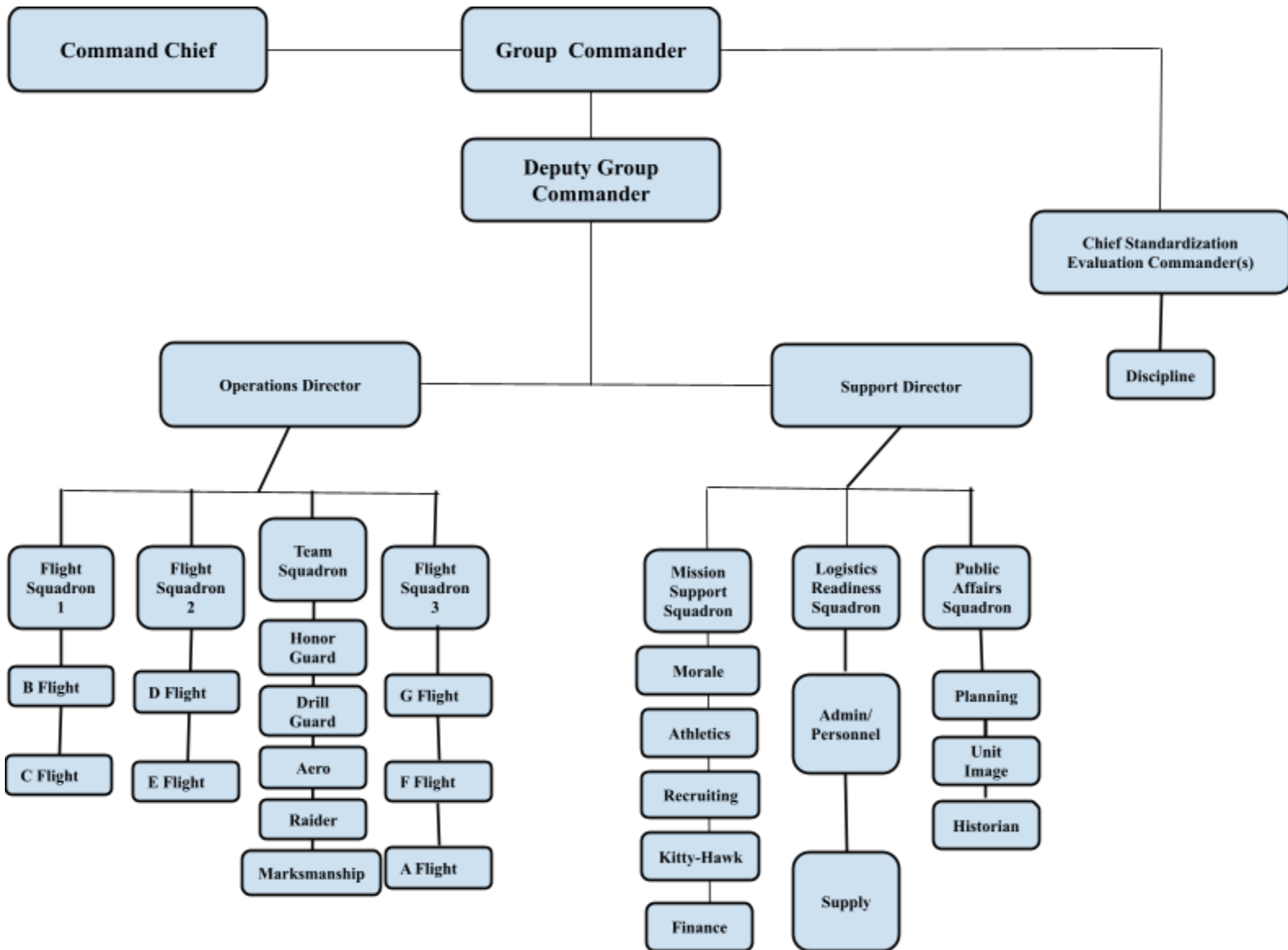
Operation Group



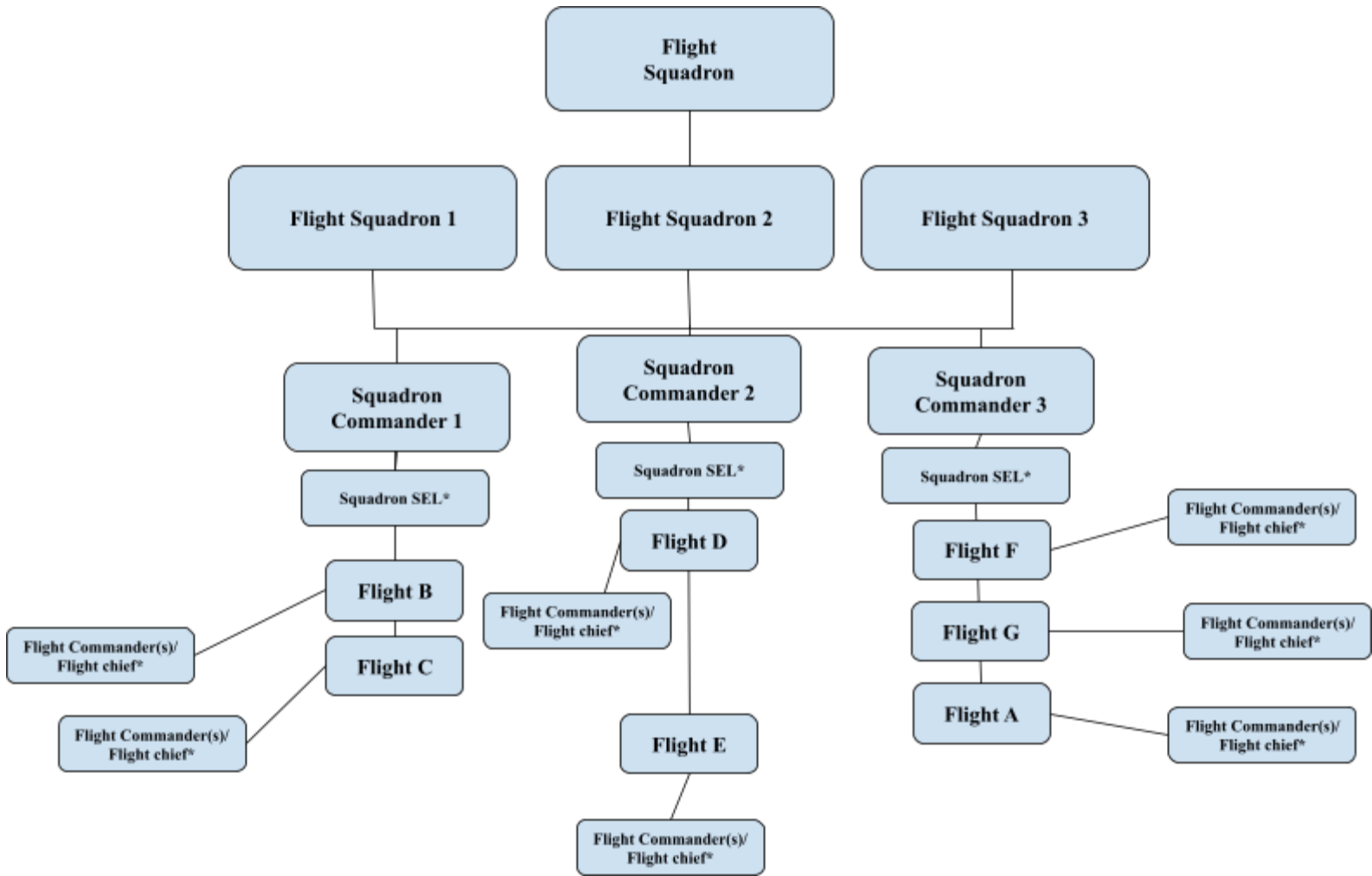
Mission Support Group



Group Chain of Command

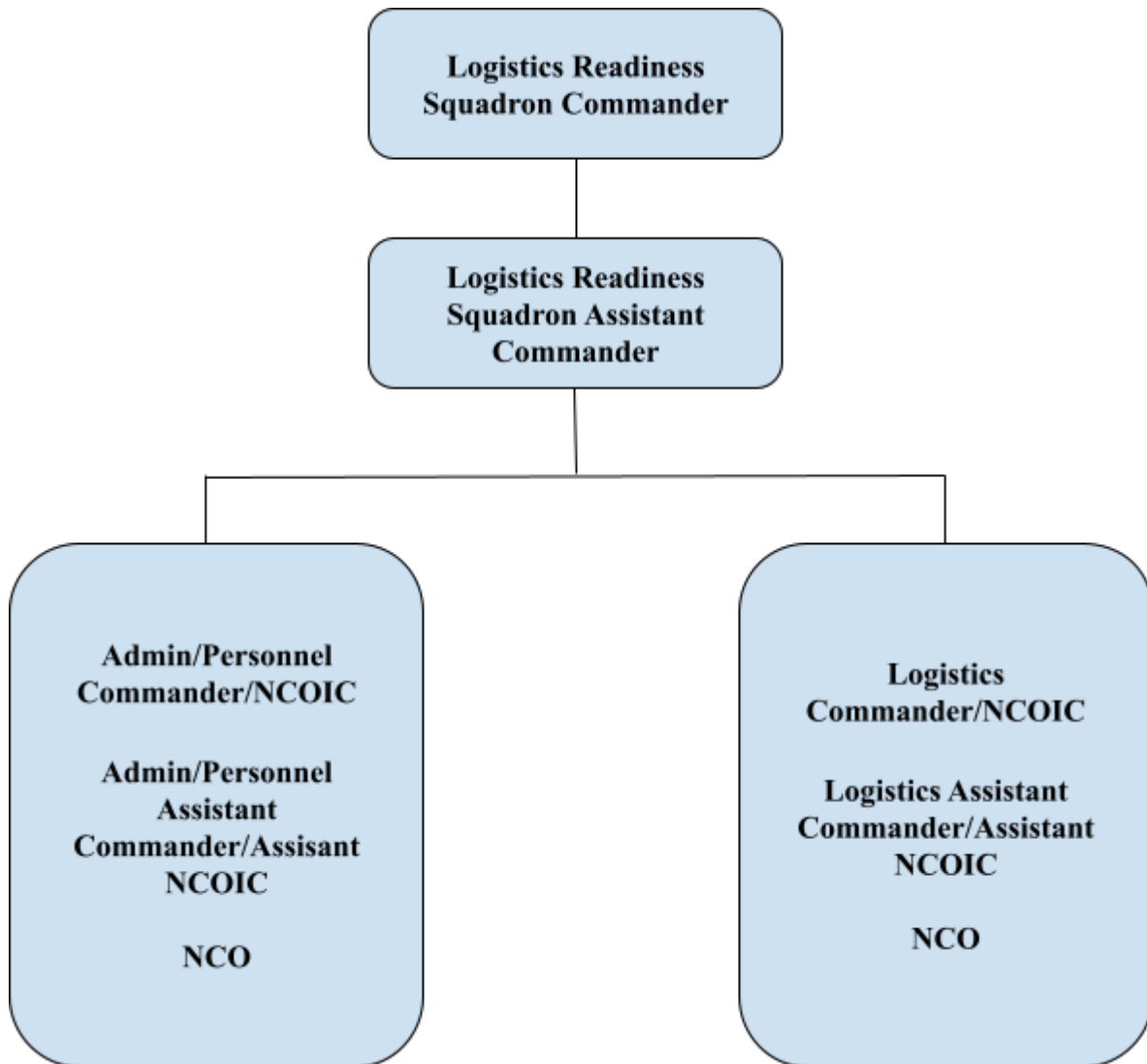


Flight Squadron



* This cadet is an enlisted rank

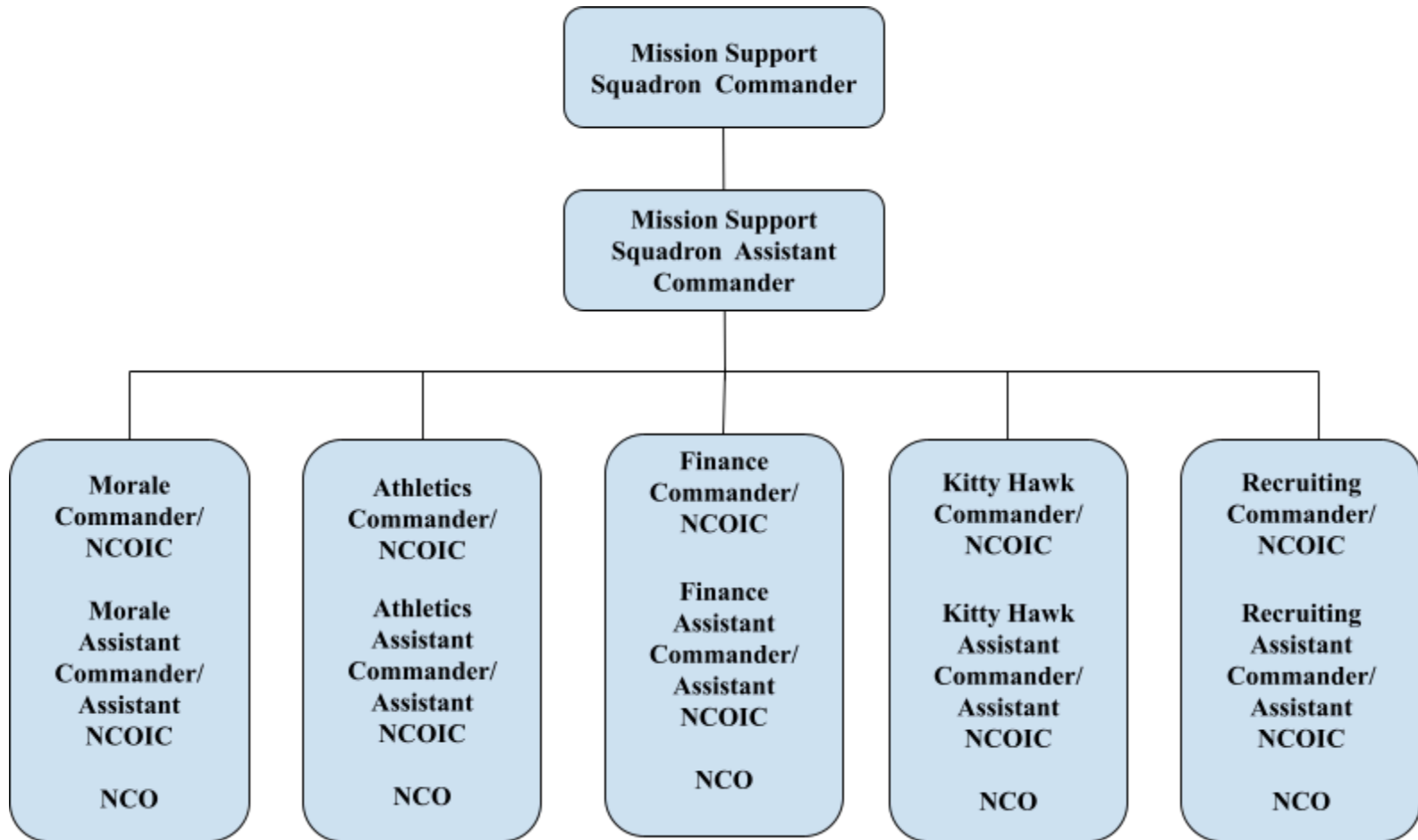
Logistics Readiness Squadron



Logistics Readiness Squadron

This squadron governs all uniform items in our JROTC program. Logistics commander also known as Supply Commander is in charge of many Uniform items like Open Collar Uniform, Service Coat, Abu, etc. While the Admin/Personnel Commander is in charge of Ranks, Ribbons, Badges, Shoulder Tabs, etc.

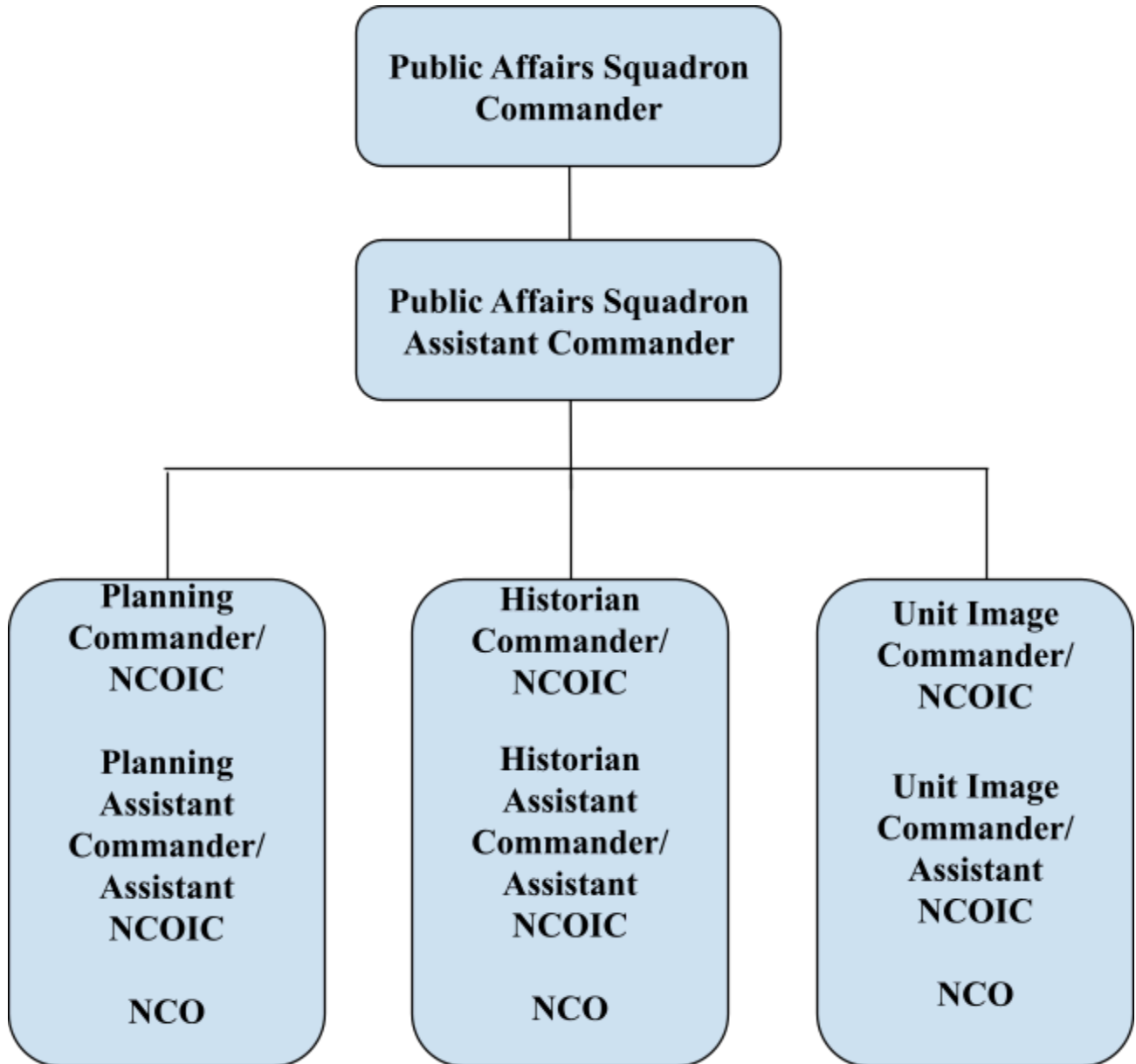
Mission Support Squadron



Mission Support Squadron

Mission Support Squadron is in charge of planning recruiting events, activities for PT training days; Tutoring at different schools, etc. Mission support also does many other tasks besides recruiting and retention which can be seen in their regulations.

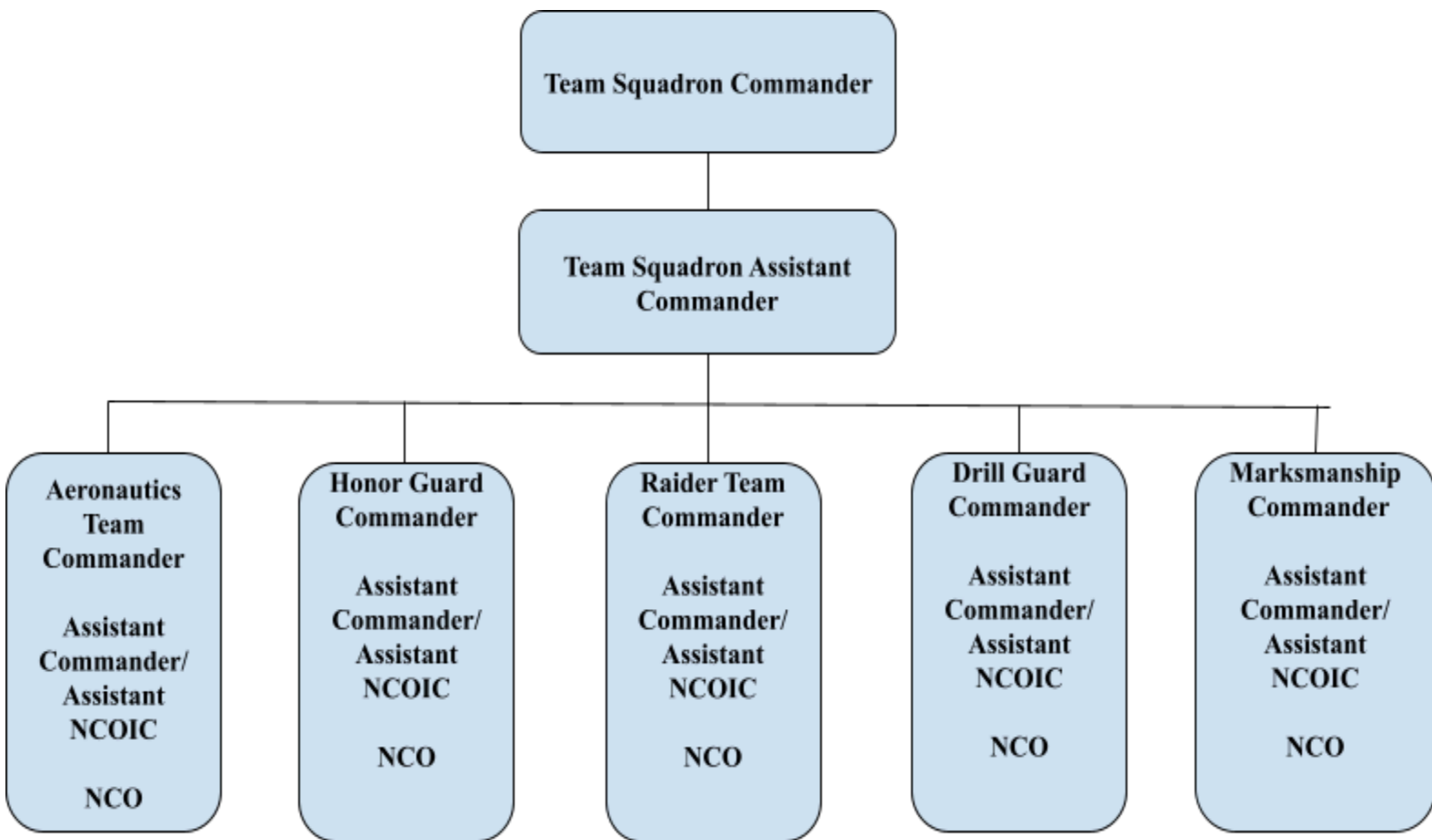
Public Affairs Squadron



Public Affairs Squadron

Public Affairs Squadron is in charge of Planning Community Service events and taking pictures of many events that either our Unit planned or attended but these aren't the only things that the Public Affairs Squadron is known for they also do many other things like Portaying our public image inside our school by communicating with yearbook and newspaper club.

Team Squadron



Team Squadron Commander

Team Squadron Commanders are in charge of having afterschool practices and putting them into wings. They also participate in many competitions and recruiting events to show what our unit does after school.

Squadron Commander Duties

A Squadron Commander's duty is to oversee all activities in their squadron as well as stay communicated with the director that oversees their squadron (Support/Operation) Squadron Commanders can see more about their duty in their profession in their regulations.

UNIT DETAIL LIST SC-872 CORPS

* The cadet is an enlisted rank

Group Staff

Position Title	Year	Rank	#
Group Commander	AS 3-4	C/Col	1
Deputy Group Commander	AS 3-4	C/Col	1
Operations Director	AS 3-4	C/Lt Col	1
Support Director	AS 3-4	C/Lt Col	1
Command Chief	AS 2-4	C/CMSgt*	1

STAN/EVAL

Chief STAN/EVAL	AS 3-4	C/Maj	1
STAN/EVAL Evaluator	AS 3-4	C/Capt	2

Logistics Readiness Squadron

Logistics Readiness Squadron Commander	AS 3-4	C/Maj	1
Logistics Readiness Squadron Assistant Commander	AS 3-4	C/Capt	1
Supply Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Supply Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Supply NCO	AS 1-4	C/SSgt*	1
Admin/Personnel Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Admin/Personnel Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Admin/Personnel NCO	AS 1-4	C/SSgt*	1

Mission Support Squadron

Mission Support Squadron Commander	AS 3-4	C/Maj	1
Mission Support Squadron Assistant Commander	AS 3-4	C/Capt	1
Athletics Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Athletics Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Athletics NCO	AS 1-4	C/SSgt	1
Kitty Hawk Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Kitty Hawk Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Kitty Hawk NCO	AS 1-4	C/SSgt	1
Morale Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Morale Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Morale NCO	AS 1-4	C/SSgt*	1
Recruiting Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Recruiting Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Recruiting NCO	AS 1-4	C/SSgt.*	1
Finance Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Finance Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Finance NCO	AS 1-4	C/SSgt*	1

Public Affairs Squadron

Public Affairs Squadron Commander	AS 3-4	C/Maj	1
Public Affairs Squadron assistant Commander	AS 3-4	C/Capt	1
Planning Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Planning Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Planning NCO	AS 1-4	C/SSgt*	1
Historian Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Historian Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Historian NCO	AS 1-4	C/SSgt*	1
Unit Image Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Unit Image Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Unit Image NCO	AS 1-4	C/SSgt*	1

Team Squadron

Team Squadron Commander	AS 3-4	C/Maj	1
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Team Squadron Assistant Commander	AS 3-4	C/Capt	1
Aeronautics Team Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Aeronautics Team Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Aeronautics Team NCO	AS 1-4	C/SSgt*	1
Honor Guard Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Honor Guard Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Honor Guard NCO	AS 2-4	C/SSgt*	1
Drill Team Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Drill Team Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Drill Team NCO	AS 2-4	C/SSgt*	1
Marksmanship Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Marksmanship Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Marksmanship NCO	AS 2-4	C/SSgt*	1
Raider Commander/NCOIC	AS 2-4	C/1st Lt or C/MSgt*	1
Raider Assistant Commander/Assistant NCOIC	AS 2-4	C/2nd Lt or C/TSgt*	1
Raider NCO	AS 2-4	C/SSgt*	1

Flight Squadrons

Flight Squadron Commander	AS 4	C/Maj	1 per Squad.
Flight Commander	AS 4	C/Capt	1 per Flight
Flight Chief	AS 4	C/SMSgt*	1 per Flight**
Senior Enlisted Leader	AS 2	C/SMSgt*	1 per Squad.*

**Flight Chiefs are only used when no competent AS 4 Cadet Officer is available to fill the role. They hold the same responsibilities and authority of a Flight Commander, they simply hold Enlisted Rank.

*Senior Enlisted Leaders are considered as assistants to a Flight Squadron Commander, they are a direct connection from Enlisted Cadets in different blocks to the Command Chief as well as the Operations Director.

JOB REGULATIONS

Wando High AFJROTC Unit SC-872 is a "Cadet Run Corps." All jobs are occupied by the cadets who are responsible for the proper function of the Corps. As in all military units and in the majority of civilian organizations, duties and responsibilities increase with rank. Each cadet is expected to prepare for assuming additional responsibility and higher positions.

For specific Job Regulations and Descriptions, see the Regulations Binder located in the Cadet Staff Office or the individual Team/Job binder.

GROUP INFORMATION

Group Email:

Email: wandosc872group@gmail.com

STAN/EVAL Emails:

Chief STAN/EVAL:

Email: Chiefstanevel@gmail.com

STAN/EVAL:

Email: staneval796@gmial.com

Squadron Emails:

Team Squadron :

Email: teamsquadwhs872@gmail.com

Public Affairs Squadron:

Email: WandoPublicAffairsSC872@gmail.com

Mission Support Squadron:

Email: Wandomission@gmail.com

Logistics readiness squadron:

Email: squadronlrssc872@gmail.com

Job Emails:

Athletics:

Email: afjrotcathletics@gmail.com

Admin/Personnel:

Email: personnelsec872@gmail.com

Discipline:

Email: wandodiscipline@gmail.com

Historian:

Email: WandoHistorianSC872@gmail.com

Kitty Hawk:

Email: wandokittyhawk@gmail.com

Finance:

Email: WandoFinanceSC872@gmail.com

Morale:

Email: wandomorale@gmail.com

Planning:

Email: AFJROTCPlanning@gmail.com

Recruiting:

Email: WandorecruitingSC872@gmail.com

Logistics:

Email: logisticssc872@gmail.com

Team Emails:

Aeronautics Team:

Email: wandoaero1819@gmail.com

Cyberpatriot:

Email: cyberpatriotwhs872@gmail.com

Drill Team:

Email: drillwhs872@gmail.com

Honor Guard:

Email: Honorguardwhs872@gmail.com

Marksmanship:

Email: marksmanship872@gmail.com

Raider Team:

Email: raiderteamwhs872@gmail.com

Flight Squadron Emails:

Senior Enlisted Leaders:

wando.sel.1987@gmail.com

1 March 2024

As of the 2023-2024 school year we are no longer using provided emails for any flight positions other than the SEL and are instead using the cadets (relative to said positions) personal school email.

Ex. doejoh0872@ccsdschools.com

CHAPTER ELEVEN

LEADERSHIP DEVELOPMENT REQUIREMENT PROGRAM

Wando SC-872, current to the 2023-2024 year, participates in a total of 15 LDRs. The majority of these are represented in our teams, where two or more might be combined and incorporated into one single team. The rest are throughout other squadrons and/or incorporated in classes.

AERONAUTICS TEAM (DRONE/MULTICOPTER AND ROCKETRY)- This activity is for cadets who enjoy building model airplanes and building and launching model rockets. Cadets utilize a flight simulator when the weather outside is not adequate to fly. No experience is necessary; all cadets are eligible for membership. When a cadet has completed the requirements for the award of a Model Rocketry Badge, special orders will be published and a request will be forwarded to HQ ROTC for the badge/wings and will be presented upon receipt.

COLOR GUARD- The Color Guard has the honor of presenting the National and State flag at school and community events. Distinctive uniform items are worn by the Color Guard. Color Guard also participates in a number of competitions during the school year. Color Guards are the responsibility of the Drill Guard Commander/NCOIC.

DRILL TEAM (ARMED AND UNARMED DRILL TEAM)- The AFJROTC Drill Team represents Wando High School in drill competitions and at ceremonial functions. They perform exhibition drill and participate in exhibition drill competitions as well as in Unarmed/Armed Regulation and Unarmed/Armed Exhibition Drill. The Drill team is very active in practicing; practicing at least three times a week during the school year.

FLAG DETAIL- Every morning either before or after the second bell of the day cadets put up both the Wando flags (American Flag, State Flag, and Wando Flag) and the Center of Advanced Studies (CAS) flags (American Flag, State Flag, and CAS Flag). The flag detail contains 5 cadets organized with the detail commander in the front left of the formation, on their right is the American Flag bearer, behind the detail commander is the State flag bearer, to their right is the school flag bearer, and behind them is the detail assistant. Cadets are also responsible for taking down flags at the end of the day. Morning colors are the responsibility of the 1st Block Squadron SEL (or his/her designee) and afternoon colors are the responsibility of the Team Squadron.

FLIGHT SIMULATION- Honors Ground School is the primary user of the flight simulator. This simulator has also been used for science of flight and occasionally for the Aeronautics Team.

GREEN TEAM (ENVIRONMENTAL)- The Green Team is an environmentally based team that associates our unit with the environment. We participate in Green Team by doing weekly cleanups of the Wando KIA memorial, month highway cleanups, as well as participating in local beach sweeps, Francis Marion National Forest cleanups and various other environmental events.

HONOR GUARD (AND SABER TEAM)- Our Honor Guard team is a combination of a ceremonial based team as well as our new inclusion of Saber Team, which we have previously done, reinstated this year. Our Honor Guard team conducts ceremonies such as the 9/11 Ceremony and Combat Dining-In as well as saber arches such as the one at the Military Ball.

KITTY HAWK AIR SOCIETY- The academic honor of AFJROTC that promotes high academic standards, school and community service, self-confidence and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force's role in aerospace. KHAS has the flexibility to include the objectives of local unit chapters under a single umbrella with the advantages of national stature.

MARKSMANSHIP TEAM- The Marksmanship Team consists of cadets wishing to improve their own air rifleman skills using the Corps' supply of air rifles. The team assists in all air rifle shooting exercises, including administering the required rifleman exam. Any cadet wishing to join the team or participate in shooting on PT days must pass the exam with 100%.

MORALE TEAM- Morale team is a group of cadets who advertise upcoming events and decorate the unit in accordance to the calendar (Halloween, Christmas, etc.). They also plan events such as Lock-Ins and Field days. Their primary goal is to create relief for cadets and make fun events to reward cadets for their hard work.

PLANNING COMMITTEE- These are committees that plan certain events such as Military Ball, Combat Dining In, and other large events that cadets in the Corps can volunteer to help plan.

RAIDER TEAM- Raider consists of students that excel in PT and wish to improve their fitness and physical toughness. They may participate in events around the community like the Rugged Maniac, The Bulldog Challenge, Raider Competitions, and the Mud Run in addition to their local and national competitions.

ROBOTICS- Our robotics equipment is used for multiple upperclassmen classes including Exploration of Space and Introduction to Robotics.

CHAPTER TWELVE

SOCIAL ACTIVITIES

The cadet Corps conducts various social events, which may include a Dining-in, a Military Ball, a Picnic/Field Day, Parties, etc. these events are planned by the special committees or the Morale and Planning Commanders/NCOICs and are open to all members of the Corps. A letter will be sent home to explain further.

FUNDRAISING

Various fundraising activities are conducted to support the above functions. The success of any fundraising effort depends largely on the support of each cadet. Money earned is managed by the Wando AFJROTC Booster Club. The Booster Club will then approve the funding for requested projects. Participation in all fund-raisers is entirely voluntary, however, cadets who do not participate in Fundraising will not directly benefit.

CHARITIES

Wando JROTC supports local charities in a number of ways such as holding canned food drives, collecting winter coats for the needy, and participating in "Adopt-a-Highway" clean-up. The greater the number of cadets who support these activities, the greater the likelihood of success.

CURRICULUM IN ACTION TRIPS (CIA)

CIA trips to local military bases are an important part of the Aerospace Science curriculum and are real highlights of the school year. All cadets will have an opportunity to participate with their parents' approval, although transportation limitations may sometimes preclude full cadet participation. (Transportation/event costs may be required. Letters will be sent home to explain.)

FIELD TRIPS

Field trips are a good relief for the Corps and are intended to be entertaining compared to learning based. They are an excellent way to boost morale and connect our cadets.

CHAPTER THIRTEEN

MEETING PROCEDURES

The Cadet Group Commander will hold staff meetings weekly on Mondays throughout the school year, with the Group Staff. The Cadet Group Commander will also hold monthly Mass Meetings (Including Team/Job/Flight commanders and above). All such staff meetings provide the opportunity for face-to-face communication between the commander and staff. They allow for group problem-solving and for the cadet staff to participate in the planning of Corp activities.

The following procedures apply for either meeting:

1. The Cadet Group Commander will conduct the meeting.
2. The Cadet Group Commander will prepare the meeting agenda and submit it to the SASI for approval at least one day prior to the scheduled meeting.
3. The Cadet Group Commander will follow up to ensure that the responsible staff members accomplish actions directed during staff meetings.

INSTRUCTOR AND CADET OFFICES

1. The Cadet Staff Office is open to all cadets provided an instructor or staff member monitors activities. Group staff has the right to deny any cadet access to the staff office (regardless of reasoning whether it is disciplinary action or a general denial of all other cadets that are not on Group Staff). Use of the computers by other Wando students requires an instructor's permission. Cadets are not allowed to load/remove/upload/download computer software or hardware to modify any of the program settings. The computers on the left-hand side as the Staff Office as entered are reserved for the Group and Deputy Group Commanders. All members of the Group staff reserve the right to take over and use any computer they wish if none are available.
2. The Aerospace Science Instructors practice the "Open Door Policy". Cadets are invited and encouraged to visit the instructor's offices anytime the instructor is presently provided the instructor is not conducting a session with another individual. Any cadet desiring to see an instructor should knock once, salute, follow proper military reporting procedures and salute again when they depart when in uniform.
3. The instructor's office is off limits and not to be entered by any cadet unless the instructor is present or specific permission is given by an instructor for each specific occasion.

MEETING NOTES

Meetings consisting of less than four Cadets may not take place behind closed doors without explicit permission from an instructor.

CHAPTER FOURTEEN

PROMOTION/DEMOTION OF CADETS

The quest for promotion provides constant challenge and motivation to members of the active Air Force and to members of AFJROTC programs as well. This challenge and motivation are proper since the change of insignia that accompanies a promotion reflects visible evidence of progression and standing among one's contemporaries. Additionally, the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility and a demonstrated growth of leadership.

The SC-872 AFJROTC Corps promotion system is patterned after that used by the active Air Force and conforms to guidance provided by Headquarters, AFJROTC.

There are two types of grades a cadet may hold, and in many instances, both may be held at the same time.

PERMANENT GRADE- Permanent Grades (and all permanent promotions) are dependent upon satisfactory service and increase two grades each year (though some cadets may receive additional opportunities to become promoted by participating in certain summer camps). These grades normally will be assigned following the semester break based upon receiving the appropriate points. At that time the insignia to be worn will be that of the cadet's permanent grade unless he or she has been awarded a higher temporary grade. Some cadets will be considered for a STEP (stripes for exceptional performance) promotion after the 1st semester.

TEMPORARY GRADE- This grade is initially awarded based on the position to which the cadet is assigned. Temporary promotion is not automatic but instead depends on the performance of the cadet. Since the grade is temporary, it will not be carried over from one year to the next. It may, however, be carried over from first to second semester. Temporary grades are awarded only when they are higher than the permanent grade. A cadet who has both a temporary and a permanent grade, therefore, will wear the insignia of the temporary grade since it will always be higher. Promotion to higher temporary grades will normally take place following semester Changes of Command.

Each Cadet should understand how cadet enlisted and cadet officer promotions are made. All cadet promotions are based on cadet performance as explained later in this chapter. All cadets have an opportunity for qualification and selection for promotion to higher grades.

AS-3/4 cadets will fill cadet officer and cadet NCOIC positions. The second priority is given to AS2 cadets. Consideration is given to previous military experience, such as Civil Air Patrol and/or prior JROTC training. AS 1 cadets are not considered for cadet officer or NCOIC positions. The criteria used to select individuals to attend CLC include but are not limited to the following: academic grades, co-curricular participation, inspection grades, promotion board score, promotion fitness examination score, leadership potential, and physical fitness.

Normally, cadets will not hold a temporary grade higher than that authorized for their position. An ASI may make exceptions for AS-3/4 cadets who are assigned to special functions or advisory positions where their particular talents can be used to benefit the group.

To give the maximum number of cadets an opportunity to perform in a leadership role, a system of role rotation may be employed. Normal rotation to either lateral or lower positions, therefore, is not considered a demotion. All cadet positions are subject to normal rotation at any time.

The SASI, ASI, and the current Group Staff will select the Cadet Group Commander, Deputy Group Commander, Chief Stan-Eval, Directors, and Command Chief. From there, the Cadet Group Commander will work with his/her staff to nominate cadets to other leadership positions. All promotion actions approved by the SASI will be announced in special orders published by the Cadet Group Commander and his/her staff. The SASI will have the final decision.

Cadet promotion boards are composed of the Cadet Group Commander and additional cadet officers he or she designates.

Cadet enlisted promotions are based on the "whole person" concept with consideration to the following:

PROMOTION BOARD- A Promotion Board will be created that consists of Upper Staff and Senior Officers. The board will consist of four Senior Cadets. Cadets under review will be evaluated on their performance by the Promotion Board. Cadets must wait for admittance to the Board. Cadets will wait at PARADE REST, Knock once, and then wait for permission to enter. On the command ENTER, cadets will enter through the door, take the most direct path through the room and report to the Head of the Board. The cadet will then say, "Cadet *"insert rank, name"* reports as ordered, sir/ma'am." The Cadet then will wait for permission to be seated. The Cadet will then sit at ATTENTION and answer the following questions. There will be one question on the Chain of Command, Drill, Current Events, and Uniform. On completion of the questions, the cadet will be dismissed. The cadet will then stand at ATTENTION, PRESENT ARMS, and wait for the Head of the Board to return the salute. Upon this, the cadet will make an ABOUT FACE and take the most direct route out of the room.

During the Board, Cadets will be evaluated on the following aspects:

- Military Bearing
- Knowledge of Drill
- Knowledge of Uniform
- Knowledge of the Chain of Command
- Knowledge of Current Events
- Following of Proper Procedure

1 March 2024

PROMOTION TEST- All cadets seeking promotion will be required to take a Promotion Test. The Promotion Test will be a 100-question examination. This examination will be composed entirely of information from the Cadet Guide and the Drill and Ceremonies Regulation (DAFPAM 34-1203).

ACADEMIC GRADE- Each cadet's most recent Academic Grade for AFJROTC will be calculated into Cadet Promotions. The instructors shall provide a list of all cadets and their most recent grades for AFJROTC. The most recent grade shall be the grade that was published on their most recent report card/progress report.

PT TEST- All cadets are required to take the PT on the first Friday of every month. The PT test consists of a 1.0-mile run, push-ups, and sit-ups (done within 1 minute). Once the test is completed, each cadet is given a composite score from the test. The most recent score for each cadet will count towards a cadet's promotion.

COMMUNITY SERVICE- AFJROTC is responsible for completing community service in the local area; AFJROTC sponsors many community service events and cadets are encouraged to sign up for these events. All AFJROTC events and hours are logged into WINGS. The number of hours each cadet fulfills towards AFJROTC-sponsored events will count towards a cadet's promotion. For any community service events that are not sponsored by AFJROTC, only one hour goes toward the October promotion and four hours go toward the May promotion. All community service will be logged by the cadets within the google form found in their Canvas class.

The Group Staff will then comprise the five scores into a cumulative score for each Cadet. The Cadets will then be ranked based on their cumulative score and a set percentage of cadets will be promoted. This percentage varies on a year-to-year basis that is dependent upon the number of cadets throughout the Corps and each AS Class, this percentage varies from approximately 75 percent to 85 percent.

STEP-PROMOTION- Step-Promotions are given to AS1 cadets only in the first-semester ceremony. When giving Step-Promotions the AS1 instructors look at if the cadet has an A in JROTC, no discrepancies, they are involved in a job and/or team in the program, and they are doing well in PT. There is no maximum or a minimum number of cadets that may receive the promotion. The AS1 instructors may choose a cadet for the promotion if they feel like they deserve the award.

DEMOTION - Demotions are only given at the instructor's discretion. Cadets can be eligible for a demotion for continually violating the Cadet creed, getting into physical/sexual altercations with another cadet or person, or violating any hazing regulations.

CHAPTER FIFTEEN

AWARDS AND DECORATIONS

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

Ribbons will not be worn with Medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as Dining ins/outs, Military Ball, change of command ceremonies, award ceremonies, picture days, or other formal events specified by the SASI). Medals may not be worn on regular uniform days. Place Medals on the mounting rack in the proper precedence.

Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. When awarding a ribbon in WINGS the system will let you choose the devices allowed to be worn on that ribbon. The routine wear of both medals and ribbons is prohibited.

Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (for example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specified in the Cadet Guide or Unit Operating Instructions.

Present awards at appropriate ceremonies. Invite school officials and local civil authorities when practical. Representatives from organizations sponsoring awards should be offered the opportunity to make the award presentation. Display awards when possible for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

ORDER OF PRECEDENCE OF AFJROTC MEDALS AND RIBBONS

AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National- level award twice during their AFJROTC career (this does not apply to national competition awards).

Guidelines for National Awards should be followed to the fullest extent possible; deviations from established award criteria will not be the norm but based on a case-by-case basis. The unit must uphold the “Spirit of Intent” of an award.

Order of precedence of AFJROTC Medals and Ribbons

(** means they are no longer eligible for wear after AUGUST 2021)

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Officer Association Award (Medal/Ribbon)
12. Military Officer Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Awards (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Orders of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Reserve Officers Association Award
22. Military Order of World Wars Medal
23. Military Officers Association Award
24. Veterans of Foreign Wars (VFW) Award
25. Military Order of the Purple Heart
26. Air Force Sergeants Association Award
27. Tuskegee Airman Inc. AFJROTC Cadet Award
28. The Retired Enlisted Association Award
29. Celebrate Freedom Foundation Award
30. Air Commando Association Award
31. Distinguished Unit Award with Merit
32. Distinguished Unit Award
33. Outstanding Organization Award
34. Outstanding Flight Ribbon
35. Top Performer Award
36. Outstanding Cadet Ribbon

37. Leadership Ribbon
38. Achievement Ribbon
39. Superior Performance Ribbon
40. Academic Ribbon
41. Cadet Leadership Course (CLC) Ribbon
42. Special Teams Placement Ribbon
43. Joint/All-Service National Competition Ribbon
44. Air Force Nationals Competition Ribbon
45. Orienteering Ribbon
46. Leadership Development Ribbon
47. Drill Team Ribbon
48. Color Guard Ribbon
49. Sabre Team Ribbon
50. Marksmanship Ribbon
51. Good Conduct Ribbon
52. Service Ribbon
53. Health and Wellness Ribbon
54. Recruiting Ribbon
55. Activities Ribbon
56. Attendance Ribbon
57. Dress and Appearance Ribbon
58. Longevity Ribbon
59. Bataan Death March Memorial Hike Ribbon
60. Patriotic Flag Ribbon
61. Resilience Ribbon

Grandfathered awards - Cadets receiving these national-level awards listed below (items 51 - 58) prior to 30 July 2018, and wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021 (grandfathered). Medals may be worn on semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, award ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

These ribbons may be worn by cadets (if earned prior to 30 July 2018) during regular uniform days and will be worn in the precedence listed below following the Resilience Ribbon. These Ribbons will no longer be eligible for wear after 1 August 2021.

62. Daughters of the American Revolution Award
63. National Sojourners Award
64. Sons of the American Revolution Award
65. Scottish Rite, Southern Jurisdiction Award
66. Sons of the Union Veterans of the Civil War Award
67. Sons of the Confederate Veterans H.L. Hunley Award

68. National Society the United States Daughter of 1812
69. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, American Military Retirees Association “ LEAP”, United Daughters of the Confederacy, etc.)

Cadets receiving these Civil Air Patrol (CAP) Awards listed below (Items 59 - 63) prior to 30 July 2018, and who wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021.

70. General Carl Spaatz Award
71. General Ira C. Eaker Award
72. Amelia Earhart Award
73. General Billy Mitchell Award
74. General J.F. Curry Achievement Award

AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard JROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard JROTC ribbons/medals the cadet earned while serving in the sister-service JROTC program. It is up to the SASI what equivalent AFJROTC ribbon to issue.

Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are **not authorized** on the AFJROTC uniform. Badges, Ribbons, or insignia from middle school programs such as Youth Leadership Corps are **not authorized** on the AFJROTC Uniform.

Description and Criteria of AFJROTC Medals and Ribbons. Ribbons will not be worn with medals (only the medals will be worn) NOTE: medals will not be worn on regular uniform days or during any type of competition, ie., Drill, CyberPatriot, Academic Bowl, etc.

Descriptions and Criteria

Gold Valor Award

Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through the HQ-Assessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation. Ribbons for this award may be worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days.

Silver Valor Award

Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism that does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through the HQ-Assessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation. Ribbons for this award may be worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days.

Cadet Humanitarian Award

Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or another catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award through the HQ-Assessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation. For each additional award earned an additional small silver star will be awarded.

Silver Star Community Service with Excellence Award

Award consists of a ribbon with a silver star device and a certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest “per cadet average” community service hours. “Countable” hours must be logged in to WINGS and accomplished IAW published guidance (AFJROTCI 36-2010). Countable hours will be the period from 11 April (previous year) to 10 April (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors in the Top 5% of units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MilPer funds. For each additional award earned an additional large silver star will be awarded.

Community Service and Excellence Award

Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for the Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

NATIONAL LEVEL AWARDS:

These items must be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, award ceremonies, picture days, or other formal events as specified by the SASI. Ribbons for these awards may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., Drill, CyberPatriot, Academic Bowl, etc.

Air Force Association (AFA) Award

Cadets may only receive this award once. This is an AFA-Sponsored award and is presented annually to the outstanding second-year cadet (in a three-year program) or a Third-year cadet (In a four-year program). Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. The award recipient must possess/meet the following criteria:

1. Top 1% of the Cadets in a unit in the following areas, academics, leadership, and professionalism
2. Positive attitude (toward AFJROTC and school)
3. Outstanding personal appearance (Uniform and grooming)
4. Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs)

Daedalian Award

Cadets may only receive this award once. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice that place service to the nation above personal safety and position. The award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Livadia, Greece, and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. This annual award recognizes one outstanding third-year cadet at each unit that meets the following:

1. Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
2. Indicate the potential and desire to pursue a military career.
3. Rank in the top 10% of their AS class.
4. Rank in the top 20% of their school class.

The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

Daughters of the American Revolution (DAR) Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Rank in the top 25% of their AFJROTC class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 7-17 for a list of award points of contact.

American Legion Scholastic Award

Cadets may only receive this award once. Ribbons for this award may be worn on regular uniform days and worn on the cadet's ribbon rack. Medals will not be worn on regular uniform days or during any competition. This award is presented annually to one second-or third-year cadet (in a three-year program) or a third -or fourth-year cadet (in a four-year program) based on the cadet's overall scholastic achievements. Each cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

American Legion General Military Excellence Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. This award is presented annually to one second or third-year cadet (in a three-year program) or a third or fourth-year cadet (in a four-year program) based on the cadet's overall military excellence. Each cadet must

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

American Veterans (AMVETS) Award

Cadets may only receive this award once. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

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

The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available.

Reserve Officer Association (ROA) Award

Cadets may receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually for military and academic achievement to a third-year cadet (fourth-year cadet in a four-year program). The recipient must possess individual characteristics contributing to leadership such as:

1. Be in the top 10% in the AFJROTC program
2. Be in the top 25% in academic grades
3. Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include an outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic.

The SASI with the ASI selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

Military Order of World Wars Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

Military Officers Association of America (MOAA) Award

Cadets may only receive this award once. This award was formerly known as The Retired Officers Association Award. Ribbon may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding second-year cadet (third-year cadet in a four-year program) who shows exceptional potential for military leadership. Each cadet must:

1. Be a member of the junior class.
2. Be in good academic standing.
3. Be of high moral character.
4. Show a high order of loyalty to the unit, school, and country.
5. Show exceptional potential for military leadership.

The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. An MOAA representative will make the award presentation. If an MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

Veterans of Foreign Wars (VFW) Award

Cadets may only receive this award once. Ribbon may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding second or third-year cadet in a three-year program (third or fourth-year cadet in a four-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

1. Positive attitude toward the AFJROTC program
2. Must be enrolled as a 10th - 12th-grade AFJROTC student
3. Must maintain a "B" average in the AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous chapter
4. Active in at least one other student extracurricular activity (music, athletics, government, etc.)
5. Not a previous recipient of this award

The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

National Society United States Daughters 1812 Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits.

National Sojourners Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

Medals will not be worn on regular uniform days or during any type of competition.

This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus.

Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A

representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

Scottish Rite, Southern Jurisdiction Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

This award annually recognizes an outstanding second-year cadet in a 3-year program or a third-year cadet in a 4-year program.

Each cadet must:

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of the class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship, and patriotism.
- Not have been previous recipients of this award.

The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

Military Order of the Purple Heart Award

Cadets may only receive this award once. Ribbon may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award annually recognizes outstanding (first, second or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible). Each Cadet must:

1. Have a positive attitude toward AFJROTC and the country.
2. Hold a leadership position in the cadet corps.
3. Be active in school and community affairs.
4. Attain a grade of "B" or better in all subjects for the previous semester.
5. Not have been a previous recipient of this award.

The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

Sons of the American Revolution (SAR) Award

Cadets may only receive this award once. Ribbons for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award.

Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

The SASI and the Principal select the recipient of the award no later than 1 March. The SAR national headquarters furnish the secretary of each applicable SAR state organization with a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter.

Air Force Sergeants Association (AFSA) Award

Cadets may only receive this award once. Ribbon may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award recognizes an outstanding second or third-year cadet in a three-year program (third- or fourth-year cadet in a four-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each Cadet mu

1. Be in the top 25% of the AFJROTC class.
2. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
3. Not have been a previous recipient of this award.

The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If the information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

Tuskegee Airmen Incorporated (TAI) Air Force JROTC Award

Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to two cadets. Cadets must be first-year, second-year, or third-year cadets (in a three- or four-year program) and must meet the following criteria.

1. Attain a grade of "B" or better in their AS class.
2. Be in good academic standing.

3. Actively participate in cadet corps activities.
4. Participate in at least 50% of all unit service programs.

The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons [per year. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

The Retired Enlisted Association (TREA) Award

Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an enlisted rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

The Celebrate Freedom Foundation

Cadets may only receive this award once. The awards program recognizes ninth, tenth, eleventh, and twelfth-grade students (including homeschooled students) enrolled in AFJROTC. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular days or during any type of competition. The SASI may go online at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination.

1. Outstanding personal appearance (Uniform and Grooming)
2. Display personal attributes such as initiative, service judgment, and self-confidence
3. Courteous demeanor (promptness, obedience, and respect for customs)
4. Growth Potential (capacity for responsibility, high productivity, and adaptability to change)
5. Possess the highest personal and ethical standards and strong positive convictions
6. Shows the potential and desire to pursue a military career
7. Rank in the top 5% in his/her class with a grade of A or numerical equivalent
8. Rank in the top 15% of his./her academic class
9. Demonstrates a positive attitude (toward AFJROTC and school)

Air Commando Association Award

Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

Distinguished Unit Award with Merit (DUAM)

Award consists of a Ribbon awarded to cadets enrolled during the same academic year in which 1. The Unit receives an HQ AFJROTC Evaluation with an overall rating of Exceeds Standards and 2. The Unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The Unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

Distinguished Unit (DUA)

A ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The Unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional Ribbon Earned additional small silver stars will be awarded.

Outstanding Organization Award

A ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate that will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

Outstanding Flight Ribbon

A ribbon awarded each academic term to members of the outstanding flight under the criteria determined by the SASI. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional small bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Wando SC-872 Criteria: (based comparatively in the following areas)

1. Grades
2. Community service
3. PT
4. Behavior

Top Performer Award

The award consists of awards presented/awarded only by Headquarters, AFJROTC Personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the cadet's duration of a cadet's tenure in AFJROTC. Consideration for the top performer award. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2 % of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in

primary duty and specifically in preparation for the unit's assessment. Leadership qualities: Involvement and positions held in Leadership Development Requirements activities. Academic Performance: nominee must be good in academic standing in all high school coursework, significant self-improvement, community involvement, and other accomplishments.

Outstanding Cadet Ribbon

A ribbon awarded, at the discretion of the SASI, to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Leadership Ribbon

A ribbon awarded for outstanding performance, at the discretion of the SASI, in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Achievement Ribbon

A ribbon awarded, by the discretion of the SASI, for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a one-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf

Superior Performance Ribbon

A ribbon awarded, by the discretion of the SASI, to no more than the top 10 % of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure the award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to the achievements and accomplishments of other cadets. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Academic Ribbon

A ribbon awarded, by the discretion of the SASI, for academic excellence as signified by attaining an overall grade point average of at least a "B" for one academic term, in addition to an "A" average in AFJROTC. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Leadership School Ribbon

A ribbon awarded, by the discretion of the SASI, for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion, an additional Bronze Star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of a Bronze Star. Limit the Silver Star to 10% of the class.

Special Teams Competition Ribbon

A ribbon awarded to team members for placing First, Second or Third in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medals may not (ribbon may) be worn during competitions and on regular uniform days.

Joint/ All-Service National Competition Award

A medal/ribbon awarded to team members who competed at a Joint/All-Service national-level competition including Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medals may not (ribbon may) be worn during competitions and on regular uniform days.

Air Force Nationals Competition Award

A medal/ribbon awarded to team members who competed at an Air Force-only national-level competition including Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medals may not (ribbon may) be worn during competitions and on regular uniform days.

Orienteering Ribbon

A ribbon awarded to team members, at the discretion of the SASI, for completing a unit-specific orienteering program as part of the unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Leadership Development Requirement (LDR) Ribbon

A ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development requirement activities (such as but not limited to PT Team Commander, orienteering team commander, drill team commander, color guard team commander, dining- in chairperson, military ball chairperson, etc.) For each

additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Drill Team Ribbon

Based on the SASI's discretion, cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least three drill performances i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Wando SC-872 Criteria:

1. One year of steady attendance
2. Attend at least one Drill Competition

Color Guard Ribbon

Cadets must perform at least 5 color guard performance events to receive the ribbon (cumulative). For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the

Wando SC-872 Criteria:

1. One year of steady attendance
2. Participate in at least 5 color guards

Saber Team Ribbon

Cadets must perform at least three saber events to receive this ribbon (cumulative). For each additional ribbon, an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Marksmanship Ribbon

Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have completed at least one marksmanship competition event (cumulative). For each additional ribbon, an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth award bronze oak leaf cluster.

Wando SC-872 Criteria:

1. Must be a cadet on the team for an entire academic year
2. Cadets must have continuous attendance

Good Conduct Ribbon

Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (Unexcused absences) for an entire school year to be eligible to qualify for this award. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (At the discretion of the SASI).

Service Ribbon

A ribbon award for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams, and Color Guard Teams alone do not qualify for the service ribbon, See above criteria for those ribbons unless community service hours are also awarded) For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Health and Wellness Ribbon

A ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness ribbon. Subsequent yearly awards of the Health and Wellness ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of the award. Cadets who score in the Physical fitness Tests 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf clusters, will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of Bronze, Silver, or Gold percentile will be denoted by the addition of another Star on the ribbon. Should a cadet subsequently score in the higher percentile, only the Star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf clusters on the same ribbon. (NOTE: The Physical Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) SC-872 requires cadets to pass the minimum standards for the CLC PT test in order to receive the ribbon.

Recruiting Ribbon

A ribbon awarded for outstanding effort in support of their unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. For each additional ribbon earned a Bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Activities Ribbon

A ribbon awarded, by the SASI's discretion, for participation in Leadership Development Requirement (LDR) activities other than those that qualify for Color Guard, Drill Team, and special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be awarded to the ribbon for each year membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Attendance Ribbon

A ribbon awarded to cadets who have no more than three school absences during the academic term. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Cadets may only receive one award annually.

Dress and Appearance Ribbon

A ribbon awarded by discretion to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Longevity Ribbon

A ribbon awarded, at the discretion of the SASI, for successful completion of each AFJROTC school year (semester with a 4x4 schedule). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Bataan Death March Memorial Hike Ribbon

A ribbon awarded, by the discretion of the SASI, to honor and remember the sacrifices of the victims and survivors of World War II's Bataan March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-Mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3-days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as the Air Force Association's Wounded Airman Program, The Wounded Warrior Project, Special Operations Warrior Foundation, etc. Ribbons may be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Patriotic Flag Ribbon

A ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag-raising ceremonies, flag retirement ceremonies, flag-folding ceremonies, and historical flag demonstrations. In order to receive this award, must have participated in a minimum of five flag events. Ribbons may be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

SC-872 Requires that a cadet participate in these events with Honor Guard to earn the ribbon.

Unmanned Aircraft Badge

Unmanned Aircraft Badge. Awarded for successful completion of the Remote Pilot Certification Test.

Aviation Ground School Badge

Awarded for successful completion of the Ground School course in Wando's AFJROTC.

Kitty Hawk Air Society Badge

Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

Distinguished AFJROTC Cadet Badge

This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award for their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award.

Model Rocketry Badge

Awarded to cadets who have fulfilled model rocketry program requirements.

Basic Marksmanship Badge

Requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions. When worn on the Male Blue uniform it will be positioned on the left pocket, centered horizontally on the pocket, and vertically centered between the top of the pocket and the button.

Sharpshooter Badge

Requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions. When worn on the Male Blue uniform it will be positioned on the left pocket, centered horizontally on the pocket, and vertically centered between the top of the pocket and the button.

The Expert Badge

Requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions. When worn on the Male Blue uniform it will be positioned on the left pocket, centered horizontally on the pocket, and vertically centered between the top of the pocket and the button.

Shoulder Tabs

Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, light blue shirt, and the windbreaker centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, the tab

will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, the shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each. For SC-872 Shoulder Tab Requirements, See Attachment VI.

Berets

Certain teams within the unit are authorized berets. The criteria for earning each beret is listed below.

Honor Guard (White):

Participate in two Honor Guard events over the course of a semester

Drill Guard (Blue):

Meet at least ONE of the following:

Compete in two drill competitions in a school year

Participate in five color guard events over the course of a school year

Participate in a combination of one drill competition and two color guards in a school year

Raider Team (Black):

Compete in two Raider competitions over the course of one school year

Berets must be worn with either the Cadet Officer Rank Insignia or the mini Hap Arnold wings.

CHAPTER SIXTEEN

INDIVIDUAL AND FLIGHT AWARD

Competition to determine the outstanding individuals and flights will be held each semester during the school year.

Every nine weeks, outstanding cadet airmen, NCOs, and Junior Officers who make significant contributions to the Wando High School AFJROTC program may be nominated for the “Cadet of the Quarter” award. Each Flight Commander throughout the unit will submit the name of the top two Cadets in each Flight. This selection will be based on the cadet’s attitude and participation in after-school activities along with Community Service. The names will then be forwarded to the AS1s for final selection and approval. Winners will be awarded the Achievement Ribbon.

The single AS1 and upper-class flight excelling in flight competitions for each semester will be designated “Honor Flight of the Quarter” by the SASI and each member of that flight will be awarded the AFJROTC Outstanding Flight Ribbon.

The four single individuals represented will be designated “Outstanding Cadet of the Year” by a Cadet Board. That Flight’s Flight Commander will select one nominee from each flight with approval by an AS1 for AS1 and AS2 nominees. The SASI and Cadet Corps Commander will select five AS3 and five AS4 nominees. Final selection and approval are based upon the AS1’s decisions.

Wando AFJROTC has an Awards board to highlight the Top Performers in the Corps and in each Squadron (Logistics readiness squadron, Mission Support Squadron, Public Affairs Squadron, and Team Squadron). The criteria are determined by each instructor.

CHAPTER SEVENTEEN

CERTIFICATES OF COMPLETION AND TRAINING

1. **AFJROTC Graduate.** A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.
2. **Certificate of completion.** Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and make the cadet eligible by law for a Certificate of Completion.
 - a. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of two academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of three academic years of AFJROTC with SASI concurrence. AFJROTC Instructors administering a four-year program have the option of issuing an updated Certificate of Completion after four academic program years.
 - b. Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance
 - c. The AFJROTC Form 308, *AFJROTC Certificate of recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.
3. **Advanced Enlistment.** In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. In accordance with AFI 36-2002, Air force personnel Enlisted Accessions, Table 4.1, JROTC Cadets with ac completed three or four years of JROTC are eligible for the rank of E-3. Cadets with a completed two years are eligible for the rank of E-2.
4. **ROTC Course Credit.** After a cadet completes their first Semester of JROTC they will be given a PE credit. A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. ROTC Scholarships are Senior ROTC controlled. Inquiries on scholarship-related issues should be made to Holm Center/RRUC.
 - a. See table below for more information:

GMC Accreditation						
JROTC	Military HS JROTC	CAP Awards	Service Academy/ Prep School/ Sister Service SROTC	Prior Military Service (Active Duty)	Prior Military Service (ARC)	Maximum Semesters Accredited
2 Years	2 Years	Mitchell	1 Semester	180 or more days of consecutive military service	BMT and 1 credible year of ARC service	1
3 or 4 Years		Earhart	2 Semester			2
N/A	3 Years	Spaatz, Eaker	3 Semester		ALS and 2 credible years of service	3
N/A	4 Years	N/A	4 Semester		4	
POC Accreditation						
3 Years at a Service Academy/Sister Service SROTC.						1
Note: Cadets must complete at least one semester or two quarters in the AFROTC POC to be commissioned. Region/CC can accredit an additional semester of POC for an equivalent senior year.						

5. **Service Academy Nominations.** U.S.C Title 10 sets aside up to twenty nominations per Service Academy for “honor graduates of JROTC honor schools.”
 - a. Air Force Academy Nominations: students will apply for nomination to the Senior Aerospace Science instructor (SASI), SASI must certify that applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA Admissions for an AFJROTC Nomination Appointment form.
 - b. Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to USNA and USMA Service Academies. The Service Academies will maintain a Distinguished Unit Award List so cadets who apply to academies online will get additional consideration.
 - c. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.

ATTACHMENTS

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Attachment I - AFJROTC Cadet Contract

SC-872 AIR FORCE JROTC STUDENT CONTRACT

APPLICATION AND AGREEMENT FOR:

(Print Last Name, First Name, Middle Initial)

(Flight)

1. **UNDERSTANDING:** Belonging to the cadet corps is a privilege and not a right. The staff reserves the right to remove anyone from the program if they are not meeting the minimum standards spelled out in this contract.
2. **OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does not commit or obligate any student to military service. It does not guarantee special consideration if a student chooses to enter any service. However, a cadet who completes three years of AFJROTC may qualify for advanced rank upon enlistment in the military. Additionally, students who complete two years of AFJROTC and are enrolled in their senior year are eligible to compete for AFJROTC scholarships and any possible SC-872 AFJROTC scholarships.
3. **APPLICATION:** I, the above named cadet, hereby apply for enrollment in the SC-872 Air Force JROTC Program.
4. **AGREEMENT: (Aerospace Science Instructors)** Upon acceptance of this application and the fulfillment of the conditions on the part of the cadet, the Senior Aerospace Science instructor (SASI) and the Aerospace Science Instructor (ASI) agree to: (1) Instruct the students about the aerospace age. (2) Help develop informed citizens. (3) Strengthen and develop character. (4) Help students understand their roles in a democratic republic. (5) Familiarize the students with the U. S. Air Force and the scholarship and career opportunities that it offers to qualified graduates.
5. **AGREEMENT: (Cadet)** In order to maintain the high standards of courtesy, personal conduct, and appearance required by the Air Force and SC-872 as a cadet, I understand and agree to:
 - A. **Meet the standards of behavior, attitude, and courtesy established and taught by the Instructors. I understand and agree that indifference to training or discipline problems such as dishonesty, failure to follow directions of those in authority, initiating a fight, or suspension from school for misbehavior may result in non-selection for future enrollment in AFJROTC in future semesters.**
 - B. **I will wear the regulation Air Force uniform on those occasions prescribed by the SASI. Refusal to wear the uniform weekly or improper use of the uniform will result in MY REMOVAL FROM AFJROTC. Removal from the program will result in an "F" in the course. Uniform Day is normally every Tuesday.**
 - C. **I will maintain the uniform in a clean, properly fitted, and repaired manner. I will turn in the complete uniform upon demand. I am responsible for the cost of cleaning and loss, theft, or damage of uniform items. All uniforms must be returned dry-cleaned and in cellophane bags with receipts attached. If not returned cleaned I will be charged a fee of \$95 (\$65 for the Blue Uniform Items and \$30 for the Airman Battle Uniform items).**
 - D. I will meet and maintain the personal grooming standards established by the Air Force. I will take particular attention to **military hair cut standards, facial hair, body piercing, tattoos,**

and body jewelry, as described in the AFJROTC Cadet Handbook and The AFJROTC Operational Supplement and Air Force Instruction 36-2903. **THESE REGULATIONS ARE PUBLISHED ON OUR WEB SITE (WANDOAFJROTC.COM)**

- a. **Female hair:**) Hair-Female. 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 pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Cadet 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. (Change) Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. **IF HAIR EXTENSIONS ARE ADDED AFTER THE BEGINNING OF THE SCHOOL YEAR AND THEY DO NOT ALLOW THE CADET TO MEET HAIR STANDARDS, A GRADE OF "ZERO" WILL BE GIVEN, AND THE CADET WILL NOT BE ALLOWED TO WEAR THE UNIFORM UNTIL THE DISCREPANCY IS CORRECTED. If not corrected in a timely manner, and the parent has been notified, the cadet will be removed from the program.**
- b. **Male hair:** no more than 2.5 inches in bulk all around. Hair must present a **tapered appearance**. May not be colored. Dreadlocks are not allowed. Faddish hair cuts are not allowed (Mohawk, inscriptions, writing, etc). If in doubt **ask an instructor first beforehand**.
- c. **Earrings:** females may wear only one earring in each lobe. Must be a diamond shape or round, no more than 6mm in diameter and silver or gold colored. **Males may not wear earrings while in class or during any ROTC event, whether in or out of uniform. Males may not wear earrings in uniform. No other piercings that are visible are allowed at any time (nose, lip, eyebrow, cheek.)** Clear spacers are allowed in uniform, but only in the lower earlobe. Any other use will result in a failing grade overall and prohibition to wear the uniform if use is continued.

- E. Physical Training (PT) gear will be issued free of charge to each cadet after the first 10 days of school. PT is MANDATORY attire for all PT classes, which are usually every Friday. If cadets forget to bring their PT gear to class, a loaner set will be given to them and a fee of \$1.00 will be charged for each garment. Cadets will then return the PT gear to ROTC upon completion of the class. If cadets are unable to pay the fee upon issue of the planned set, an obligation will be entered into Powerschool. These procedures should help eliminate the tendencies of some cadets to habitually not bring their PT gear.
- F. I must maintain an acceptable standard of academic performance in all classes. I will complete all assignments given to me by my instructor. I will be active in classroom work and the co-curricular activities of AFJROTC. (Cadets should participate in as many co-curricular activities as possible. Service Award credit is earned in this way.) I must earn a final grade of “C” or better in AFJROTC and a “C” or better overall Grade Point Average to be eligible for AFJROTC the next year without a waiver from the SASI. **I UNDERSTAND THAT A FINAL GRADE OF “F” IN AFJROTC WILL RESULT IN NOT BEING ALLOWED TO RE-ENROLL IN AFJROTC.**
- G. I will respond positively to other cadets who have been appointed to leadership positions in the Cadet Group. Rendering proper military courtesies to instructors and other cadets with senior rank is a necessity. I will express courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact. I will conduct myself properly when I am entrusted with a position of leadership.
- H. I will meet the objectives of the Cadet Group which are to: (1) Encourage a high degree of personal honor, self-reliance, and leadership, (2) Promote patriotism, (3) Develop habits of orderliness and precision, (4) Develop a respect for constituted authority, and (5) Develop the ability to perform basic military skills associated with drill.
- I. I will strive to develop self-discipline and accept personal responsibility for my actions.
- J. I will take proper care of textbook materials provided by the Air Force and return them when requested to do so. I will make payment to the AFJROTC office for any books damaged or lost.
- K. I will read, understand, and **comply** with the requirements and information provided to me in the SC-872 Cadet Handbook.

6. **STUDENT SIGNATURE:** _____ **DATE** _____

6. **PARENTAL / GUARDIAN APPROVAL:** I hereby give my permission for my daughter/son to enroll in the AFJROTC Program and will encourage her/his participation. We are responsible for payment of the **annual activity fee of \$35.00** and the **uniform cleaning fee of \$35.00** if the uniform is returned unclean. My child has read this contract, with particular attention to Paragraph Number FIVE, and understands the requirements of this program. I will help my daughter/son maintain the high standards expected of an AFJROTC cadet in SC-872.

7. **PRINTED NAME OF PARENT/GUARDIAN** _____

8. **PARENT’S SIGNATURE:** _____ **DATE** _____

9. SASI / ASI SIGNATURE: _____ DATE _____

Attachment II - Hazing Regulation

**AIR FORCE JROTC HAZING POLICY
OUTLINED IN CH 7 OF AFJROTCI 36-2010**

7.7. Prohibition on Physical Discipline, Hazing, and Unofficial Teams. Instructors will ensure these prohibitions are published in the unit's current Cadet Guide or current operating instruction. These prohibitions are applicable to all AFJROTC events, activities, and/or practices. These prohibitions apply to AFJROTC instructors, AFJROTC cadets, and any other person who may be involved with, coaching, or otherwise participating with cadets, or attending or observing an AFJROTC event, activity, and/or practice.

7.7.1. No person will encourage, allow, or condone the use of any type of *physical act or abuse* as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to physical exercises, menial tasks (e.g., cleaning bathrooms), or any physical exchange such as shoving, pulling, or hitting.

7.7.2. No person will encourage, allow, or condone the use any type of *psychological abuse* as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to any effort to humiliate, tease, intimidate, or publicly reprimand or embarrass a cadet for failure to achieve a specific result.

7.7.3. No person will encourage, allow, or condone the use of any form of hazing, whether physical or psychological, within any AFJROTC event, activity and/or practice. All persons involved will ensure any membership requirements or qualifications to join any approved AFJROTC team, event, or activity does not include anything humiliating, demeaning, or otherwise unapproved by this instruction.

7.7.4. No person will encourage, allow, or condone the use of any device, gimmick, or game to select an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result.

7.7.5. Unofficial groups, secret societies, private clubs, or any other unofficial entity within an AFJROTC program is prohibited.

Any cadet who feels they may be a victim of hazing should report to a JROTC instructor immediately.

A copy of this sheet should be kept with the Cadet Guide. This sheet MUST be made available upon request to ANY CADET in the unit, no questions asked.

Attachment III - AS-1 Current Event Example

Name: C/ James Taylor

Date: 21 May 2021

Source: Live5News.com (Note: Include the link if you used an online source.)

Location: Local, State, National, or International

School Calendars Debated (**TITLE**)

(**ARTICLE**) School and business leaders held a meeting to look at having all the schools in SC start school on the same date each year. This would allow a consistent schedule for the entire state and ensure all required hours are met. Horry County business leaders are pushing for a later date near the end of August. They say that they lose millions of dollars each year because students have to start school in early August and do not stay on vacation longer. With a later start date, the state could retain thousands of dollars to use to repair and renovate older schools. (**SUMMARY OF EVENT**)

This is significant to me because I like starting school in early August so we can get out of school in late May or early June and don't have to melt in the hot classrooms in June or July. (**WHY THIS IS SIGNIFICANT OR RELEVANT TO ME**)

Notes:

- **Electronic current events** will be turned in via Canvas and will be graded as follows: 25 points for each current event for a total grade of 100 for the week.
- Current events will be no more than 7 days old and at least 5 sentences long (This includes the article, summarization, and relevance. It will include things such as the location (City, State, or Country) of the event and important data that will give a real sense of what happened. The significance has no required length.
- Mechanics – This is **SPELLING** and **GRAMMAR**. (This will count since you can get your spelling and grammar checked by your computer).

Attachment IV - AFJROTC Operational Supplement Chapter 7 Visual Aid

AFJROTC Operational Supplement Ch 7 (Visual Aid):

https://www.wandoafjrotc.com/_files/ugd/bfd39c_daba500a157b4b10a38e2879055db60b.pdf

All regulations regarding drill and uniform can be found at:

<https://www.wandoafjrotc.com/cadet-files>

Attachment V - SC-872 Uniform Grading Sheet

NAME:					
HEADWARE:					
NO HAT -20 / PLACEMENT -5					
INSIGNIA PLACEMENT -5					
PERSONAL GROOMING:					
HAIRCUT/HAIR COLOR -10					
SHAVE/MUSTACHE -10					
NAILS/POLISH -5					
SHIRT/BLOUSE:					
CLEAN -5					
TUCKED IN -5					
STRINGS -5					
NO TIE/TAB -10					
NO V NECK T-SHIRT -5					
ACCOUTREMENTS:					
RANK PLACEMENT -5					
NAME TAG PLACEMENT -5					
NO NAME TAG/NO RIBBON					
RIBBON PLACEMENT/ALIGNED -5					
BADGE PLACEMENT -5					
TROUSERS/SKIRT:					
NO BELT -15					
BELT LOOP/BELT TIP ALIGNMENT -5					
REAR BUTTON -5					
CLEAN -5					
SKIRT/PANTS LENGTH -5					
PANTS PLACEMENT (SAG) -10					
COAT/UNIFORM WEAR:					
NO UNIFORM -95					
WRINKLED -8					
GIG LINE -8					
LINT/DUST -5					
JEWELRY -5					
FOOTWEAR:					
NOT AUTHORIZED -20					
CLEAN/SCUFFED -8					
SOCKS/HOSE -10					
MILITARY BEARING:					
POSITION OF ATTENTION -5					
MOVEMENT -5					
TALKING -5					
OUTSTANDING UNIFORM:					
FIRST IMPRESSION +3					
SHIRT/BLOUSE HIGHLY IRONED +3					
PANTS HIGHLY IRONED/SHARP +3					
SHOES HIGHLY POLISHED +3					
TOTAL GRADE:					

Attachment VI - Shoulder Tab Regulations

Academics - In order to acquire the academic shoulder tab the cadet must participate in 2 academic competitions over the course of the year. The cadet is allowed to keep their shoulder tab for one year, and if they do not complete the required amount of 2 academic competitions over the course of that year, then they will return their shoulder tab.

Color Guard - The Color Guard shoulder tab is an arch that goes onto your blue shirt or your Service Coat. The arch is colored white and says Color Guard in the center of it. In order to achieve this shoulder tab you must preforming 3 Color Guards.

Community Service - The community service tab is a dark baby blue tab that is achieved for having a certain amount of community service hours. Those said community service hours vary for the difference between freshmen and upperclassmen. The required amount of hours starts with the Unit Goals of 2023-2024 assigned amount for each cadet, which is 15 hours and increases 5 hours for years past freshmen.

Freshmen can achieve the community service shoulder tab by completing the Unit Goal required amount of 15 hours in a single semester. All years/classes after freshmen can achieve the community service shoulder tab for going above and beyond the Unit Goal required amount which would be 20 hours in a single semester and recognized cadets that help their community more than the required amount.

The community service tab can be achieved at the end of each semester, for example at the winter awards and at the May ceremony. They will not be handed out at any other ceremony.

Drill Team - The Drill Team shoulder tab is an arch that goes onto your blue shirt or your Service Coat. This arch is colored red and says Drill Team in the center. This shoulder tab can only be achieved by going to 3 Drill competitions.

Honor Guard - The Honor Guard shoulder tab is an arch that goes onto your blue shirt or your Service Coat. This arch is colored orange and says Honor Guard in the center of it. This shoulder tab can only be achieved by participating in 3 Honor Guard ceremonies.

PT Excellence - PT Excellence shoulder tabs will be issued to cadets that pass the minimum standards to the CLC Physical Fitness Test requirements. As of December 15th, 2023 those standards are:

Male

Freshman: Push Ups - 30, Sit Ups - 35, Run Time 9:00.00

Upperclassman: Push Ups - 35, Sit Ups - 40, Run Time 8:00.00

Female

Freshman: Push Ups - 15, Sit Ups - 35, Run Time 11:00.00

Upperclassman: Push Ups - 20, Sit Ups - 40, Run Time 10:00.00

Raider - The Raider shoulder tab is an arch that goes onto your blue shirt or your Service Coat. This arch is colored black and says Raider in the center of it. You can only achieve the Raider shoulder tab after being on the Raider team for a year.

Rifle Team - The Rifle Team shoulder tab is an arch that goes onto your blue shirt or your Service Coat. This arch is colored green and says Rifle Team in the center of it. In order to get this shoulder tab you must compete in 3 marksmanship competitions.

Staff - The Rifle Team shoulder tab is an arch that goes onto your blue shirt or your Service Coat. This arch is colored dark blue and says Staff in the center of it. In order to get this shoulder tab you must be on staff.