

Air Force
Junior
Reserve Officer Training Corp
(AFJROTC)

Cadet
Handbook

2021-2022

Home of the
“Fighting 55th”



Georgia – 20055 Cadet Group
Twiggs County High School
(Current as of 17 Dec, 2021)

Welcome to the Team!

Congratulations on your decision to join the “Fighting 55th” AFJROTC program.

I am the Senior Aerospace Science Instructor (SASI), Lieutenant Colonel John P. Terry. I am a retired U.S. Air Force Officer and Pilot. The Aerospace Science Instructor (ASI), Master Sergeant Corey Lockhart, is a retired Air Force Senior Non-Commissioned Officer and Electrical Systems Specialist. We both have extensive professional military education, training, and experience in teaching, leading, and training...**and having fun doing it!**

The Air Force Junior ROTC curriculum includes aerospace science, leadership education, and health & wellness. As a cadet, you’ll learn leadership and management skills that will help you navigate through life long after you’ve left the halls of Twiggs County High School.

This guide explains classroom and academic procedures as well as policies of the Cadet Corps. Although this is a CADET guide, it also provides great information for principles, counselors, teachers, and parents.

The standards in this guide support the leadership and personal development objectives of the AFJROTC program. If you take this program in the spirit in which it is intended, it will provide the foundation for a pleasant, rewarding and FUN educational experience. It contains policy guidance, requirements, and the rules of conduct for you as an AFJROTC cadet. We recommend that you study this guide thoroughly. You are responsible for its contents!

It is our sincere hope that what you learn in this course will help prepare you for whatever journey you choose to embark. This course is not intended to prepare you for the military, but to prepare you for life. We wish you success and personal satisfaction as a member of the elite Fighting 55th’s Twiggs County High School AFJROTC program.

Sincerely,

JOHN P. TERRY, Lt Col, USAF Retired
Senior Aerospace Science Instructor (SASI)

COREY LOCKHART, MSgt, USAF Retired
Aerospace Science Instructor (ASI)

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TWIGGS COUNTY HIGH SCHOOL
AFJROTC GA-20055
375 Watson Road
Jeffersonville, GA 31044

This handbook contains **policy guidance, requirements, and standards of conduct**. In other words, it contains the “RULES” cadets are expected to learn and follow. Studying and knowing this handbook is the first step toward learning self-discipline and standards of conduct.

Welcome to the **Fighting 55th!**

INTRODUCTION

Air Force Junior Reserve Officer Training Corps (AFJROTC) is a program designed to “**develop citizens of character dedicated to serving their nation and community**”.

Each AFJROTC class consists of three components—Aerospace Science, Leadership Education, and a Wellness Program. Citizenship and character education, the heart of the curriculum program, is primarily embedded in the Leadership Education (LE) series of courses, while history of service and education in science and technology related aerospace science is primarily found in the aerospace science (AS) series of courses. Thus, during a typical nine-week period the cadets will spend four weeks (three days a week) studying leadership education curriculum, and/or four weeks (three days a week) studying aerospace science material, one day a week performing uniform inspection and drill, and one day a week in the Cadet Health and Wellness Program (CHWP), which emphasizes physical training utilizing the Air Force’s Physical Fitness Test or PFT.

Enrollment in AFJROTC is open to all high school students in grades 9-12, who are physically able and are United States citizens. Retired Air Force commissioned and non-commissioned officers, who are full-time faculty members of the participating high school, teach AFJROTC classes.

As stated above, the AFJROTC program is designed to be led by two leaders; the Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI). The SASI position is normally held by a retired Air Force Officer. The SASI manages the overall AFJROTC program and teaches aerospace science/leadership related curriculum to 2nd-4th year JROTC students. Your SASI is **Lieutenant Colonel John Terry**. The other leader of AFJROTC, the Aerospace Science Instructor (ASI), is normally filled by a retired Noncommissioned Officer (NCO). Your ASI is **Master Sergeant Corey Lockhart**. His primary teaching areas are the first leadership education and aerospace science courses to first-year students.

The GA-20055th Detachment of Air Force Junior ROTC is organized in a military structure as a **Cadet Group**. The Cadet Group is a **student-led organization**. It is managed and operated by cadet officers and cadet non-commissioned officers who have been selected to serve in their job positions. It is through this organization that you will learn leadership skills and how to apply these skills by directing cadet activities.

1. MISSION, GOALS, AND OBJECTIVES OF THE AFJROTC PROGRAM

- a. Our primary mission in the AFJROTC program is to **develop citizens of character dedicated to serving their nation and community.**
- b. The goals of the program are: **(1) to instill values of citizenship; (2) give service to the United States; (3) develop personal responsibility and (4) instill a sense of accomplishment in high school students.**
- c. Our objectives are to: **(1) educate and train high school cadets in citizenship; (2) promote community service; (3) instill responsibility, character and self-discipline; and (4) provide instruction in air and space fundamentals.**
- d. This program will enable students to:
 - Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
 - Adhere to the values of integrity, service, and excellence.
 - Increase their understanding of patriotism and responsibilities as US citizens.
 - Participate in community service activities.
 - Expand their skills of critical thinking, problem solving, effective communication, collaboration, creativity and innovation.
 - Demonstrate military customs, courtesies, and develop habits of order, discipline, and social skills.
 - Acquire a broad-based knowledge of aerospace studies and leadership education.
 - Graduate high school, prepare for college and careers in the 21st century.
 - Cultivate a commitment to physical fitness and a healthy lifestyle.

Reserve Cadets: Reserve cadets may participate in JROTC activities at the discretion of the SASI. If participating in uniform, the Reserve Cadet must meet all uniform wear and grooming standards. The Reserve Cadet Program will be administered IAW AFJROTCI 36-2010.

2. BREIF HISTORY OF THE CORPS

The Air Force Junior Reserve Officer Training Corps (AF JROTC) was founded in 1911 in Cheyenne, Wyoming by Army Lieutenant Edgar R. Steevers. Lt Steevers envisioned a non-

compulsory cadet corps comprised of high school students. His program was aimed toward making better citizens. In 1964, the Secretaries of each military service were directed to establish and maintain JROTC units for their respective services.

Am I Required to Wear A Uniform?

Cadets are issued a full complement of uniform items free of charge. They are required to wear the uniform at least one specified day per week. The uniform items may be returned at the end of the year but WILL be returned when the student is no longer enrolled in AF JROTC.

Why Should I take AF JROTC?

By taking AF JROTC, you will: become a better citizen, increase your leadership ability, and enhance your self-confidence level, self-reliance, and self-discipline. Plus, you will make new friends, and take adventurous field trips.

3. BENEFITS

In addition to character benefits listed above, there is a clear monetary and career benefit for those cadets who decide to join the military. This benefit is one of increased rank based on the experience and training of AFJROTC that allows the cadet to be of greater benefit to the military. There are variations of this benefit, depending on which branch of the military one enlists in. Graduating cadets only need to present the following documents to their recruiter:

Air Force Form 1256 (CERTIFICATE OF TRAINING) is presented to a cadet who has successfully completed two years of AFJROTC.

AFJROTC Form 310 (CERTIFICATE OF COMPLETION) is presented to a cadet who has successfully completed three or four years of AFJROTC.

Leadership Development Requirements (LDR): AFJROTC cadets also have the opportunity to be involved in the following AFJROTC activities (just to name a few):

Color Guard: Team presents the Colors (US Flag) at events in the school and the community

Drill Teams: Teams that perfect all forms of drill (marching), to include Armed Regulatory, Armed Exhibition Regulatory, Regulatory, and Exhibition Drill

JROTC Leadership and Academic Bowl: On-line academic competition

Model Airplane Building Team: Build/paint model airplanes for display in the JROTC room

Rocket Building/Launching Team: Learn about the uses, parts, and types of rockets while learning how to successfully build, launch and recover your own rocket.

Community Service Events and Cadet Field Trips: These are not LDRs but still fun!!

4. CURRICULUM

Aerospace Science:

- *AS 100: Milestones in Aviation History*
- *AS 200: The Science of Flight: A Gateway to New Horizons*
- *AS 220: Cultural Studies: An Introduction to Global Awareness*
- *AS 300: Exploring Space: The High Frontier*
- *AS 400: Management of the Cadet Corps*
- *AS 410: Survival 500: Aviation Honors Ground School (not currently taught)*
- *AS 510: AFJROTC Honors Senior Project (not currently taught)*

Leadership Education:

- *LE 100: Traditions, Wellness, and Foundations of Citizenship*
- *LE 200: Communication, Awareness, and Leadership*
- *LE 300: Life Skills and Career Opportunities*
- *LE 400: Principles of Management*
- *LE 500: Drill and Ceremonies*
- *Elective1: Unlocking Your Potential (UYP)*
- *Elective2: National Endowment for Financial Education (NEFE)*
- *Elective3: Congressional Medal of Honor Foundation (MOH)*
- *Elective4: Pennsylvania Veterans Museum (PVM)*
- *Elective5: Veterans National Education Program (VNEP)*
- *Elective6: Cadet Guide/Handbook*
- *Cadet Pocket Drill Guide: Learn to Lead*

5. GENERAL EXPECTATIONS

1. Conduct & Discipline Issues

a. Understand the Environment: Air Force JROTC can give a cadet an idea of what it is like in the real Air Force. We could never show you what the active duty Air Force is like completely, but we can give you an idea of the discipline, the pride, the esprit d' corps, and the customs and courtesies, so that you will have a sense of what being in the military is like.

b. Cooperation is an absolute Necessity: When we drill, it is vital for every cadet to work in the spirit of what we are doing. If it is your goal to do just enough to stay out of trouble, you will probably stay out of trouble, but you will weaken the possibilities of excellence for your flight, and possibly even the entire corps of the Fighting 55th Detachment.

c. Non-Cooperation is Not Tolerated: If you show yourself not ready for the discipline of AFJROTC by constantly disrupting, not doing your work, talking after its time to start class, or not maintaining AFJROTC standards, you may not last long in AFJROTC. For those who cannot conform to AFJROTC, we will follow a form of the following 3-week, 5-step disenrollment process:

1. First, the issue will be verbally addressed.
2. If the verbal course is not effective, communication with a parent/guardian will be made addressing the situation.
3. Next offense, you may receive an Infinite Campus Discipline Referral and a parent teacher conference will be scheduled.
4. If there is another offence or if your performance does not improve, there may be another parent teacher conference that will include members of the school's administrative staff.
5. Finally, if these actions do not produce positive change, you will be disenrolled from the AFJROTC program and reassigned another class.

d. Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

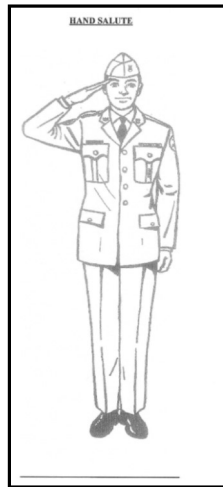
2. Cadet Responsibilities:

- a. Wear the AFJROTC uniform each week, carefully ensuring all uniform standards are kept.
- b. Maintain AFJROTC grooming standards at all times in uniform.
- c. Always bring pen/pencil to class.
- d. Fill out and return the Cadet Health and Wellness Program participation form to be eligible to participate in physical training.
- e. **Stay out of In-School Suspension (ISS) to be eligible for field trips.**
- f. **Maintain at least a 70 average in all classes to be eligible for field trips.**
- g. **Maintain at least a 70 average in ALL classes to be eligible for Leadership Development Requirement (LDR) activity participation.**

- h. Support AFJROTC functions at football games, Military Ball, Awards Ceremony and other AFJROTC functions to the best of your ability.
- i. Keep your flight commander informed in writing regarding your extra-curricular school activities. This information will be used to plan AFJROTC activities with the least possible amount of conflict with other school activities.
- j. Take proper care of your uniform, textbooks, and other equipment issued to you.
- k. Maintain conduct in keeping with the Cadet Honor Code, Core Values, and Cadet Creed.

3. Customs and Courtesies

The military is a different culture than the general population, since the mission is to be better than the enemy and adequately protect and preserve the freedoms and way of life of the general population. So we'll also do some things different in AFJROTC.



- a. **Saluting**—Saluting is a military greeting that one should understand and use in JROTC according to the following instructions:

The “HAND SALUTE” is a firmly established custom of exchanging a courteous greeting between individuals in military uniform. All AFJROTC cadets while in uniform will exchange this salute. The junior cadet (the cadet with the lowest rank) initiates the exchange to:

- (1) The Senior Aerospace Science Instructor (SASI).

- (2) A cadet officer of higher rank.
- (3) All commissioned officers of the U.S. armed forces
- (4) ***EXCEPTIONS to the HAND SALUTE:***
 - a) Officers of the same rank do not salute.
 - b) Enlisted personnel normally do not salute each other.
- (5) Occasions for the “Hand Salute”
 - a) Outdoors, when in uniform. Wearing a hat is always necessary outdoors, unless you are waiting for afterschool pick-up (bus or car) or practicing drill.
 - b) When the colors are presented outdoors and you are in uniform, you must render a salute. This also includes the *playing of reveille, retreat, taps, and the national anthem*. (If you are indoors when the national anthem is being played, or when the Pledge of Allegiance is being recited and you are in uniform, the proper response is to stand at attention, both hands remaining at one’s sides.)
 - c) When reporting to the SASI or a cadet officer (e.g.. Airman of the Quarter board).

b. Daily Flight Opening Exercises

- (1). Cadets will stand behind their desk with all personal belongings properly secured when the bell rings or they will be marked tardy.
- (2). Flight Commander/Leader will then call the flight to "ATTENTION." Any cadet not standing at ATTENTION with belongings properly secured will be given demerits. The flight commander will then put the flight at “Parade Rest”. With the flight at PARADE REST, Flight Sergeant will immediately call roll. Cadets will come to ATTENTION when their name is called and respond "HERE SIR/MA'AM". Cadets will then return to PARADE REST after their response. The Flight Commander will then lead the flight in reciting the Cadet Creed. Following the Creed, the Flight Commander will then call the flight to "PARADE REST."

- (3). After the attendance is taken, and all necessary information is briefed, the Flight Commander will direct the flight to "TAKE YOUR SEATS". Cadets can then sit down but will refrain from talking. Flight Leader will then report to the Instructor the following statement: "Sir, (X FLIGHT) prepared for instruction."
- (4). To show respect to the Superintendent, Principals, and any other Distinguished Visitors, the cadet who first recognizes the visitor will in a confident, authoritative voice, state "FLIGHT, ATTENTION." All cadets will come to the position of ATTENTION behind their desks, facing forward, or at their current location, and remain standing silently until directed to take their seats by the instructor.

c. Wearing Your Cover

- (1). This uniform requirement will be described more fully under the section on uniform wear, dress and appearance. Generally, wearing your cover (usually this refers to a **flight cap**) is required when out doors and/or you are participating in the color guard, or out at the stadium during a football game. Ask your instructor about the no-hat areas around the school.
- (2). Be careful to follow the rules about wearing your cover! Your hair should fit under your cover and should never extend out of the front of your cover. **Your cover should never be "perched" on top of a massive hair piece!**
- (3). See section on uniform requirements for more on cover wear.

6. Unit Merit/Demerit Program

The unit's Merit/Demerit program is designed to instill a sense selflessness and pride in Fighting 55th cadets, but also to identify behavior and/or actions that negatively reflect on the unit, school, or individual. The merit/demerit is used primarily in the unit's "Flight of the Month" calculations. This incentivizes cadets to earn merits for their flight and avoid demerits.

Merits/demerits can be awarded, via AETC Fm 341, by any faculty or staff member and then approved by the SASI or ASI. Merits/demerits can also be awarded the Group and Deputy Group Commanders. These merits/demerits will be approved by the SASI or ASI.

A record of monthly merits is maintained by the SASI and ASI and posted in each classroom. The SASI and ASI keep copies of all AETC Fm 341s issued.

Examples of merits are (but not limited to) helping a teacher with a task, entire flight is in uniform for a uniform wear day, witnessed selfless acts, acts of character, etc. Examples of demerits are (but not limited to), cursing, tardy, misbehavior, missing a uniform wear day (unexcused), etc.

6. UNIFORM WEAR, DRESS AND APPEARANCE

a. Role of the Military Uniform in Air Force Junior ROTC: Wearing the military uniform is integral to every Junior ROTC program in America. The military goes to great lengths to assure every cadet has access to a uniform. Wearing the uniform properly and regularly is the core of learning discipline and bedrock of JROTC. **Uniform wear is the number one criterion for all advancement in rank, consideration for field trips, selection for cadet staff positions, and other cadet honors.**

b. Requirement to Wear the Uniform:

(1). Wearing the uniform is a course requirement for all cadets. Uniform wear is a focal part of our curriculum. **Failure to wear the uniform *during the entire school day* on uniform wear day (UWD) or make-up uniform wear days, you will receive a “failing grade” for that week’s uniform inspection grade. However, the failing grade will be replaced with an appropriate grade once the uniform wear is made up. No subsequent make-up will be available after one week from the primary day assigned for uniform wear (unless coordinated with the SASI/ASI). Failure to wear the uniform for a given week will result in a “0” grade (unless you have a “signed” valid reason from parents). Failure to wear the uniform a second time will result in the ASI or SASI contacting your parents to encourage uniform wear. If a cadet misses both the UWD and make-up wear days a total of four (4) times in a given Nine Week Grading Period, he/she may be removed from the JROTC program.**

(2). Uniform Wear Day (UWD):

a). Upon issue of your JROTC uniform, UWD will be weekly on ***Tuesdays***. Uniform ***make up days*** will normally be on the following *Wednesday, Thursday or Friday*.. Exceptions to this policy may be designated by the SASI in the event of special school functions or AFJROTC events that would allow for the change that week. For example, if there was a major JROTC function that required uniform wear on a different day that week (e.g., unit picture day), the SASI may dismiss the Tuesday obligation in lieu of an obligation on another day.

b). You must wear your uniform ***“the entire school day”*** each uniform wear day. You will be inspected on uniform wear days to help ensure you are wearing the uniform

properly. Each inspection will be graded. ***If you fail to wear your JROTC uniform the entire school day, you will receive a “failing grade”.***

c. Rewards for Uniform Wear:

- (1) Those who wear the uniform will receive extra consideration for promotion to a higher rank in AFJROTC. Promotions are based on acquiring both the commensurate tasks associated with a given rank, as well as a certain number of merits points (see cadet handbook section on promotions).
- (2) Other reward considerations include opportunities to serve on cadet staff, participate in JROTC field trips, and receive National/AFJROTC awards.

d. Manner of Uniform Wear:

- (1). A complete Air Force JROTC uniform is issued to you valued at more than \$450.00 on a **loan** basis. **All cadets are required at the end of each school year to return the uniform CLEAN, and WITH A DRY CLEANING TICKET ATTACHED.** If you do not return the uniform or return it dirty, a **school debt** will be established for the applicable amount.
- (2). The AFJROTC cadet uniform is, with minor exceptions, the same uniform as worn by active duty personnel. Wear your uniform with pride, for it is a symbol of the pride you have in yourself, your fellow cadets, Air Force Junior ROTC, TCHS, and all the men and women on active duty in the United States Air Force. **It represents an elite group of individuals.** Therefore, the uniform must be maintained (i.e., cleaned and pressed) and correctly worn at all times. Ribbons, rank, pins and badges should be mounted giving careful attention to the instructions regarding the positioning of these accoutrements.
- (3). *Specifics regarding how items are placed on your uniform may be found in the **uniform diagrams at the end of this guide (pg 41).***
- (4). The cadet uniform is worn **only** in connection with school approved AFJROTC activities. If you want to wear your uniform for a special occasion that is not part of the AFJROTC program, you must get permission from the SASI. Wearing the uniform when not specifically authorized is against federal law.
- (5). The “**Air Battle Uniform**” (ABUs) is available for cadet wear at the discretion of the SASI, with the following limitations:
 - a) It must be accompanied by military boots. Your boots must be the green suede material (sage green) or coyote brown. These will be issued to you.

- b). It must be accompanied by a correctly fitting ABU hat when worn off school grounds or at the football stadium.
 - c). It must be worn with either the normal blue web belt (as with the blue uniform), or with the belt made specifically for the ABU uniform. A civilian belt is not acceptable.
 - d). It must be worn with an undershirt of tan color.
 - e). It will be worn once a month for a uniform wear day. The Fighting 55th has established each Wednesday as “Warrior Wednesday” where cadets who have ABUs are authorized and encouraged to wear them. This DOES NOT satisfy your uniform wear requirement for that week.
- (6). When you wear your uniform it must be complete with **all required items**.
- a). **Male required items:** shirt, pants, white v-neck undershirt, proper rank insignia, name tag, hat, black socks, belt and shoes. The wearing of earned ribbons is strongly encouraged, but not required. When the **service dress coat** is worn a tie is required. When a **long-sleeve shirt** is worn, a tie is also required. **Note: Ribbons are mandatory on the service dress coat!**
 - b). **Female required items:** blouse, pants/skirt, belt, black socks, v-neck undershirt (optional), shoes, proper rank insignia, name tag and hat. The wearing of earned ribbons is strongly encouraged, but not required. When the **service dress coat** is worn a neck-tab is required. Also, when a **long sleeve blouse** is worn, the neck-tab is required. **Note: Ribbons are mandatory on the service dress coat!** Female cadets may also wear pumps.
 - c). A violation or omission of any of the above items renders the cadet “**out of uniform.**” S/he will receive a reduced score for a uniform grade on UWD, *whether the infraction is during the JROTC class or at any other time of the day.*

Additional General Uniform Guidance

- a). You may not attach, affix or display ANY objects, articles, jewelry or ornamentation to or through **your ears, nose, tongue, or any exposed body part.** *Exception for female cadet earrings as noted above. (For example, nose rings, eye rings, tongue piercing are all prohibited.)*
- b). Keep your buttons buttoned at all times. This includes shirt buttons, shirt pocket buttons and rear pants pocket buttons.
- c). Keep your shoes tightly laced, clean, shined and in good condition.

- d). Keep your insignias, name tags, ribbons, ribbon bars, belt buckles, etc. in good condition.
- e). Service coats must be buttoned whenever worn. You may remove your service coat in the classrooms. But remember, if you unbutton your service coat you must take it off. Do not push up the sleeves!
- f). The short blue jacket must be zipped at least half way. Do Not wear it with the sleeves pushed up!
- g). Hats are not required for AFJROTC during normal school-day attendance. Hats must be worn **any time you are in uniform at school football games.** While on **school trips off campus, hats must be worn at all times while outdoors** except in designated “NO HAT AREAS.” You will be told if you are in a “no hat area.” This infraction is one of the fastest ways to bring negative attention to the entire GA-20055 Detachment. Anyone who has ever been in the military is familiar with the hat requirement, and will instantly judge you in a negative way if you are not in keeping with this policy.

e. Male Appearance Standards

- (1). Hair must be neat, trimmed, clean and present a groomed appearance. Hair cannot touch the top of your ears or the top of your shirt collar. Hair in the front cannot touch your eyebrows or show below the edge of your hat when properly worn. Hair will not exceed 2 inch in bulk and not exceed $\frac{1}{4}$ inch at the natural termination point. **The bulk or length of your hair cannot interfere with the proper wear of your hat** and will not contain or have any visible foreign items attached to it. Male cadets cannot wear braids, tails, pageboys, flip, Mohawk, or bulky styles.
- (2). Sideburns must be neatly trimmed, not more than one inch wide and must end with a clean-shaven horizontal line even with the lower ear opening.
- (3). Your **face must be clean-shaven**, except for an optional mustache; it cannot extend beyond the corners of your mouth nor extend over the edge of your top lip.
- (4). Male cadets cannot wear earrings while in uniform.
- (5). Wallets, pencils, pens, handkerchiefs, combs, sunglasses or jewelry cannot be worn or carried so that they may be seen on the uniform. You may wear a wristwatch, identification bracelet and no more than three (3) rings. You may

wear conservative sunglasses except when in military formation. Prescription sunglasses may be worn at any time.

f. Female Appearance Standards

- (1). **Your hair must be styled to permit the proper wear of your hat and cannot fall below the bottom of the shirt collar** at the back of your shirt unless in a ponytail and in accordance with AFI 36-2903. If your hair is long or if you “put it up,” you still must be able to properly wear your hat. Hair will not exceed 4 inches in bulk.
- (2). You cannot wear decorative hair ornaments such bows, etc. If you wear a ribbon or band, it must be the color of your hair.
- (3). You may wear one earring in each ear. These earrings must be small, conservative, round or spherical in shape, and be either diamond, pearl, gold, or silver. The earrings may not extend below your earlobe. NO HOOPS!
- (4). You may wear a watch, ID bracelet, and no more than three (3) rings while in uniform.
- (5). Wallets, pencils, pens, handkerchiefs, combs, sunglasses or jewelry cannot be worn or carried so that they may be seen on the uniform. You may wear conservative sunglasses except when in military formation. Prescription sunglasses can be worn at any time.

g. Cadet Health and Wellness Program (CHWP) Uniform:

Cadets have the option of wearing their own shorts during the CHWP training on Thursdays. The same rules that govern school PE classes apply to CHWP apparel. CHWP may be performed in the regular school attire as long as the cadet can still perform CHWP activities. The Junior ROTC will provide cadets with an exercise uniform PT shirts/shorts. Cadets are required to wear these shirts on PT day. Points will be deducted from your weekly PT grade if you are not wearing your PT shirt, athletic shoes, or turn in your weekly fitness tracker.

h. Shoulder Cords:

Cadets are authorized to wear shoulder cords on the *Left* shoulder of the shirt/blouse and service coat at the discretion of the SASI. The following may be authorized:

- (1) Group Commander: Gold/Black
- (2) Deputy Group Commander: Silver/Black
- (3) Command Chief Master Sergeant: White
- (4) Squadron Commanders: Dark Blue

- (5) Flight Commanders: Red
- (6) Operations Squadron Staff: Tan
- (7) Mission Support Squadron Staff: Gold
- (8) Flight Sergeants: Light Blue

i. Graduation Cords:

The policy for graduation cords for seniors to wear with graduation gowns at their graduation ceremony are as follows:

- (1). The Junior ROTC program is not obligated to provide cadets with a graduation cord; however, if and when funds allow, we will attempt to provide graduating seniors a cord at no cost. Otherwise, cords must be purchased at the price of \$12.00 each.

- (2). Graduation cords are limited to those who have taken AFJROTC for a minimum of 3 years.

7. AWARDS, RIBBONS AND BADGES

AWARDS

The awards program recognizes achievements of AFJROTC cadets. There are two types of awards. First, are the National Organization awards that are funded by sponsoring organizations and often presented by local chapters. The second category of awards are those authorized and approved by AFJROTC. Specific information and criteria on these awards are found in the Air Force Junior ROTC Guide (available upon request). These awards are normally presented to cadets during the Annual Awards Banquet.

RIBBONS

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

- b. **Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

- c. **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. The achievement can be in any area of corps/school/community activities. Individuals may not receive more than one ribbon during a 1-year period.

d. **Superior Performance Ribbon.** Is a ribbon awarded 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 award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Superior Performance designation is at the discretion of the SASI.

e. **Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC (semester).

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

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

h. **Leadership Development Requirement (LDR) Leadership Ribbon.** Is 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.). Can be awarded multiple times in one year.

i. **Drill Team Ribbon.** 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 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).

j. **Color Guard Ribbon.** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative).

k. **Sabre Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative).

l. **Marksmanship Team Ribbon.** Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative).

m. **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.

n. **Service Ribbon.** Is a ribbon awarded 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 or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.

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

p. **Recruiting Ribbon.** Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC.

q. **Activities Ribbon.** Awarded at the SASI's discretion for participation in LDR activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams.

r. **Attendance Ribbon.** Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

s. **Dress and Appearance Ribbon** Is awarded 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.

t. **Longevity Ribbon.** Awarded for completion of each academic school year and additional completed years are denoted by a bronze oak leaf cluster.

u. **Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. You must perform at least 5 events to qualify for this ribbon. Morning and afternoon flag detail count towards this ribbon.

b. BADGES:

Separate from the ribbons mentioned above are distinctive badges that may be awarded. Criterion for earning these badges are listed in the "AFJROTC Guide" available through the SASI or ASI.

- (1). The badges are as follows:

- a) Ground School Badge
- b) Flight Solo Badge
- c) Pilot Certificate Badge
- d) Awareness Presentation Team Badge
- e) Kitty Hawk Air Society Badge
- f) Academy Modeling of Aeronautics (AMS) Wings
- g) Distinguished AFJROTC Cadet Badge
- h) Aerospace Education Foundation (AEF) Academic Cadet Badge
- i) Model Rocketry Badge

- (2). Limitations of wearing badges:

Badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

8. CADET STAFF MEMBERS—DUTIES & RESPONSIBILITIES

The cadet officers and noncommissioned officers perform OPERATIONAL AND FUNCTIONAL duties as outlined in the job descriptions below. The descriptions are not all-inclusive and other duties may be assigned by the SASI, ASI and/or the Cadet Group Commander.

a. GROUP COMMANDER

The GROUP COMMANDER is in charge of the cadet corps. S/he is by position and rank the highest authority within the corps, and is responsible for the appearance, discipline, efficiency, training and conduct of every member of the cadet corps. Responsibilities include:

- (1). Attends activities and functions sponsored by AFJROTC.
- (2). Receives regular reports from project persons who coordinate the planning of special events such as the dining-in, awards banquet and military ball.
- (3). Oversees the merit/demerit program (if applicable).
- (4). Develops and presents a briefing to the Regional Director upon his visits for unit evaluation inspection (UEI).
- (5). Schedules and leads semi-weekly cadet staff meetings.
- (6). Oversees staff activities as required.

- (7). Coordinates and delegates AFJROTC activities in such a way that allows for the greatest possible participation and leadership development of staff members.
- (8). Assists the SASI/ASI as needed in the Leadership Education curriculum, to include but not limited to Uniform Wear Day inspections, classroom conduct, drill proficiency, parade performances and curriculum-in-action (field trip) participation.
- (9). Assists the cadet staff in developing unit goals and advising the SASI of proposed strategies to pursue these goals.
- (10). Supervises the squadron commanders in the execution of their responsibilities.
- (11). Serves as spokes-person for the corps during school events, corps inspections, meetings with dignitaries, etc.
- (12). Leads by example in performance of the cadet honor code, core values, and cadet creed.
- (13). Will lead by example in his/her own grooming standards and uniform wear.

b. SPECIAL ASSISTANT TO THE SASI (As required)

- (1). Position may is normally filled only by a former group commander once s/he vacates the leadership position of commander.
- (2). Provides mentorship, advice, etc., to the new Group Commander.
- (3). Coordinates and acts as liaison between staff leadership and SASI.
- (4). Attends activities and functions sponsored by AFJROTC.
- (5). Lead by example in his/her own grooming standards and uniform wear.

c. DEPUTY GROUP COMMANDER

- (1). Attends activities and functions sponsored by AFJROTC.
- (2). Communicate regularly with the Group Commander to stay abreast of all issues/concerns of the unit, as well as all developments of upcoming events.

- (3). Serves in all aspects as group commander when the group commander is not present.
- (4). Supervises and coordinates the Group staff when directed by the Group Commander.
- (5). Leads by example in performance of the cadet honor code, core values, and cadet creed.
- (6). Will lead by example in his/her own grooming standards and uniform wear.

e. COMMAND CHIEF MASTER SERGEANT (CCM)

- (1). This the top ranking non-commissioned officer in the cadet group. It is his/her job to seek out and stay abreast of the concerns of the cadets. S/he will seek assistance from the Cadet Group Commander, Cadet Deputy Group Commander, SASI, and ASI as needed to resolve these concerns.
- (2). The Command Chief will use the influence of his/her position to encourage the other cadets, and to groom the appearance and discipline of every cadet. S/he is a primary liaison between the Group Staff and the Cadet Corps.
- (3). CCM will lead by example in his/her own grooming standards and uniform wear.
- (4). Serve as advisor and mediator for cadets.
- (5). Coordinates with the Group Commander to establish quarterly dates and setup for the Airman of the Quarter Board.
- (6). Attends AFJROTC activities and functions.
- (7). Leads by example in his/her own grooming standards and uniform wear.

f. TRAINING SQUADRON COMMANDER

- (1). Responsible for all activities related to the collective flights and individual personnel of the Group.

- (2). Supervises flight commander's activities.
- (3). Ensures information is provided to flight commanders concerning events, decisions and schedules of AFJROTC activities.
- (4). Plans and coordinates community service activities as determined by the Cadet staff.
- (5). Attend AFJROTC functions and activities.
- (6). Serves with other Squadron Commanders as co-chairperson for the Awards Banquet, Military Ball and Dining-In.
- (7). Provides input as needed to the planning calendar.
- (8). Will lead by example in his/her own grooming standards and uniform wear.
- (9). Consistent failure to perform the duties of this office, or serious infractions of either the school rules or standards of behavior set forth in the cadet honor code, core values, or cadet creed may result in dismissal from this cadet staff position.

g. OPERATIONS SQUADRON COMMANDER

- (1). Supervises the Special Projects Officer, who assists in organizing and coordinating special projects such as the Military Ball, Awards Ceremony, Dining-In, or any other significant special project needing attention.
- (2). Supervises commanders of all drill teams, including: armed exhibition drill team commander, unarmed exhibition drill team commander, unarmed regulatory drill team commander, armed regulatory drill team commander, and color guard commander. Each drill team will have a drill team commander who will coordinate regularly with the Services Squadron Commander regarding all activities past, present and future.
- (3). Supervises the Color Guard Commander to assure coverage of all requested events, as well as equitable distribution of color guard assignments to team members.
- (4). Supervises operations of the Kitty Hawk Air Society activities (when active).
- (5). Coordinate community service activities.

- (6). Supervises the Awareness Presentation Team (APT) activities
- (7). Attends activities and functions sponsored by AFJROTC.
- (8). Serves with the other Squadron Commanders as co-chairperson for the Awards Banquet, Military Ball and Dining-In.
- (9). Will lead by example in his/her own grooming standards and uniform wear.
- (10). Consistent failure to perform the duties of this office, or serious infractions of either the school rules or standards of behavior set forth in the cadet honor code, core values, or cadet creed may result in dismissal from this cadet staff position.

h. MISSION SUPPORT SQUADRON COMMANDER

- (1). The Support Squadron Commander leads the activities of the logistics officer and NCOs, public affairs officer and NCOs, and personnel officer and NCOs.
- (2). Ensures all support squadron staff members are carrying out their assigned duties.
- (3). Serves with the other Squadron Commanders as co-chairperson for the Awards Banquet, Military Ball and Dining-In.
- (4). Attend AFJROTC activities and functions.
- (5). Responsible to work with ASI and Operations Squadron Commander to produce annual Awards Banquet script.
- (6). Will lead by example in his/her own grooming standards and uniform wear.
- (7). Consistent failure to perform the duties of this office, or serious infractions of either the school rules or standards of behavior set forth in the cadet honor code, core values, or cadet creed may result in dismissal from this cadet staff position.

i. LOGISTICS OFFICER DUTIES AND RESPONSIBILITIES

- (1). Assists the ASI in the issue and turn-in of accountable property, uniform items and accessories.
- (2). Ensures the security of Rifles/Sabers, flags and equipment. Should be available (either officer or NCO) at all functions which require use of AFJROTC equipment.

- (3). Possesses the knowledge and ability to issue and exchange clothing and accessories to cadets on an as-needed basis, both in hard-copy receipts/records and the electronic AFJROTC's WINGS records.
- (4). Maintains the supply cabinets. Keep an inventory of classroom supplies and provide a restocking list to the SASI or ASI as required.
- (5). Inventories drill equipment; keeping equipment clean and functional. Turns soiled items in to the ASI for cleaning.
- (6). Supervises and equitably delegates to LG NCOs the tasks of logistics management.
- (7). Will lead by example in his/her own grooming standards and uniform wear.

j. PERSONNEL OFFICER DUTIES AND RESPONSIBILITIES

- (1) Tracks and inputs into Wings, cadet participation, AFJROTC Activities/Events and Awards/Rand received by each cadet.
- (2). Knows how to efficiently use WINGS to update personnel info.
- (3). Checks the flight CHWP (Cadet Health and Wellness Program) folders and WINGS records monthly for compliance with AFJROTC health and wellness training directives.
- (4). Will lead by example in his/her own grooming standards and uniform wear.

i. PUBLIC AFFAIRS OFFICER DUTIES AND RESPONSIBILITIES

- (1). Writes news releases concerning cadet activities and events.
- (2). Ensures videotaping and/or photographs are taken at all AFJROTC activities.
- (3). Develops yearly scrapbook (along with historian) and be prepared to provide AFJROTC input to the school yearbook.
- (4). Maintains classroom bulletin boards.
- (5). Supervises and equitably delegates the tasks of public affairs to PA NCOs.

- (6). Leads by example in his/her own grooming standards and uniform wear.

m. PHYSICAL TRAINING OFFICER DUTIES AND RESPONSIBILITIES

- (1). Works closely with the cadet leadership, SASI and ASI to ensure bi-annual PT tests are administered and results uploaded in to WINGS.
- (2). Will lead by example in his/her own grooming standards/uniform wear.

n. COMMUNITY SERVICE/MORALE OFFICER DUTIES AND RESPONSIBILITIES

- (1). Enforce appearance, discipline, efficiency, training, and conduct standards, develop an activity plan that will improve cadet morale, develop community service objectives and coordinating service projects.
- (2). Serve as primary project officer for JROTC functions, publicize cadet LDR activities in corps, school, and community, publications and news media, accomplish after action reports and continuity files, and assist with fund raising activities
- (3). Leads by example in his/her own grooming standards and uniform wear.

o. CADET DRILL AND COLORGUARD COMMANDER DUTIES AND RESPONSIBILITIES

- (1). Write operations plans covering membership and operations policies and procedures, organizes and trains team members for competitions and performances. Publicize team activities in corps, school, and community publications and news media. Raise funds to support activities.
- (2). Leads by example in his/her own grooming standards and uniform wear.

p. FLIGHT COMMANDERS DUTIES AND RESPONSIBILITIES

- (1). Responsible for leadership, training, proper appearance, conduct, efficiency and discipline of his/her flight. This includes forming up in flights when gathering for AFJROTC activities to inspect his/her flight for proper uniform wear and to take roll.
- (2). Serves as an advisor to Operations Squadron Commander concerning cadet activities; selecting volunteers, solving problems/concerns, and

organizing flight members for the activity.

- (3). Organizes flight members and leads warm-up exercise activities on CHWP (“Cadet Health and Wellness Program”) days, unless there is an assigned PT officer for the flight.
- (4). Notifies Personnel Officer of necessary updates to class roster when new cadets arrive or existing cadets withdraw from AFJROTC.
- (5). Calls roll/attendance daily.
- (6). Assists ASI/SASI with class activities when necessary.
- (7). Leads class in Cadet Creed. Maintains order & discipline (ex. getting students to stand at parade rest, making sure they are standing at attention and Cadet Creed.
- (8). Assists ASI with uniform inspections weekly. The Flight Commander must have the flight formed and sized, ready for inspection.
- (9). Take pictures for award recognition of flight members.
- (10). Attend AFJROTC functions and activities.
- (11). Will lead by example in his/her own grooming standards and uniform wear.

9. CADET STAFF MEETINGS

- a. The Cadet Group Commander will convene a staff meeting at their discretion. More meetings may be called if the Cadet Group Commander or SASI/ASI if in their opinion they are required. These staff meetings will take place at the discretion of the SASI/ASI/Group Commander. The Command Chief Master Sergeant (CCM) will organize everyone and get the meeting started on time.
- b. The Group Commander or Deputy Commander will provide a written agenda to the SASI/ASI two days before the scheduled meeting.
- c. Meetings will be conducted in a business-like atmosphere. The CCM is responsible for keeping minutes. The minutes must include date of meeting, roster of attendance, subjects discussed, problems resolved and date of next meeting. Minutes of the last staff meeting will be read and approved at the following meeting. Copies of the minutes must be given to the SASI/ASI within 3 days after the meeting is held.

- d. Format for the minutes:

STAFF MEETING MINUTES (Sample Format)

Date:

Time:

Staff Present:

Old Business:

New Business:

10. CADET STAFF APPOINTMENT/ROTATION SYSTEM

- a. The SASI, in coordination with the current group commander, selects the **Incoming Cadet Staff** based on the following factors: leadership ability, academic achievement, maturity, record of accomplishments and overall participation in the AFJROTC program. A good record of uniform wear is the first consideration for staff appointees. Cadets must also have an 80 average in AFJROTC and passing all other classes.

- b. **Cadets who have been disciplined with “out-of-school suspensions” (OSS) are not eligible for selection to ANY staff positions. Anyone given OSS will be immediately removed from any staff position. His/her rank will be immediately reduced to that of his/her permanent rank at the SASI discretion.**

- c. Staff positions will generally be appointed at the beginning of the second semester. If new appointments need to be made for the up-coming fall semester for incidental vacancies, appointments will be made through a normal application process once school starts.

- d. Positions may possibly be rotated at the SASI’s discretion at the end of the second semester so that more cadets have an opportunity to serve in a staff position when they meet the criteria. Any cadets rotating out of a staff position will revert to their permanent rank at the SASI discretion, and serve as advisors to the new staff. The only exception to this rule is for the Special Assistant to the SASI. S/he will retain both title and rank of his/her position and remain on staff until s/he is no longer enrolled.

- e. If a cadet fails to perform in his appointed position, the Cadet Group Commander may recommend to his/her senior cadet staff that the cadet be removed from the position or placed on probation. The Cadet Group Commander may also suggest reassignment of positions or other personnel actions as appropriate. The SASI/ASI will closely monitor and give final approval to senior staff Recommendations.

- f. If a cadet holds a staff position and receives “In-School Suspension”, (ISS) the cadet will be placed on probation. If the cadet receives a **third** “In-School” suspension the cadet will meet a review board and may be removed from his/her staff position and demoted to permanent rank at the SASI discretion.

11. CADET PROMOTION CRITERIA

a. Cadet promotion is based on **five factors**:

- An academic term/number of years a cadet successfully completes in the AFJROTC program
- Merit points earned
- Rank-specific tasks accomplished
- Academic Grades
- Uniform wear.

b. **Promotion to the rank of C/Airman (C/Amn)** may be earned by:

(1). Successfully completing the C/Airman criteria established by the Aerospace Science Instructor (ASI).

c. **Promotion to the rank of C/Airman First Class (C/A1C)** may be earned by:

(1). Successfully completing the C/A1C criteria established by the Aerospace Science Instructor (ASI).

(2). No more than 3 demerits

d. **Promotion to the rank of C/Senior Airman (C/SrA)** may be earned by:

(1). Successfully commanding the 30-count drill sequence

(2). Earning a cumulative total of **3 merit points** by participating in LDR activities and community involvement events.

(3). Completing one year of JROTC with a grade of 80 or better

(4). Not missing more than 2 uniform wear days (UWD) for the current semester.

e. **Promotion to the rank of C/Staff Sergeant (C/SSgt)** may be earned by:

- (1) Successfully completing **one year** of JROTC
- (2) Earning a cumulative total of **6 merit points** by participating in co-curricular activities and community involvement events.
- (3) Successfully leading the flight in the 30-Command Drill Sequence.
- (4) Performing the “Open Ranks” command sequence.
- (5) Attaining a CHWP (PT) & Drill grade average of 80 or better.
- (6) Completing the previous semester of AFJROTC with a 80 average or better.
- (5) Not missing more than 2 Uniform Wear Days for the current semester.

f. Promotion to the rank of C/Technical Sergeant (C/TSgt) may be earned by:

- (1) Successfully completing **one year** of JROTC
- (2) Earning a cumulative total of **8 merit points** by participating in co-curricular activities and community involvement events.
- (3) Passing a ranks, unit, and national chain of command test with a grade of 90 or better.
- (4) Performing the “Open Ranks” drill command sequence.
- (5) Attaining a CHWP (PT) & Drill grade average of 80 or better.
- (6) Completing the previous semester of AFJROTC with a 80 average or better.
- (5) Not missing more than 2 Uniform Wear Days for the current semester.

g. Promotion to the rank of C/Master Sergeant (C/MSgt) may be earned by:

- (1) Successfully completing **two years** of JROTC
- (2) Earning a cumulative total of **10 merit points** by participating in co-curricular activities and community involvement events.

- (3) Passing a ranks, unit, and national chain of command test with a grade of 80 or better.
- (4) Performing the open ranks and 30-command drill sequences
- (5) Attaining a CHWP (PT) & Drill grade average of 80 or better.
- (6) Completing the previous semester of AFJROTC with a 80 average or better.
- (5) Not missing more than 2 Uniform Wear Days for the current semester.

h. Promotion to the rank of C/Senior Master Sergeant (C/SMSgt) may be earned by:

- (1) Successfully completing **two years** of JROTC
- (2) Earning a cumulative total of **10 merit points** by participating in co-curricular activities and community involvement events.
- (3) Passing a ranks, unit, and national chain of command test with a grade of 80 or better.
- (4) Performing the open ranks,30-command drill sequences, and Color Guard routine
- (5) Attaining a CHWP (PT) & Drill grade average of 80 or better.
- (6) Completing the previous semester of AFJROTC with a 90 average or better.
- (5) Not missing more than 2 Uniform Wear Days for the current semester.

i. Promotion to the rank of C/Chief Master Sergeant (C/CMSgt) may be earned by:

- (1) Successfully completing **three years** of JROTC
- (2) Earning a cumulative total of **14 merit points** by participating in co-curricular activities and community involvement events.
- (3) Passing a ranks, unit, and national chain of command test with a grade of 80 or better.

- (4) Attaining a CHWP (PT) & Drill grade average of 90 or better.
- (5) Completing the previous semester of AFJROTC with a 90 average or better.
- (5) Not missing more than 2 Uniform Wear Days for the current semester.

j. Promotion to the rank of C/Second Lieutenant (C/2d Lt) may be earned by:

- (1) Successfully completing **one year** of JROTC
- (2) Attending the Cadet Leadership Course (CLC), or equivalent.
- (3) Passing a ranks, unit, and national chain of command test with a grade of 80 or better.
- (4) Successfully leading the flight in the 30-Command Drill Sequence.
- (5) Performing the “Open Ranks” command sequence.
- (6) Attaining a CHWP (PT) & Drill grade average of 90 or better.
- (7) Completing the previous semester of AFJROTC with a 80 average or better.
- (8) Not missing more than 2 Uniform Wear Days for the current semester.

k. Promotion to the rank of C/First Lieutenant (C/1st Lt) may be earned by:

- (1) Successfully completing **two years** of JROTC
- (2) Earning a cumulative total of **14 merit points** by participating in co-curricular activities and community involvement events.
- (3) Passing a ranks, unit, and national chain of command test with a grade of 80 or better.
- (4) Successfully leading the flight in the 30-Command Drill Sequence.
- (5) Performing the “Open Ranks” command sequence.

- (6) Attaining a CHWP (PT) & Drill grade average of 90 or better.
- (7) Completing the previous semester of AFJROTC with a 80 average or better.
- (8) Not missing more than 2 Uniform Wear Days for the current semester.

l. Promotion to the rank of C/Captain (C/Capt) may be earned by:

- (1) Successfully completing **three years** of JROTC
- (2) Earning a cumulative total of **16 merit points** by participating in co-curricular activities and community involvement events.
- (3) Successfully leading the flight in the 30-Command Drill Sequence.
- (4) Performing the “Open Ranks” command sequence.
- (5) Performing the drill command sequence for candidates of C/Capt. Promotion.
- (6) Attaining a CHWP (PT) & Drill grade average of 90 or better.
- (7) Completing the previous semester of AFJROTC with a 80 average or better.
- (8) Not missing more than 2 Uniform Wear Days for the current semester.

m. Promotion to the rank of C/Major (C/Maj) may be earned by:

- (1) Successfully completing **three years** of JROTC
- (2) Earning a cumulative total of **16 merit points** by participating in co-curricular activities and community involvement events.
- (3) Successfully leading the flight in the 30-Command Drill Sequence.
- (4) Performing the “Open Ranks” command sequence.
- (5) Performing the drill command sequence for candidates of C/Major Promotion.
- (6) Attaining a CHWP (PT) & Drill grade average of 90 or better.

- (7) Completing the previous semester of AFJROTC with a 90 average or better.
 - (8) Not missing more than **4 Uniform Wear Days** for the current semester.
- n. **Promotion to the rank of C/Lieutenant Colonel (C/Lt Col)** may only be earned by being appointed Deputy Group Commander
 - o. If a cadet is given advancement in rank due to **exceptional performance** (e.g., winning the designation as “**Airman of the Quarter**” or **selected to Cadet Staff**), s/he may be required to pass a cadet rank-specific test.
 - p. Any rank given and not earned will be considered a **temporary rank**. All earned ranks are permanent ranks. Staff appointments will normally last a maximum of 1 year (but may be re-applied for), and are selected through an application process by the SASI and cadet group commander. If a cadet loses his/her staff appointment, she/he will revert to their permanent rank at the SASI’s discretion.
 - q. **A cadet is not eligible for promotion for the remainder of the academic term if the cadet has been suspended from school (OSS), or has more than two in-school suspensions (ISS) that last three days or longer.**

12. **CADET HEALTH AND WELLNESS PROGRAM**

- a. The AFJROTC curriculum includes one day of the week in physical training. It is officially called the “Cadet Health and Wellness Program or CHWP” (it is better known as “PT”). Air Force guidance states that, wellness will be an official part of the Air Force Junior ROTC program. It is an exercise program focused upon individual base line improvements with the goal of achieving a national standard as calculated with age and gender. Wellness is instrumental in developing citizens of character dedicated to serving their nation and community. The **course objective** of the wellness program is to **motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.**
- b. All cadets are expected to participate in PT days which can consist of various activities including running, push-ups, sit-ups, volleyball, kickball, and/or other physical activities that may become available in the gym, such as basketball, badminton, etc.
- c. The “Health and Wellness Ribbon” is awarded to those cadets who, in the SASI’s discretion, have made a consistent effort to **do their best** in the PT

Program and have completed the Physical Fitness Program.

- d. Upon approval of your parents/guardians, participation in the CHWP program is a mandatory part of AFJROTC curriculum. Those who choose not to participate in PT will (1) receive a warning; (2) have parents notified by letter/phone call; (3) **possible dismissal from AFJROTC**. Cadets who cannot perform the Presidential Fitness Challenge or participate in the PT program will be given academic assignments to complete that focus on fitness and wellness.
- e. All cadets should wear PT-appropriate clothing every Thursday, our scheduled day for PT. Failing to wear clothing appropriate to doing exercise will not be considered an acceptable excuse for not doing weekly physical training. Cadets have the option of wearing their own shorts during the CHWP training on Thursdays however you must wear your issued PT shirt.
- f. **Failure to do PT for health reasons:** Parents may excuse/modify a cadet's participation for up to three times by sending a written note to school with the cadet. Instructors may accept up to **three (3)** separate notes from parents each semester. For an instructor to accept the note, it should include the cadets' name, date, specific reason for excuse/ modified activity, the parents' signature and the phone number where the parent can be contacted if necessary. After three (3) excuses, a doctor's note will be required. A doctor's note must include the dates in which the cadet is excused from participation in class and a date of return to activity and any modifications to activity.

If a student is injured or becomes ill during class time, it is essential that the student notify their instructor **immediately!**

13. THE AIR FORCE SONG

The Air Force Song In 1938, Liberty magazine sponsored a contest for a spirited, enduring musical composition to become the official Army Air Corps song. Of 757 scores submitted, Robert Crawford's was selected by a committee of Air Force wives. The song (informally known as "The Air Force song" but now formally titled "The U.S. Air Force") was officially introduced at the Cleveland Air Races on September 2, 1939. Fittingly, Crawford sang in its first public performance. Always stand when it is played. **You will usually be expected to sing along, so it would be prudent to learn the words!** The words are:

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

(* It is a matter of personal discretion to substitute this word with "heck of a"....)

14. THE AFJROTC CADET CREED

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."

"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.

These words are the basis for personal character of the AFJROTC cadet. Their meaning is

simple: **The most important thing in your life is to maintain personal moral integrity; in everything, be a servant to others; do your work to the best of your ability.**

15. AFJROTC CADET HONOR CODE

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

16. THE US AIR FORCE CORE VALUES

Integrity first, service before self, and excellence in all we do.

17. CHAIN OF COMMAND—July 2021

**President of the United States of America
Secretary of Defense
Secretary of the Air Force
Chief of Staff of the Air Force
Air Education and Training Commander
Air University Commander
Holm Center Commander
AFJROTC Director
GA-20055 SASI**

**Joe Biden
Lloyd J. Austin III
Mr. Frank Kendall
Gen. Charles Q. Brown, Jr
Lt. Gen. Brad Webb
James B. Hecker
Brigadier Gen. Leslie Maher
Colonel Johnny R. McGonigal
Lt Col (ret) John Terry**

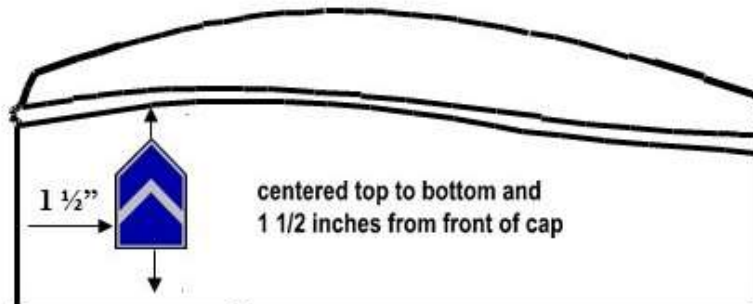
CADET MALE HEADGEAR

SERVICE CAP



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

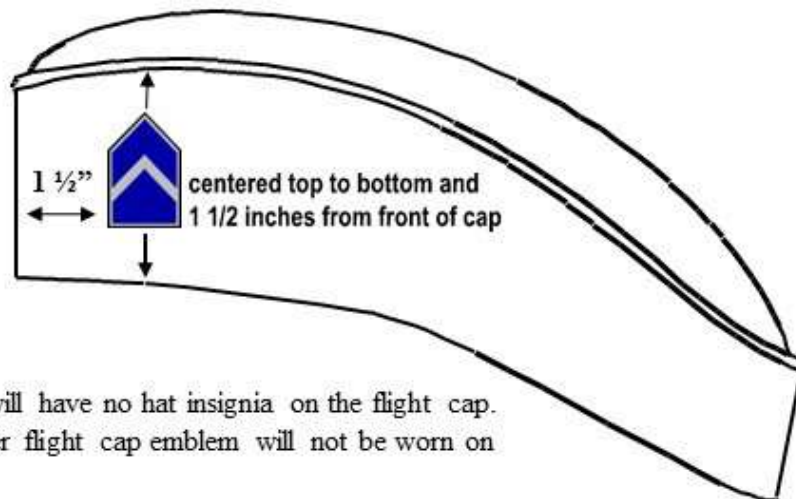
SERVICE CAP

Solid Blue Color with no embroidery



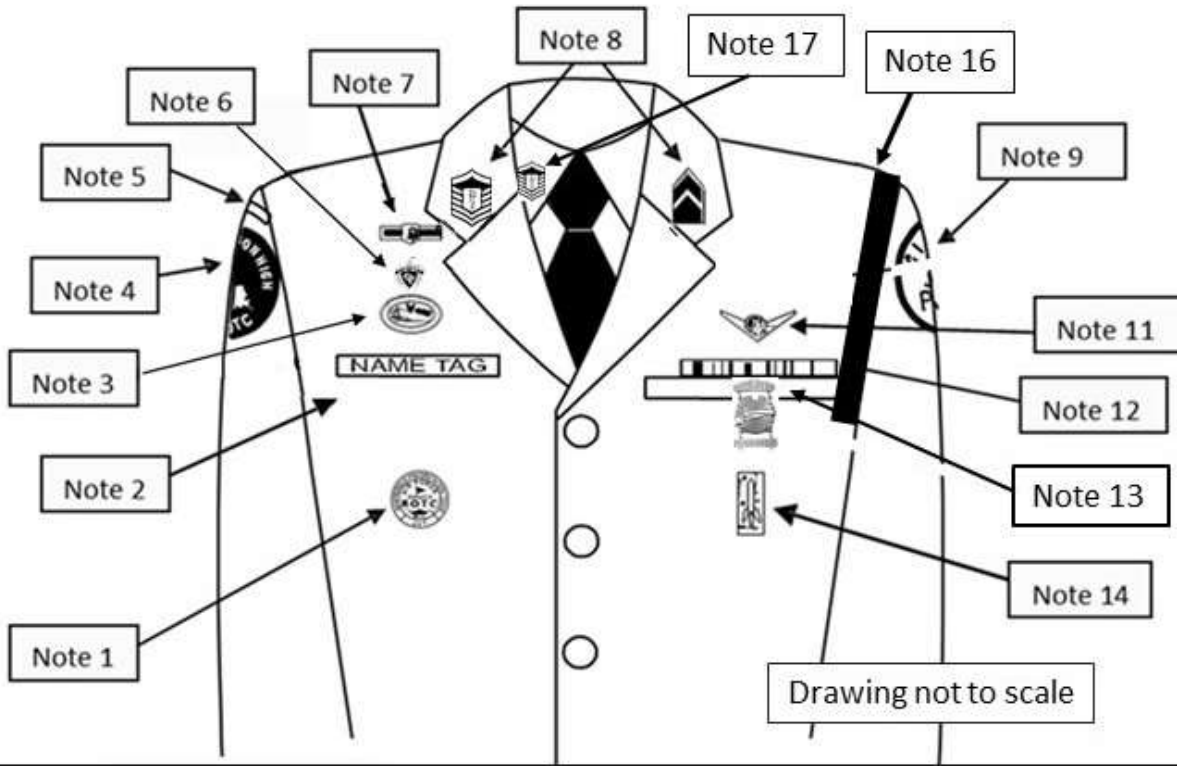
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



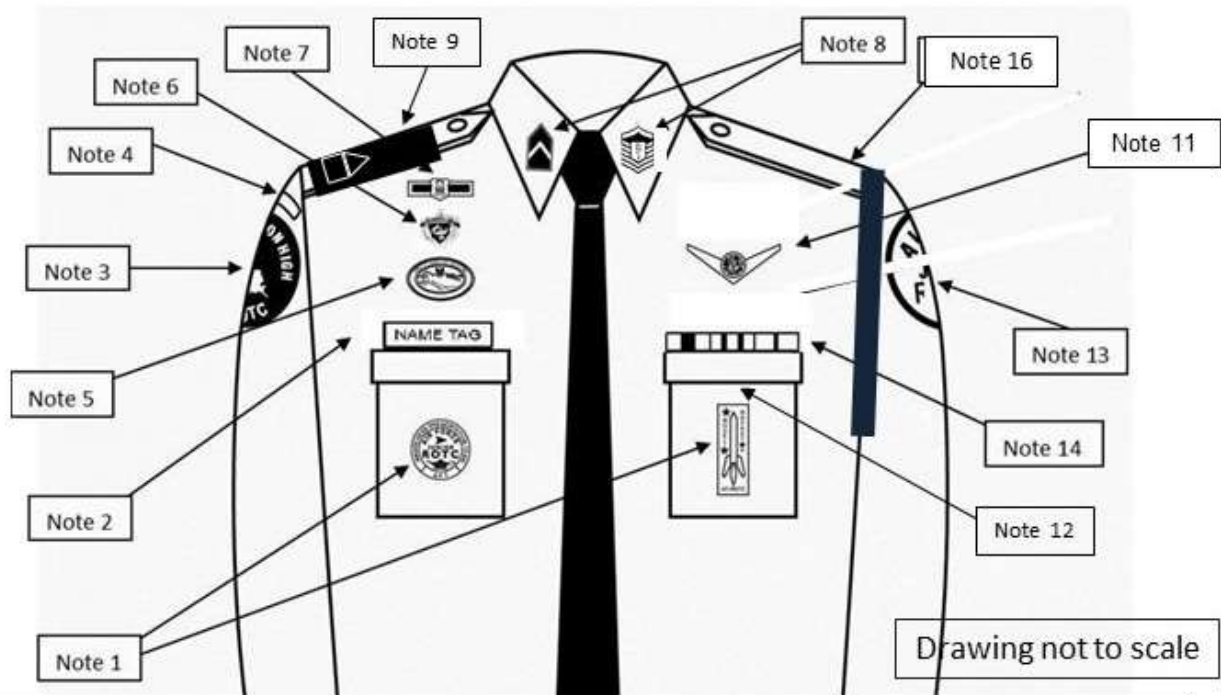
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET MALE SERVICE DRESS



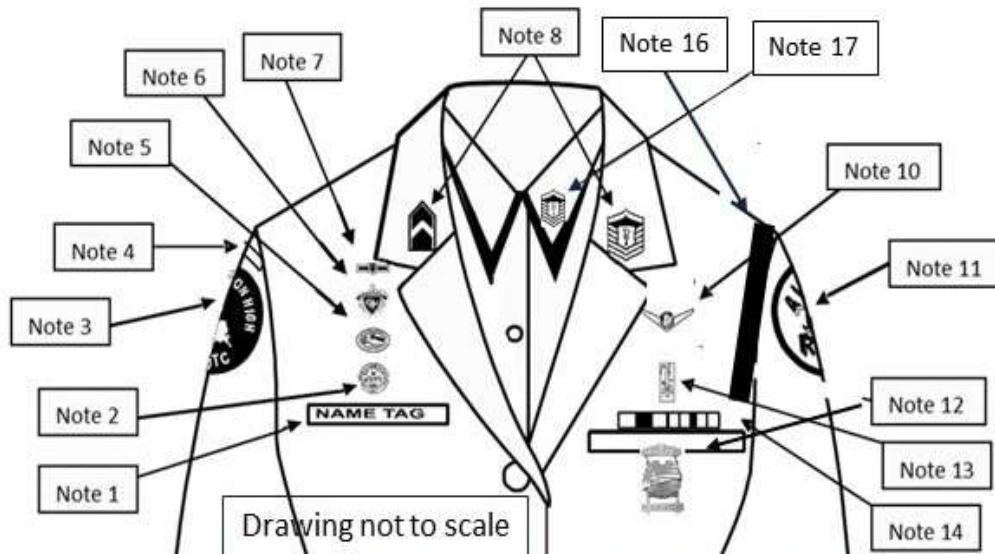
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET MALE BLUE SHIRT



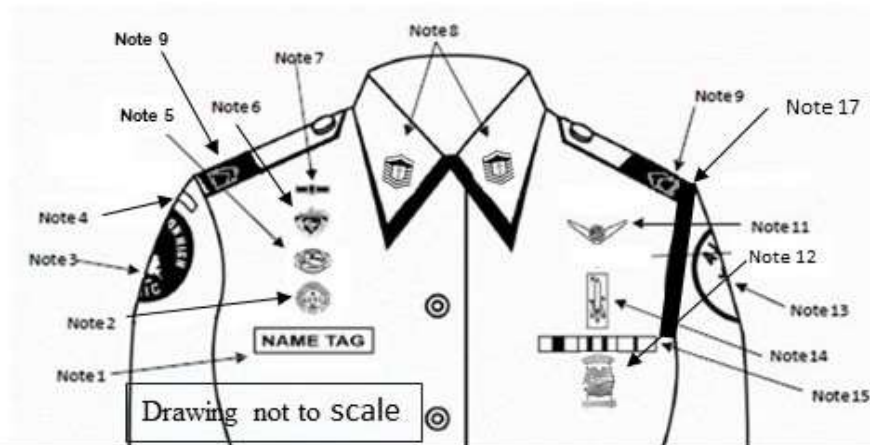
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE SERVICE DRESS



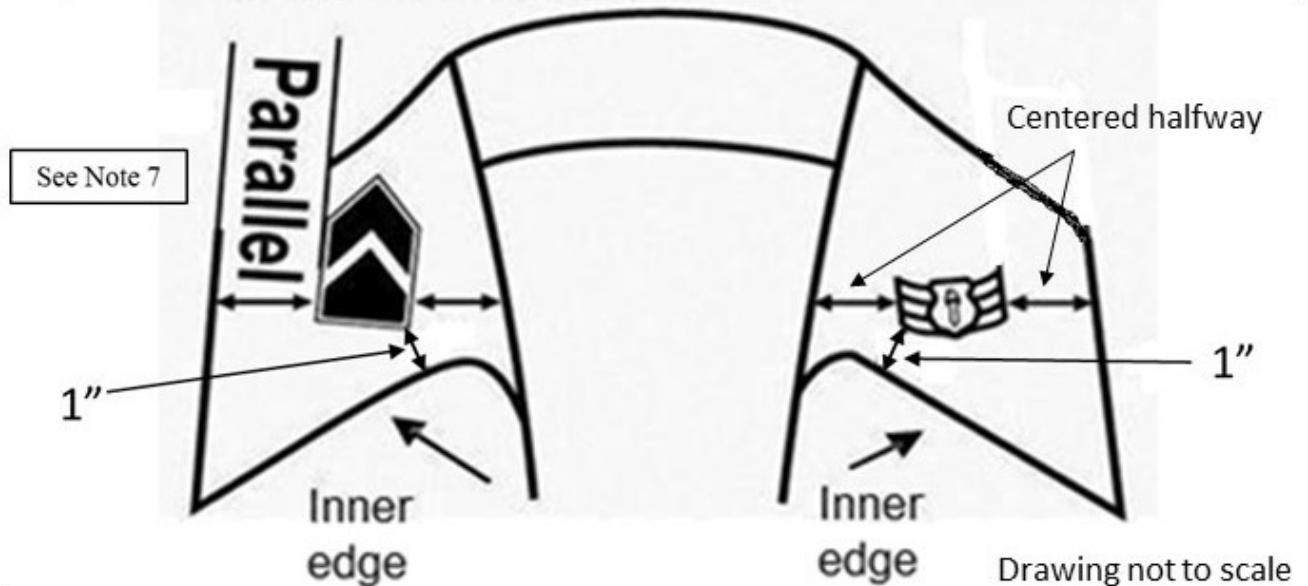
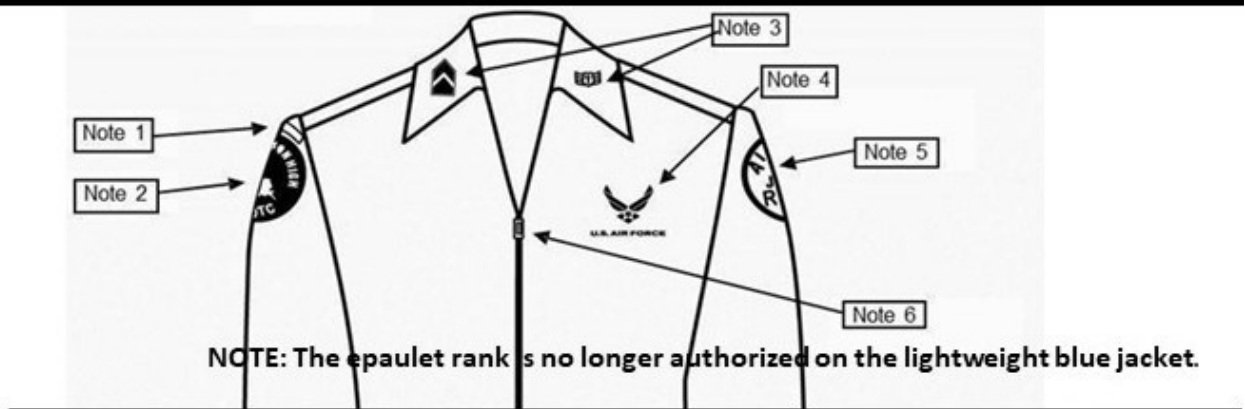
1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET FEMALE BLUE SHIRT



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

CADET LIGHT WEIGHT BLUE JACKET



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



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!



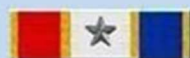
1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



3. Cadet Humanitarian Award



4. Silver Star Community Service w/Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. Daughters of the American Revolution Award



9. American Legion Scholastic Award



10. American Legion General Military Excellence Award



11. Reserve Organization of America (ROA) Award



12. Military Officers Association Award



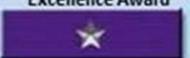
13. Veterans of Foreign Wars (VFW) Award



14. National Society United States Daughters of 1812



15. National Sojourners Award



16. Scottish Rite, Southern Jurisdiction Award



17. Military Order of the Purple Heart



18. Sons of the American Revolution Award



19. Military Order of World Wars Medal



20. American Veterans Award



21. Air Force Sergeants Association



22. Tuskegee Airman Inc. AFJROTC Cadet Award



23. The Retired Enlisted Association Award



24. Celebrate Freedom Foundation Award



25. Air Commando Association Award



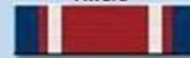
26. Distinguished Unit Award w/Merit



27. Distinguished Unit Award



28. Outstanding Organization Award



29. Outstanding Flight Ribbon



30. Top Performer Award



31. Outstanding Cadet Ribbon



32. Leadership Ribbon



33. Superior Performance Ribbon



34. Achievement Ribbon



35. Academic Ribbon



36. Cadet Leadership Course Ribbon



37. Special Teams Placement Ribbon



38. All-Service National Competition Ribbon



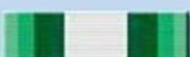
39. Air Force Nationals Competition Ribbon



40. Orienteering Ribbon



41. Leadership Development Requirement (LDR) Leadership Ribbon



42. Drill Team Ribbon



43. Color Guard Ribbon



44. Sabre Team Ribbon



45. Marksmanship Ribbon



46. Good Conduct Ribbon



47. Service Ribbon



48. Health and Wellness Ribbon



49. Recruiting Ribbon



50. Activities Ribbon



51. Attendance Ribbon



52. Dress and Appearance Ribbon



53. Longevity Ribbon



54. Bataan Death March Memorial Hike Ribbon



55. Patriotic Flag Ribbon



56. COVID-19 Ribbon



57. Gen Carl A. Spaatz Award (CAP)



58. Gen Ira C. Eaker Award (CAP)



59. Amelia Earhart Award (CAP)



60. Gen Billy Mitchell Award (CAP)



61. Gen J. F. Curry Award (CAP)

Version: 1 August 2021