

# AFJROTC NC-20022 Cadet Group

*2020 – 2021 Fall Cadet Handbook*



**We Earned the 2019 – 2020  
AFJROTC Distinguished Unit Award**

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*Duty then is the sublimest word in the English language. You should do your duty in all things.  
You can never do more, you should never wish to do less."*

*~ General Robert E. Lee ~*



# Air Force Junior ROTC NC-20022 Zebulon B. Vance High School

7600 IBM Drive  
Charlotte, North Carolina 28262  
(980) 343-5284

FROM: AFJROTC NC-20022 Instructor Team

SUBJECT: Letter of Introduction

TO: AFJROTC NC-20022 Cadet Group, Parents, Guardians, and Friends

Greetings,

Welcome to the Air Force Junior Reserve Officer Training Corps North Carolina 20022 Cadet Group. We are definitely glad that you made the choice to join our program. We are confident that you will develop to be a positive role model and leader in the AFJROTC NC-20022 Cadet Wing, our school, our community, and our Nation.

Each year, we continue to set the level of excellence bar higher and this year will be no different. As a leader, you will be expected to learn, have fun and be safe while excelling in the course work of teamwork, leadership, responsibility, discipline, honor, and pride. We set the challenges to be tough, yet achievable. You should be mentally and physically prepared each day to excel and at the end of each day, celebrate the success you have achieved.

This handbook is designed to give you a better understanding of our expectation of you. Please read and fully understand the guidelines in this cadet handbook.

The lessons are ready for your learning, the fun and opportunities are ready to be claimed, and **our success** is on-hold, waiting to be earned. Do your best, learn, have fun and be safe.

Now, let's get started!

*Mistakes are a fact of life. It is the response to the error that counts.  
~ Nikki Giovanni ~*

# Chapter 1

## The Air Force JROTC Program

### AFJROTC Program and Mission

AFJROTC instills in students in the 9th-12th grade the values of citizenship, service to the United States, and personal responsibility through education and mentoring. The curriculum includes the history of aviation as well as an introduction to aviation, national defense, career information and preparation, space science and exploration, global studies, leadership, and health and wellness.

The mission of the AFJROTC program is to develop citizens of character dedicated to serving their Nation and community. The goals of the AFJROTC program are to instill the values of citizenship, Service to our Nation, personal responsibilities, and a sense of accomplishment. The objectives of AFJROTC are to educate and train students in citizenship and life skills; promote community service; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self, and Excellence In All We Do!" We will follow the Cadet Honor Code of "I will not lie, cheat, or steal nor will I tolerate those who do".

### AFJROTC NC-2002 Program Introduction

Senior Aerospace Science Instructor	–	Lieutenant Colonel Nelson English NelsonW.English@CMS.K12.NC.US (980) 343-5284 – Ext 4012228 980-343-5321 – AFJROTC Leadership Academy
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#### Unit Number Explained

#### **NC-2002**

NC	=	NORTH CAROLINA
2002	=	YEAR UNIT ACTIVATED
2	=	SECOND UNIT ACTIVATED IN 2002

*Not everything that is faced can be changed, but nothing can be changed until it is faced.*  
~ James Baldwin ~

## Requirements and Expectations

1-1 A cadet must maintain eligibility for enrollment in this AFJROTC program by:

- A. Following all Air Force JROTC customs, courtesies, and training requirements.
- B. Earning a cumulative academic average of 70 in all AFJROTC courses.
- C. Properly wear the AFJROTC uniform when required.
- D. Fulfill all financial responsibilities.
- E. Maintain and follow the cadet Honor Code.
- F. Participation in the various community service and cadet wing activities.

1-2 **Cadet participation** is the key to *esprit de corps* and is vital to your enjoyment and learning during the school year.

- A. Participation and conduct in the classroom will be graded. **Cadets are expected to:**
  - 1. Attend all scheduled classes.
  - 2. Come to class prepared to learn and contribute to the lesson discussion.
  - 3. Make-up all graded reviews and uniform wear for excused absences.
- B. Cadets are encouraged and should be involved with at least one of the Leadership Development Requirements led by the cadets in AFJROTC NC-20022.

1-3 **All cadets will abide by all Zebulon B. Vance High School rules. Specifically, cadets are expected to:**

- A. Be on time and seated prior to the start of class bell. (Please use the restroom prior to the start of class.)
- B. Wear the proper uniform on the required day for uniform inspection.
- C. Sit in assigned seats unless changed by your flight commander, ASI, or SASI.
- D. Stand at '**attention**' during the Pledge of Allegiance.
- E. Sit up straight in your chair and keep your feet on the floor during class and when the flight is called to attention.
- F. Raise your hand to be recognized prior to speaking.
- G. Always respect your fellow cadets.
- H. Remain at your desk during class unless excused by the instructor.
- I. Bring class admission slip to the instructor for absences on the day you return to class.
- J. **Coordinate all make-up work and missed tests with the instructors.**
- K. Turn in assignments no later than the due date.

In addition, the following rules apply:

- 1. No gum chewing, eating food or drinking liquids other than water in class.
- 2. Do not write on the whiteboard or any other visual aid without permission.
- 3. No sleeping (please stand up in the rear of the class as needed).
- 4. Do not use profanity or vulgarity.
- 5. Do not deface desks, walls, or equipment.
- 6. Do not use the classroom computer without instructor permission.

1-4 **Military Bearing and Cadet Conduct.**

**A. Elite Group:** You represent a select group as the best of America's youth. This means that you should always conduct yourself in a manner that is favorable to yourself, Zebulon B. Vance High School, and AFJROTC NC-20022.

**B. Military Environment:** AFJROTC is a “military environment” course, therefore, cadets will use the chain of command to the maximum extent and show proper respect, military bearing, and military courtesy at all times. The SASI and the ASI will be addressed as “**sir**” or by their **proper rank**. Senior ranking cadets will also be treated with proper respect and courtesy. Failure to observe military courtesies (saluting, proper forms of address, etc.) will incur penalties that will reflect in a cadet’s grade for this course. The cadet commanders may authorize penalties for breeches in military conduct or bearing with the permission of the SASI or ASI. Serious cases of disrespect to fellow cadets, the SASI, or ASI may result in immediate disenrollment from the AFJROTC program.

**C. Public Display of Affection:** When in the AFJROTC cadet uniform, cadets will not engage in public displays of affection (PDA), such as kissing, hugging and holding hands.

**D. Calling Room to Attention:** The room will be called to attention by the first cadet who recognizes the entrance of the Color Guard carrying the United States flag, the Group Commander, the Deputy Group Commander, ASI, SASI, the Principal, distinguish visitor, or another military member entering the room,. The cadets in the room will remain at attention until directed otherwise with commands such as “At ease”, “As you were”, “Be seated”, etc.

**E. Treatment of Cadets of a Lower Rank: NEVER,** at any time will hazing be tolerated in the corps of cadets. Any hazing is to be reported to the flight commander of the cadet who was harassed and taken straight up the chain of command. No cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, joking about the difference in rank, etc.

**F. Addressing Other Cadets:** A cadet officer is addressed by cadets of lower rank by his/her rank followed by his/her last name. (Example: Captain Smith) **OR**, a cadet officer may be addressed as “Sir” or “Ma’am.” Don’t address a cadet officer in uniform by his/her first name.

**G. Active Duty, Reserves, Guard and Retired Military Personnel:** Military personnel are addressed by their rank, followed by their last name, then always use “Sir” or “Ma’am”.

**H. Walking with Cadets and Military Personnel of a Higher Rank:** When in uniform, and walking with a person of higher rank, always walk on his/her left and in step.

**I. Courtesies Rendered to Non-Cadets:** Faculty members and adults are as “Mr./Ms./Mrs.” (last name) unless they ask or permit you to address them in other forms. In conversation, unless otherwise directed, they are answered “Yes or No Sir/Ma’am” **AND NOT** “yeah”, “nope”, etc.

**J. Quibbling:** When a cadet officer gives an order, it can be considered to be an order from the Commander. This means that orders should be followed. You have the right to disagree and present your ideas if permitted and time allows, but the cadet officer has the final word. If you feel the cadet officer is treating you unfairly, see your flight commander, then see your squadron commander, and, if necessary, your group commander. Any problem can be worked out if it is done in an orderly fashion.

*You will never be leader unless you first learn to follow and be led.  
~ Tiorio ~*

## CHAPTER 2

### Leadership Development Requirements

Leadership Development Requirements (LDR) activities are a critical component of a successful AFJROTC unit and will be incorporated into the program. LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that plan or participate in events normally conducted outside classroom hours. LDR activities and/or events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. LDR activities may or may not include CS hours. CIA trips will never be identified as an LDR activity.

**LDR Tier/Category System:** LDR activities are subdivided into Tiers. The following subcategories contain an explanation of what each Tier/Category means, along with examples.

**Tier I (STEM Based)** - any LDR that has a Science, Technology, Engineering, Mathematics (STEM) or academia related base AND has an outside partnership that includes a national level competition opportunity.

- **Cyber Patriot** ~ has a team of at least two cadets who compete against other AFJROTC teams with a series of online competition rounds, teams are given a set of virtual operating systems and are tasked with finding and fixing cybersecurity vulnerabilities while maintaining critical services. The top teams in the nation earn all-expenses-paid trips to Maryland for the National Finals Competition where they can earn national recognition and scholarship money. Members are eligible for the AFJROTC Activities ribbon.
- **JLAB Team** ~ Joint Leadership Academic Team has a team of four volunteer cadets (freshmen through junior high school cadets) competing against other AFJROTC teams with 25 % JROTC questions, 65% SAT-ACT type questions, and 10% current event questions for Level I. Winners will proceed to the next level and face tougher competition. Members are eligible for the AFJROTC Activities ribbon.
- **Unmanned Aerial System Team** ~ these cadets will participate in flying and demonstrating the capabilities of the unit's unmanned aerial system.
- **Model Rocketry Team** ~ building, painting and launching various model rockets. Members who build and/or assist in building and shooting a rocket at least three times are eligible for the AFJROTC Model Rocketry badge.
- **Flight Simulator Team** ~ cadets will learn about flight, specifically take-offs, flying to a destination, and landing. Advanced studies will include mission planning and flying different types of approaches in varying weather systems.

**Tier II (Activity Based)** - any LDR that may not have a STEM or academia related base, but does have an outside partnership and/or local level or above competition.

- **Color Guard** ~ presents the US and North Carolina flags at sporting and special events. Members who perform in at least five events are eligible for the AFJROTC Activities ribbon.
- **Drill Team** ~ participating in drill team competitions, demonstrating expertise in drill and ceremony. Members who perform in at least two drill meets are eligible for the AFJROTC Drill Team ribbon.
- **Orienteering Team** ~ learning and mastering navigation with a team against other team in a timed competition. Members who perform in at least three orienteering events are eligible for the AFJROTC Orienteering ribbon.
- **Basketball Team** ~ preparing and competing in the CMS JROTC basketball tournament in the Fall semester with our unit basketball teams. Our goal is to have enough cadet volunteers to field both a female and male team. Members are eligible for the AFJROTC Activities ribbon.

- **Volleyball Team** ~ preparing and competing in the CMS JROTC volleyball tournament in the Fall semester with our unit volleyball teams. Our goal is to have enough cadet volunteers to field a female, male and combined teams. Members are eligible for the AFJROTC Activities ribbon.
- **Field Day Team** ~ preparing and competing in the CMS JROTC Field Day in the Fall semester with our motivated, dedicated unit team. The separate sporting events include standing long jump, flex arm hang (ladies), pull-ups (male), female and male 800 meter run, female and male three-legged race, 4 X 100 relay race, female and male tug-of-war, and a six cadet female and male simple relay race. This is a very fun day for our cadet group and volunteers to cheer and assist the teams are definitely encouraged. Members are eligible for the AFJROTC Activities ribbon.
- **Recruitment and Retention Team** ~ these cadets volunteer to sponsor various events to recruit new AFJROTC cadets as well as provide celebratory events to retain current AFJROTC cadets. Members of this team who recruit at least five new and/or former AFJROTC cadets are eligible for the AFJROTC Recruiting ribbon.
- **Book Study Team** ~ Provides a comprehensive review of the assigned book by CMS JROTC Directorate. The team is active during the Fall semester and must be dedicated to properly represent the unit. The team members will present a competitive presentation in November against other CMS JROTC units. Members are eligible for the AFJROTC Activities ribbon.
- **Tuskegee Airmen, Inc. AFJROTC Cadet Award Ribbon Team** ~ cadets who volunteer will participate in packing the TAI AFJROTC Cadet Award ribbons for every AFJROTC cadet unit. Four cadets will be selected from the volunteers, based on their work and public speaking abilities, to present a brief to the Tuskegee Airmen, Inc. National Convention during the summer.
- **JM Martin MS Mentoring Team** ~ cadets will work with 8<sup>th</sup> grade students in preparation for entry in our AFJROTC program. Events such as drill practice, raising and lowering the flag, AFJROTC uniform wear and LDR participation in preparation for recruiting new cadets.

**Tier III (Unit Based)** - any LDR that is local level only and primarily benefits the cadet corps, school and/or local community.

- **Parking Team** ~ assist in guiding cars to parking spots at football games and special school events. Members who perform in at least five events are eligible for the AFJROTC Activities ribbon.
- **Adopt-A-School** ~ all cadets will participate in cleaning and policing the school grounds on a monthly basis. The area includes the parking lots, center court, the upper area near the football field and around the AFJROTC building. Members who perform at least four clean-up events are eligible for the AFJROTC Activities ribbon.
- **Awareness Presentation Team** ~ led by motivated cadets who lead the team to research and develop presentations that positively affect student life. These presentations will be of high quality and the APT leader will designate those members who write, develop and deliver at least three presentations will be eligible for the AFJROTC Awareness Presentation Team badge as well as the AFJROTC Activities ribbon.
- **Awards Ceremony Coordinator** ~ team of cadets who will organize and present the plan for the Fall/Spring Awards Ceremony. Cadets will work with the instructors to ensure a seamless well-planned event.
- **Model Aircraft Team** ~ cadet teams will recommend, order and build various aircraft to display in the AFJROTC Leadership Academy. Team members can work together or build the aircraft individually.

*The power of excellence is overwhelming. It is always in demand and nobody cares about its color.  
~ General Daniel 'Chappie' James, Jr. ~*



## **CHAPTER 3**

### **Unit Organization and Staff**

#### **Unit Organization.**

The AFJROTC NC-20022 Cadet Group is organized similar to an Air Force unit. There is a **chain of command**, which will be followed as much as possible, and a staff, which is responsible for organizing and accomplishing the day-to-day functions. This time-tested design creates the opportunities for leadership and responsibility at many levels. It also allows for the steady advancement and promotions of top-performing cadets.

#### **Leadership Philosophy.**

The philosophy of the AFJROTC NC-20022 Cadet Group is to allow cadets the maximum opportunity for exercising leadership and demonstrating a capability to handle responsibility. Cadets in leadership positions are expected to **lead and lead by example**. They should maintain high standards of conduct for themselves and the junior cadets they command. They should teach proper military standards and correct deviations by other cadets. Cadets in leadership positions should also set goals or objectives for their group/flight, then work to achieve them. Cadets in leadership positions can expect the SASI or ASI to provide guidance, advice, and support; however, the **responsibility to lead remains with the cadet**, not the SASI or ASI. Cadets not accepting their responsibilities can be removed from their leadership position.

#### **Definition of Active and Reserve Cadets.**

Due to "4 X 4 scheduling," NC-20022 cadets should be enrolled either during the fall or spring semester. Those cadets actively enrolled in AFJROTC are those cadets taking Aerospace Studies classes and are considered **active**. Assigned cadets will hold most of the staff positions during the semester and are expected to participate to the maximum extent possible. They are also required to wear the uniform on the designated uniform day. Cadets enrolled in AFJROTC, but not taking an Aerospace Science class during the semester are in a '**reserve**' status. Reserve cadets are not required to wear of the uniform on the designated uniform day; however, they are encouraged to participate in as many activities (drill team, parking details, honor guard, etc.) as possible. Reserve cadets may hold staff positions and be involved in clubs and special projects.

#### **Group Staff.**

The Group Staff positions are listed in the **Unit Manning Document** (UMD). Cadets in these key positions are responsible for providing leadership to the group. They should be accomplishing those duties associated with their individual staff function to keep the group running smoothly and efficiently.

- A. The **Cadet Group Commander** is responsible for:
  1. The overall training, operations, discipline, performance, and mission of the cadet group staff and subordinate commanders.
  2. Leading the AFJROTC NC-20022 Cadet Group.
  3. Recommending to the SASI/ASI cadets for positions within the NC-20022 Cadet Group.
  4. Developing and monitoring unit goals for successful completion.
  5. Preparing the leadership team to present the Unit Mission Brief.
  6. Developing and updating the cadet operations and activities calendar.
  7. Providing final recommendations for all cadet awards and rank/position promotions and forwarding to the AFJROTC NC-20022 SASI/ASI.
  8. Advising the SASI/ASI on all group operations and activities and recommending planned activities.
- B. The **Cadet Deputy Group Commander** is responsible for:
  1. Assuming command of the cadet group in the absence of the Cadet Group Commander.
  2. Assisting the Cadet Group Commander with all assigned responsibilities.

3. Disseminate promotion schedule information and collect all promotion recommendations and forward to Cadet Group Commander in a timely, approved manner.
  4. Develop and maintain the cadet group briefing.
  5. Reviewing all continuity books for cadet leadership position.
  6. Coordinate with the Cadet Group Command Chief Master Sergeant to establish a cadet team to execute the Cadet Group Self-Inspection checklist.
- C. The **Cadet Senior Enlisted Advisor** is responsible for:
1. Being the liaison between the enlisted cadets and the officer leadership.
  2. Supervise and train group and flight guides.
  3. Ensuring all senior enlisted cadets counsel AS-1 cadets on leadership goals, participation in AFJROTC NC-20022 activities, and involvement in community activities.
  4. Working with the Cadet Deputy Group Commander to establish a cadet team to execute the Cadet Group Self-Inspection checklist
- D. The **Cadet Operations Squadron Commander** is responsible for:
1. The supervision of the Cadet Operations Group staff and their activities.
  2. Plan and coordinate extracurricular assigned Leadership Development Requirements activities.
  3. Ensure assigned Cadet Operations Group staff members and squadron commanders understand their responsibilities and conduct bi-monthly status reports on their accomplishments.
  4. Conduct staff meetings for the Cadet Operations Group.
  5. Recommending Cadet Operations Group staff personnel for awards and rank/position promotions to the Cadet Vice Wing Commander.
  6. Assuming command of the cadet wing in the absence of the Cadet Wing and Vice Wing Commanders.
- E. The **Cadet Logistics Squadron Commander** is responsible for:
1. The overall accuracy of the uniform and equipment inventory.
  2. The supervision of the Cadet Logistics Squadron staff and their activities.
  3. Provide uniform, ribbon, nametag, and other cadet supply services to the cadet flights.
  4. Maintain and train cadets assigned to the Cadet Logistics Squadron on the supply inventory.
  5. Ensure assigned Cadet Logistics Squadron staff members understand their responsibilities and conduct monthly status reports on their accomplishments.
  6. Conduct staff meetings for the Cadet Logistics Squadron.
  7. Recommending Cadet Logistics Squadron cadets for awards and rank/position promotions to the Cadet Deputy Group Commander.
- F. The **Cadet Mission Support Squadron Commander** is responsible for:
1. The supervision of the Cadet Mission Support Squadron staff.
  2. Ensure that all cadet orders are prepared and published in a timely manner.
  3. Ensure assigned Cadet Mission Support Squadron staff members understand their responsibilities and conduct monthly status reports on their accomplishments.
  4. Ensuring required information is logged in the AFJROTC WINGS data system.
  5. Conduct staff meetings for the Cadet Mission Support Squadron.
  6. Recommending Cadet Mission Support Squadron cadets for awards and rank/position promotions to the Cadet Deputy Group Commander.
- G. The **Cadet Public Affairs Officer** is responsible for:
1. Ensuring the events and accomplishments of the Cadet Group are publicized with Zebulon B. Vance High School Information Team.
  2. Public Affairs Team personnel are present at events to photograph and write-up events, listing events, cadet names and results.

3. Providing information and recommendations for the AFJROTC NC-20022 Cadet Group web page.
4. Conduct staff meetings for the Cadet Public Affairs staff.

### **Flight Management.**

At the beginning of each semester, the SASI and ASI will select the leadership for each flight.

**A. The flight commander is responsible for the cadets in their flight.** This responsibility includes their conduct and welfare. The duties of the flight commander include:

1. Represent the SASI/ASI when they are not present and take command of the flight. This includes taking and recommending proper disciplinary action when needed.
2. Monitor the actions and academic progress of the flight and make monthly rank/position promotion and Cadet of the Month recommendations to the Cadet Deputy Group Commander.
3. Ensuring flight textbooks are maintained in an orderly fashion.
4. Selecting and teaching element leaders; ensuring they conduct a good preliminary uniform inspection each uniform wear day.
5. Ensuring all members of their flight submit their completed cadet forms in a timely manner. Flight commanders and their staff will not review the Cadet Physical Fitness forms. These forms will be collected specifically by the SASI/ASI.
6. Prepare duty rosters for flag details, clean up, etc.
7. Lead the flight during drill and physical fitness training.
8. Logging flight flag detail information in WINGS.
9. Logging flight Presidential Physical Fitness Test results in WINGS.
10. Recording qualifications of cadets for AFJROTC Longevity, Dress & Appearance, Service, and Good Conduct Ribbons. Additionally, the flight commander should recommendations for any higher precedence award for any deserving cadet in their flight.

**B.** The assistant flight commander is second in command of the flight and assuming command of the flight in the absence of the flight commander.

**C.** The flight sergeant is third in command of the flight and carries out the policies and desires of the flight commander. The flight sergeant assumes command of the flight when the flight commander and assistant flight commander are absent. The flight sergeant will also train element leaders and the flight guide on proper drill and ceremonies, assist the flight commander in teaching drill and ceremonies and preparation of the flight for inspection. The flight sergeant is also the flight logistics specialist, responsible for ensuring all uniform issue.

**D.** The flight guide is responsible for regulating the direction and speed of marching when the flight is drilling. The flight guide will fill in for the flight sergeant when the flight sergeant is absent.

**E.** The element leaders will supervise and train element members, report roll when directed, and ensure positive motivation and retention of element members. The element leader will also recommend promotion and special commendations for their members.

**F.** The Flight Guidon Bearer will accomplish duties of guidon bearer, to include the retrieving, posting and retiring of the flight guide in the classroom and during drill and ceremonies.

*Man's flight through life is sustained by the power of his knowledge.  
~ U.S. Air Force Academy, Eagle & Fledglings statue~*

## **CHAPTER 4**

### **Unit Operations**

#### **The AFJROTC Curriculum.**

The content and course of study for the AFJROTC classes is based on the Aerospace academics and Leadership/Drill activities as recommended by the Air Force JROTC Headquarters. Each class period (flight) will receive academic and leadership training. Cadets are limited to enrolling in a maximum of two AFJROTC courses in one academic year. Cadets who need/desire to take two AFJROTC courses in one academic year will be relegated to either the AS-I, AS-II, and/or the AS-III/IV course. The option will rest with the AFJROTC instructors.

#### **Cadet Health and Wellness Program.**

The Cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience and participation is a requirement to successfully complete the academic program. The CHWP includes team sports, classroom instruction on nutrition, diets, and exercise programs, and the fitness assessment which is evaluated twice each semester. **A Parental Consent Form must be completed and submitted prior to the cadet participating in the unit's Physical Fitness Program.**

#### **Fitness Assessment Exercises/Measurements.**

##### **One-Mile Run**

**Objective** - To measure heart/lung endurance by fastest time to cover a one mile distance. Due to the extreme heat in some regions it may be necessary to do this exercise indoors or early morning hours.

**Testing** - On a safe, one-mile distance, cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible.

**Scoring** - Before administering this test, cadets' health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

##### **Right Angle Push-ups**

**Objective** - To measure upper body strength/endurance by maximum number of push-ups completed in one minute.

**Testing** - The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner's hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for one minute. The cadet stops on the word "stop."

**Scoring** - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

##### **Sit-ups**

**Objective** - To measure abdominal strength/endurance by maximum number of curl-ups performed in 1 minute.

**Testing** - Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for 1-minute. The cadet stops on the word "stop."

**Scoring** - "Bouncing" off the floor is not permitted. The sit-up should be counted only if performed correctly.

### **Equipment.**

The Air Force JROTC Headquarters authorized AFJROTC NC-20022 to requisition, receive, store, issue, and account for Air Force equipment issued to Zebulon B. Vance High School for AFJROTC usage. All equipment (uniform items, books, drill/rifle/color guard items, etc.) issued to a cadet is **the responsibility of that cadet**. Each cadet in receipt of any AFJROTC equipment is the **sole responsible person and will be charged the cost of the equipment if it is lost, stolen, not maintained in a clean condition or damaged**.

### **Authority.**

All Zebulon B. Vance high school students signing up for the AFJROTC must understand they are volunteers for the military rank structure used in the program. Therefore, all cadets will abide by the authority associated with rank and position within the cadet group. All cadets are expected to follow the directions of the SASI, ASI, and all senior-ranking cadets. Senior ranking cadets will not abuse this authority. Cadets with discipline or authority problems will be referred to the cadet wing chain of command. Failure to accept and follow the AFJROTC authority guidelines can result in dismissal from this AFJROTC program. Hazing is harassment by abusive or embarrassing treatment, typically by senior ranking cadets. HAZING, in any form or fashion, is not permitted in AFJROTC NC-20022 and will result in rank/position demotion and possible removal from the AFJROTC program!

*"We are what we repeatedly do. Excellence then, is not an act, but a habit."  
~ Aristotle ~*

## **CHAPTER 5**

# **Promotion Policy and Flight Competition**

### **Temporary and Permanent Rank.**

**A.** Permanent rank is the basic and lowest rank an AS I, II, III, or IV cadet may wear. Permanent rank for the first year is Cadet Airman, second year ~ Cadet Airman First Class, third year ~ Cadet Senior Airman and fourth year ~ Cadet Staff Sergeant.

**B.** Temporary rank is that rank to which a cadet may be promoted above his/her permanent rank and is based on demonstrated performance and is associated with increased responsibility and position on the Unit Manning Document (UMD). Cadets not performing satisfactorily or without a position commensurate with their temporary rank can be re-assigned by the Cadet Group Commander, or SASI/SI to their permanent rank. Active cadets must have a position and rank commensurate with the UMD or they will be re-assigned to their permanent rank.

**C.** Below the zone promotions are promotions in which a cadet is promoted ahead of his/her peers. These promotions are typically identified before the end of each month. Reasons for the promotion may be performing in an outstanding manner or going above and beyond the call of duty. A Below the Zone promotions is an indication that the cadet is doing his/her best.

**D.** Cadets who receive an out-of-school suspension may be demoted to their permanent rank. The Cadet Group staff, Cadet Group Commander, Cadet Deputy Group Commander, Cadet Command Chief Master Sergeant, Cadet Operations Squadron Commander, Cadet Missions Support Squadron Commander, Cadet Logistics Squadron Commander, will meet to make the rank determination recommendation to the SASI/ASI. The appropriate flight commander should also provide comments on the rank determination.

### **Initial Rank and Promotions.**

**A.** The Cadet Group ranks are determined by UMD positions held and demonstrated leadership potential in coordination with the SASI and ASI. Cadets in these positions will be considered for promotion based upon merit during the semester.

**B.** All cadets will earn and receive their rank based upon their assigned position in the Cadet Group. Future promotions are performance-based and may be earned any time during the semester. The Flight Commander initiates and recommends all promotions within the flight, reviewed and approved by the Deputy Group Commander then forwarded to the Cadet Group Commander. The Cadet Group Commander makes the final recommendations on all promotions and position changes to the SASI/ASI for final approval.

**C.** AS-I cadets must pass their initial uniform inspection (85% minimum grade), the cadet rank test and have the recommendation of their flight commander for their initial promotion to Cadet Airman.

**D.** Cadet promotions begin with mandatory recommendations from the cadet flight commanders, cadet squadron commanders, and/or cadet group commanders. Cadet promotion recommendations must include activities from their most recent promotions. Events outside of cadet activities must have an endorsed letter stating the deeds accomplished. All cadet promotion recommendations must be reviewed by the Cadet Vice Wing Commander and submitted to the Cadet Group Commander for approval. The Cadet Group Commander will make the appeal for the cadet promotions to the instructors, prior to final approval.

**E.** Flight commanders must monitor the performance of the cadets in their flight and make promotion recommendations that are timely and performance based. Not attaining a passing grade in any current subject, failing to properly wear the uniform, not wearing the uniform, or serving school suspensions are appropriate reasons to not recommend or support a cadet for promotion. Cadets not receiving a promotion recommendation should place their petition to their respective flight commander for further review. All cadets are encouraged to do their best and attain the highest earned rank as possible. Noteworthy accomplishments outside of school and AFJROTC activities must be validated with correspondence from the organization leadership.

F. The Mission Support Squadron staff must publish promotion orders and submit into WINGS in a timely manner. Cadets may wear their new rank and ribbons as soon as the orders are published.

G. The SASI and ASI retain the right to authorize cadet rank and position changes at any time.

## **Flight Competition and Awards**

### **Purpose and Points.**

Flight competition encourages teamwork and rewards team excellence; therefore, flights will compete for the **AFJROTC Cadet Outstanding flight award and ribbon**. The areas for competition and their relative values toward the outstanding flight award are as follows:

<b><u>Areas of competition</u></b>	<b><u>Percentage</u></b>
Weekly Uniform Inspections	<b>25%</b>
Drill Expertise	<b>25%</b>
AFJROTC GPA	<b>25%</b>
LDR participation	<b>25%</b>

#### **A. Weekly Uniform Inspections.**

Each flight will be inspected weekly, once uniforms are issued. Each cadet will be given a weekly uniform grade based upon the discrepancies noted by the inspecting official.

#### **B. Drill Expertise.**

Every active cadet will memorize and command their respective unarmed drill routine sequence and by evaluated by the ASI and SASI. AS-I cadets will accomplish the Element drill sequence while all AS-II, AS-III, and AS-IV cadets will accomplish the Flight drill sequence. The cadet in command must stay centered on their element/flight, maintain command and not complete any cross-over maneuvers. The report in and report out phrases include current rank and must also be memorized.

#### **C. AFJROTC GPA (Academics).**

The SASI and ASI will compute each flight's average score based upon all AFJROTC graded reviews (tests and notice/no-notice quizzes) given during the semester.

#### **D. LDR participation.**

Every cadet will be accounted and responsible for participation in the various LDRs. This category includes participation in other AFJROTC NC-20022 sponsored and participating events.

#### **E. Class Discipline.**

Each flight will be graded on their behavior throughout the semester. Flight leadership has the responsibility to ensure each cadet in their flight are providing their best at all times.

### **Selection Methodology.**

The **Outstanding Flight Award** for the semester goes to the flight earning the most points. Each flight receives 6 points for a 1<sup>st</sup> place finish, 5 for a 2<sup>nd</sup>, 4 for a 3<sup>rd</sup>, and 3 for a 4<sup>th</sup>. The **Outstanding Flight Award** will be announced at Awards Ceremony with each flight member in good standing receiving the AFJROTC Cadet Outstanding Flight ribbon.

## Grading Policy

Each cadet will receive a grade for the course at the mid-semester and end of semester. The cadet will be evaluated in the following areas:

Aerospace Science (Academic GRs, Quizzes, & Vocabulary GRs)	40%
Leadership Education (GRs & Quizzes)	15%
Drill	10%
Uniform wear (weekly grades)	15%
Physical Fitness/Wellness	10%
Military bearing/effort (class discipline/participation)	10%

- A. All graded reviews (tests) are announced and printed in the course schedules. Quizzes are not announced and cadets should be prepared for a knowledge review at all times. The weekly vocabulary graded review (GR) score will be included in this category.
- B. All cadets will be required to memorize and perform their specific drill sequence for a grade. Cadets will be afforded plenty of opportunity to practice their sequence prior to the final evaluation.
- C. Cadets who fail to wear their uniform three or more times can earn a failing grade for the course, regardless of their academic standing. The AFJROTC instructors retain the option to pass or fail the cadet.
- D. Cadets who fail to dress out for the weekly physical fitness training can earn a failing grade for the course, regardless of their academic standing. The AFJROTC instructors retain the option to pass or fail the cadet.

**Grading Scale:** The following grade scale applies to all graded reviews, quizzes and assessments:

**A ~ 100 – 90; B ~ 89 – 80; C ~ 79 – 70; D ~ 69 – 60; F ~ Less than 60; I ~ Incomplete**

The military bearing, and effort category reflects the cadet's overall ability to adapt to the military structure and display self-discipline, teamwork, and effort. This includes failure or improper wear of the uniform or being disciplined by other teachers or administrators. The SASI and the ASI will decide if a grade reduction is warranted for the offense(s) and the cadet will be briefed on the grade reduction and the parents/guardians will be contacted to inform them of the same.

*Discipline is the bridge between goals and accomplishments.  
~ Jim Rohn ~*



## CHAPTER 6

### Enrollment & Disenrollment Procedures

**A.** All AFJROTC cadets must be enrolled voluntarily and participate in the full program to include taking AFJROTC academic courses, participating in the cadet unit and wearing the prescribed uniform as required. The Senior Aerospace Science Instructor (SASI) is responsible for approving all enrollment and disenrollment initiatives and will ensure all cadets adhere to the minimum acceptable standards of conduct and personal appearance as required by the US Air Force. All enrollment and disenrollment decisions will be free from any discrimination regarding race, religion, color, ethnicity, gender, sexual orientation, or national origin.

**B.** The Memorandum of Agreement between the US AFJROTC and Charlotte Mecklenburg County Schools states all AFJROTC cadets must be enrolled voluntarily and membership in the cadet unit must be limited to those cadets who meet and maintain all program requirements. Program requirements include taking the prescribed AFJROTC academic courses, participation in the cadet corps activities, properly wearing grooming standards, and maintaining acceptable disciplinary standards. Cadets who are consistently deficient in one or more of the areas or demonstrate a negative pattern of behavior are disruptive to the overall wing operations and must be dis-enrolled.

**1.** The SASI is the US Air Force's on-site representative and is personally charged with managing a fully compliant AFJROTC program and must be allowed to initiate or approve all enrollment and disenrollment actions. All new cadets, transfer cadets, or any returning cadet must have SASI approval before they are added to the AFJROTC class roster.

**2.** All disenrollment actions must be precluded with letters of counseling and training, highlighting the corrective counseling and training attempts to get the AFJROTC cadet to comply with the required standards. At least two of the letters will be addressed and sent to the cadet's parent(s)/guardians. Notification of the cadet's disenrollment actions and failure of the AFJROTC program must be sent to the appropriate guidance counselor, assistant principal, and principal. The goal is to retain the cadet with improved motivation to succeed in the AFJROTC program.

**C.** Special needs cadets may participate in the AFJROTC program with the concurrence of the SASI and the principal. Additionally, cadets will not be excluded from participation in AFJROTC due to sexual orientation or pregnancy status. All AFJROTC cadets must adhere to the minimum acceptable standards of conduct and personal appearance as required by the Air Force.

**D.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. Cadets, individually or as a group, will not be required to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.

**1.** 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 activities and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

**E.** AFJROTC cadets will not join, organize nor participate in any condone secret societies or private clubs/organizations as part of the AFJROTC program.

*The most important thing I learned is that soldiers watch what their leaders do. You can give them classes and lecture them forever, but it is your personal example they will follow.*

*~ General Colin Powell ~*

## CHAPTER 7

### Uniform and Awards, Operational Supplement

Chapter 7 of this Operational Supplement (Ops Sup) describes how AFJROTC cadets will wear the uniform and maintain Air Force grooming standards while in uniform. AFI 36-2903, 21 May 2020, describes how to properly wear the Air Force uniform and this Operations Supplement describes how AFJROTC will wear rank, ribbons, medals, and other accouterments. Cadets are wearing the same basic uniform as the active duty Air Force, and they will be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

The AFJROTC Awards and Decorations Program recognizes the achievements of AFJROTC cadets and fosters increased morale and esprit-de-corps. This chapter outlines the proper execution of a successful unit Awards and Decorations Program.

Changes to this Ops Sup are highlighted in yellow.

#### ACCOUTREMENTS (GENERAL)

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

7.2. Aviation Badges and Flight Suits. Cadets will wear one of the following badges in rank order: (lowest to highest) Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. Flight Suits are authorized for those cadets who meet all requirements listed in paragraphs 7.2.1 – 7.2.4. Purchase flight suits through WINGS/FEDMALL. **Flight Suits are accountable uniforms items and must be issued/returned via WINGS.**

(See Attachment 7-13).

7.2.1. Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

7.2.1.1. **Flight suits are not authorized solely on obtaining the Flight Solo Badge.** (See Attachment 7-13).

7.2.2. Unmanned Aircraft Badge. Awarded for successful completion of the Remote Pilot Certification Test. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge.

7.2.2.1. **Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are "active" members of the units unmanned aircraft/multicopter team.**

7.2.3. Aviation Ground School Badge. Awarded for successful completion of the FAA Private Pilot

Practical Test (Powered or Glider). Email HQ-Logistics@afjrotc.com a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge.

7.2.3.1. Flight suits are authorized for cadets enrolled in AFJROTC Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who successfully pass the FAA Private Pilot Practical Test (Powered or Glider), otherwise flight suits will be returned to unit's logistics inventory via WINGS. (See Attachment 7-13).

7.2.4. Flight Certificate Badge. The Flight Certificate Badge is the highest aviation badge awarded to Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or nonpowered aircraft. Email HQ-Logistics@afjrotc.com a copy of the cadet's Flight Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge.

7.2.4.1. Flight suits are authorized for cadets that have earned the private pilot's flight certificate badge (See Attachment 7-13).

7.2.5. Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

7.2.6. 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. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Air Society Badge.

7.2.7. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Superior Performance Ribbon
- c. Achievement Ribbon
- d. Academic Ribbon
- e. Leadership Development Requirement

f. Service Ribbon

7.2.8. Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI. Go to WINGS | Logistics | Create Display Orders and order the AEF Badge.

7.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. **Program requirements can be found in WINGS / Intranet / JROTC / LDR / Rocketry folder.**

7.2.10. Other Badges or Pins. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to **CyberPatriot and Stellar Explorer cadets will not be worn** on the AFJROTC uniforms. Only cadets who receive the **National Finalist CyberPatriot badge** may wear this badge on their uniforms. (See Attachment 7-1)

7.2.11. Marksmanship Awards. 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.**

7.2.12. Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

7.2.12.1. The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

7.2.12.2. The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

7.2.12.3. The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

7.2.13. The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council ThreePosition Air Rifle Championships.

7.2.13.1. Badges are earned through CMP and units can visit [www.thecmp.org](http://www.thecmp.org) for additional information on how to qualify for the badges.

7.2.13.2. Junior Distinguished Badges are provided, at no cost, by the CMP and cannot be purchased through local vendors or HQ AFJROTC.

### 7.3. Shoulder patches, cords and tabs.

7.3.1. AFJROTC Patch (white, Lamp of Knowledge). Wear of the AFJROTC official shoulder patch **is mandatory** on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, allweather coat, **ABU (front left pocket only)**. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.” Flight Suit - the white, Lamp of Knowledge patch (white circular AFJROTC patch), will be worn on the right sleeve (shoulder) if no unit patch is available. The AFJROTC shield will be worn on the right chest. All flight suit patches will be displaced utilizing Velcro (not sewed onto the flight suit). (See Attachment 13, Note 2).

7.3.2. Unit Patch. Optional. If worn, must be on the right shoulder only (**ABU on front right pocket only**). Flight Suit - the unit patch will be worn on the right sleeve (shoulder) of the Flight Suit. If no unit patch is available the white, Lamp of Knowledge patch (white circular AFJROTC patch) will be worn (See Attachment 13, Note 2). All flight suit patches will be displaced utilizing Velcro (not sewed onto the flight suit). Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

7.4. Shoulder Cords. Cadets are authorized to wear **one shoulder cord (double knot, single cord** “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords)**. Colors are locally-determined (does not have to be a solid color, may be multi-color), must be **conservative, in good taste**, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.4.1. Criteria for wear and shoulder cord colors will be described in the Cadet Guide or Unit Operating Instructions. On the **service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.5. 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 and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, 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. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

### 7.6. Awards and Decorations.

7.6.1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, espritde-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by

Holm Center/JR and listed in this guide may be worn. **Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons. (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.).** Only medals specifically designated within this Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.

7.6.1.1. Units **may not** create or purchase local awards (ribbons or medals) for wear on the uniform.

7.6.1.2. 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, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).

7.6.1.3. Units are authorized to impose additional criteria (**more stringent**) to meet local standards and needs without diminishing minimum standards (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 specifically stated in the Cadet Guide or Unit Operating Instructions.

7.6.1.4. Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents when practical. Representatives from organizations sponsoring awards will 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.

7.6.2. Only awards and decorations authorized in this publication are authorized for presentation and wear on the cadet uniform.

7.6.2.1. An award is defined as either a ribbon, medal, certificate or scholarship.

7.6.2.2. Awards have been categorized into four categories

7.6.2.2.1. Authorized to present and wear (Paras 7.6.4.1, 7.6.4.2. and 7.6.4.3.)

7.6.2.2.2. Authorized to present and unauthorized to wear (Paras 7.6.2.4, 7.6.2.5) 7.6.4.5, and 7.6.4.6)

7.6.2.2.3. Unauthorized. Host organization may submit a package to present (Para 7.6.7.)

7.6.2.2.4. Unauthorized to wear (7.6.3.)

7.6.2.2. AFJROTC units **may not purchase national-level awards, medals, using Air Force funds.** The national-level host organization/local chapter must provide the award.

7.6.2.3. Units may receive/present awards (only the ones on our ribbon chart may be worn on the cadet uniform) from any national-level veterans' organization that is defined as a Congressionally chartered Veterans Service Organizations (VSO), recognized by the Department of Veteran Affairs; a complete list can be found at <https://www.va.gov/vso/VSO-Directory.pdf> See the complete listing of VSOs below. (See Para 7.6.2.2.2)

7.6.2.4. Any active duty military heritage organization i.e., Special Forces Association, aka the Green Berets, may present awards to cadets. Units with local district Director of Army Instructors (DAI)s shall provide AFJROTC units with a complete listing of awards given by the local district under DAI control (or an officer acting on behalf of the superintendent of schools.) Only the awards listed on the AFJROTC ribbon chart maybe worn on the cadet uniform. (See Para 7.6.2.2.2)

7.6.2.5. Local organizations such as banks, local businesses, military Top 3 organization, Chiefs' Groups, etc., may present awards to cadets. Only the awards listed on the AFJROTC ribbon chart maybe worn on the cadet uniform. (See Para 7.6.2.2.2)

7.6.3. Order of Precedence of AFJROTC medals and ribbons.

7.6.3.1. **Authorized** 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).** Medals will not be worn on regular uniform days.

7.6.3.2. Guidelines for National-level Awards will 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. **Unit must uphold the "spirit of intent" of an award.** (See Para 7.6.2.2.1)

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 Officers Association Award (Medal/Ribbon)
12. Military Officers 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 Award (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 Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
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 Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Good Conduct Ribbon
47. Service Ribbon
48. Health and Wellness
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

7.6.3.3. Authorized Civil Air Patrol (CAP) awards. Cadets who earn CAP awards may wear those ribbons during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon.

56. General Carl Spaatz Award
57. General Ira C. Eaker Award



58. Amelia Earhart Award
59. General Billy Mitchell Award
60. General J.F. Curry Achievement Award

7.6.3.4. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

**7.6.3.5. The following National-level organizations may present awards to AFJROTC cadets, but ribbons are not authorized for wear on the cadet uniform.** Only the awards listed on the AFJROTC ribbon chart may be worn on the cadet uniform. (See Para 7.6.2.2.2)

1. National Society Daughters of the American Colonists (NSDAC)
2. National Society, Daughters of Founders and Patriots of America (NSDFPA)

7.6.3.6. Congressionally chartered Veterans Service Organization (VSO), recognized by the Department of Veteran Affairs; may present awards to cadets. However, unless authorized on the AFJROTC ribbon chart these awards may not be worn on the cadet uniform. (See Para 7.6.2.2.2)

**Listing of Congressionally chartered Veterans Service Organizations (VSO) who may present awards to AFJROTC cadets – Only ribbons/medals authorized on the AFJROTC Ribbon Chart may be worn on the cadet uniform.**

1. African American Post Traumatic Stress Disorder Association
2. American Ex-Prisoners of War
3. American GI Forum of The United States
4. **The American Legion (approved on AFJROTC Ribbon Chart)**
5. American Red Cross
6. **American Veterans Association (AMVETS) (approved on AFJROTC Ribbon Chart)**
7. Army and Navy Union, USA, Inc.
8. Blinded Veterans Association
9. Catholic War Veterans, USA, Inc.
10. Disabled American Veterans
11. Fleet Reserve Association
12. Gold Star Wives of America, Inc.
13. Italian American War Veterans of The United States
14. Jewish War Veterans of the USA (sent in a package this year to be included)
15. Legion of Valor of the USA, Inc.
16. Marine Corps League
17. **Military Officers Association of America (MOAA) (approved on AFJROTC Ribbon Chart)**
18. **Military Order of The Purple Heart of the USA, Inc. (approved on AFJROTC Ribbon Chart)**

19. National Association for Black Veterans, Inc.
20. National Association of County Veterans Service Officers, Inc.
21. National Veterans Legal Services Program
22. National Veterans Organization of America (NVOA)
23. Paralyzed Veterans of America
24. Polish Legion of American Veterans, USA
25. Swords to Plowshares: Veterans Rights Organization
26. **The Retired Enlisted Association (TREA) (approved on AFJROTC Ribbon Chart)**
27. **Veterans of Foreign Wars of the United States (approved on AFJROTC Ribbon Chart)**
28. Veterans of the Vietnam War, Inc. and The Veterans Coalition
29. Vietnam Veterans of America (sent in a package this year to be included)
30. Wounded Warrior Project
31. **Air Force Sergeants Association (AFSA) (approved on AFJROTC Ribbon Chart)**
32. American Gold Star Mothers, Inc.
33. American War Mothers
34. Blue Star Mothers of America, Inc.
35. Congressional Medal of Honor Society of The United States of America
36. Korean War Veterans Association, Inc.
37. Military Chaplains Association of The United States of America
38. **Military Order of the World Wars (MOWW) (approved on AFJROTC Ribbon Chart)**
39. Navy Club of The United States of America
40. United States Submarine Veterans, Inc.
41. Women's Army Corps Veterans Association-Army Women United
42. Armed Forces Service Corporation
43. Navy Mutual Aid Association
44. Vietnam Era Veterans Association
45. African American Veterans Families
46. **Air Force Association (AFA) (approved on AFJROTC Ribbon Chart)**
47. Americal Division Veterans Association
48. All Faith Consortium
49. American Logistics Association
50. American Merchant Marine Veterans
51. American Military Retirees Association
52. American Veterans for Equal Rights, Inc.
53. Army Aviation Association of America
54. American Retiree Association
55. Association of Military Surgeons (AMSUS)
56. Blinded American Veterans Foundation
57. Bowlers to Veterans Link
58. Cold War Veterans Association
59. Commissioned Officers Association of the US Health Service, Inc.
60. Congressional Black Caucus Veterans Braintrust
61. Daughters of Union Veterans of the Civil War
62. Destroyer-Escort Sailors Association
63. Eighth Air Force Historical Society

64. Enlisted Association of the National Guard of the US
65. Help Heal Veterans
66. Homeless and Disabled Veterans
67. Iraq/Afghanistan Veterans of America
68. Japanese American Veterans Assoc.
69. Korea Veterans of America
70. Marine Corps Reserve Association
71. The Mission Continues
72. NAM-POWS Corporation
73. National American Indian Veterans
74. National Alliance on Mentally Illness
75. National Association of Atomic Veterans
76. National Association of American Veterans
77. National Association of Black Military Women (NABMW)
78. National Association of Fleet Tug Sailors, Inc.
79. National Association of State Veterans Homes New Mexico Veterans Center
80. National Coalition for Homeless Veterans
81. National Disabled Veteran Business Council
82. National 4th Infantry (IVY) Division Association
83. National Guard Association of the US
84. National Gulf War Resource Center, Inc.
85. National League of Families
86. National Military Family Association
87. National Veterans Foundation
88. **National Society Daughters of the American Revolution (approved on AFJROTC Ribbon Chart)**
89. Naval Enlisted Reserve Association
90. Navy League of the United States
91. Navy Nurse Corp. Association
92. Navy Seabee Veterans of America
93. **Reserve Officers Association of the United States (approved on AFJROTC Ribbon Chart)**
94. Society of Military Widows
95. Society of Medical Consultants to the Armed Forces (SMCAF)
96. Student Veterans of America
97. Team Rubicon
98. Team RWB
99. The Forty & Eight
100. The Red River Valley Fighter Pilot Association
101. TLC Brotherhood, Inc., Veterans of Thailand, Laos, Cambodia in Vietnam War
102. Tragedy Assistance Program for Survivors, Inc
103. Travis Manion Foundation
104. United States Army Warrant Officers Association
105. United States Merchant Marine Veterans of World War II
106. United States Navy Cruiser Sailors Association
107. USCG Chief Petty Officers Association

- 108. Veterans and Military Families for Progress
- 109. Veterans for Common Sense
- 110. Veterans of Modern Warfare, Inc.
- 111. Veterans of the Battle of the Bulge
- 112. Vietnam Women's Memorial Foundation, Inc.
- 113. Women in Military Service for America Memorial Foundation, Inc.
- 114. Women Marines Association
- 115. Women Overseas Service Association

7.6.4. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sisterservice JROTC program. **Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets.** It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

7.6.5. 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.

7.6.6. External organizations wishing to be recognized by HQ AFJROTC see the HQ AFJROTC Process for External Cadet Award Request worksheet to request recognition. Annually (month of May), a board will convene, comprised of the Deputy Director, Division Chiefs and all Regional Directors to review and/or recommend approval/disapproval to the Director on new external awards. The Director has sole approval authority of any new external award worn by AFJROTC cadets. If the new award is approved it will be added to this publication and the AFJROTC ribbon/awards chart. (See Para 7.6.2.2.3)

### **HQ AFJROTC Process for External Cadet Award Requests**

1. HQ AFJROTC/JRS will be the POC for all requests:      Receiving address:  
     Headquarters Air Force JROTC  
     Attention: HQ AFJROTC/JRS Division  
     60 West Maxwell Boulevard  
     Maxwell AFB, AL 36112
2. HQ AFJROTC/JRS completes internal research to confirm package contents (Ribbon/Medal pictures, Award Criteria, Award Certificate, etc.) and add any attachments as required.
3. HQ AFJROTC/JRO convenes a "Board" to review the request considering all information available. Recommendation will be forwarded to Director. Board will include: Deputy Director, Division Chiefs and all Regional Directors.
4. HQ AFJROTC Director makes a decision on package request:
  - a. Approved
  - b. Disapproved
  - c. If required, Director will make a recommendation to Holm Center/CC and HQ AFJROTC/JRS will develop an E-SSS with standard routing





# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!



1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



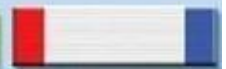
3. Cadet Humanitarian Award



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



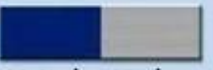
11. Reserve Officers Association Award



12. Military Officers Association Award



13. Veterans of Foreign Wars (VFW) Award



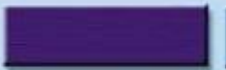
14. National Society United States Daughters of 1812



15. National Sojourners Award



16. Scottish Rite, Southern Jurisdiction Award



17. Military Order of the Purple Heart



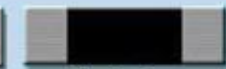
18. Sons of the American Revolution Award



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



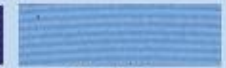
36. Cadet Leadership Course Ribbon



37. Special Teams Placement Ribbon



38. All-Service National Competition Ribbon



39. Air Force Nationals Competition Ribbon



40. Orienteering Ribbon



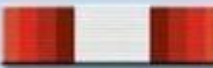
41. Leadership Development Requirement (LDR) Leadership Ribbon



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. Gen Carl A. Spaatz Award (CAP)



57. Gen Ira C. Eaker Award (CAP)



58. Amelia Earhart Award (CAP)



59. Gen Billy Mitchell Award (CAP)



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

7.7. Descriptions 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, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**

**Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (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 specifically stated in the Cadet Guide or Unit Operating Instruction.**

7.7.1. **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through the [HQ-Assessments@AFJROTC.com](mailto:HQ-Assessments@AFJROTC.com) mail box or [douglas.davenport@us.af.mil](mailto: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 Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and 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 or during any type of competition.**

7.7.2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through the [HQ-Assessments@AFJROTC.com](mailto:HQ-Assessments@AFJROTC.com) mail box or [douglas.davenport@us.af.mil](mailto: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 Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and 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 or during any type of competition.**

7.7.3. **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award through the [HQ-](#)



[Assessments@AFJROTC.com](mailto:Assessments@AFJROTC.com) mail box or

[douglas.davenport@us.af.mil](mailto: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 award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and 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 or during any type of competition.**

**7.7.4. Silver Star Community Service with Excellence Award.** Award consists of a



ribbon with a Silver Star device and 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 into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (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 at the Top 5% 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.

**7.7.5. Community Service with Excellence Award.** Award consists of a ribbon and



certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to [HQ-OpsSupport@afjrotc.com](mailto: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 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 may 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, awards ceremonies, picture days, or other formal events as specified by the SASI. 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, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**



7.7.6. **Air Force Association (AFA) Award.** Cadets may only receive this award once.



This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program). 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.**

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

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

7.7.7. **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 which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. 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.**

7.7.7.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

7.7.7.2. 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. See Attachment 717 for list of award points of contact.

7.7.8. **Daughters of the American Revolution (DAR) Award.** Cadets may only



receive this award once. 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.**



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

- Rank in the top 25% of their 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.

7.7.8.2. 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 list of award points of contact.

7.7.9. **American Legion Scholastic Award.** Cadets may only receive this award once.



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.**

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

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

7.7.9.2. 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. See Attachment 7-17 for list of award points of contact.

**A.** 7.7.10. **American Legion General Military Excellence Award.** Cadets may only receive this



award once. 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.**

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

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

7.7.10.2. 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. See Attachment 7-17 for list of award points of contact.

7.7.11. **Reserve Officers Association (ROA) Award.** Cadets may only receive this award once.



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.**

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

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

7.7.11.2. 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. See Attachment 7-17 for list of award points of contact.

7.7.12. **Military Officers Association of America (MOAA) Award.** Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. 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.**

7.7.12.1. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

7.7.12.2. 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. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

7.7.13. **Veterans of Foreign Wars (VFW) Award.** Cadets may only receive this award once. 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.**



7.7.13.1. This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the

AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

7.7.13.2. 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.

**B. 7.7.14. National Society United States Daughters 1812 Award.** Cadets may only receive this



award once. 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.**

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

7.7.15. **National Sojourners Award.** Cadets may only receive this award once. 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.**

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

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

7.7.15.2. 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.

7.7.16. **Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once.



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.**

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

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

7.7.16.2. 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.

7.7.17. **Military Order of the Purple Heart Award.** Cadets may only receive this award once. 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.**

7.7.17.1. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

7.7.17.2. 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.

7.7.18. **Sons of the American Revolution (SAR) Award.** Cadets may only receive this award



once. 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.**

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

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

7.7.18.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization 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

7.7.19. **Military Order of World Wars Award.** Cadets may only receive this award once. 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.**

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

7.7.19.2. 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.

7.7.20. **American Veterans (AMVETS) Award.** Cadets may only receive this award once. 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.**



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

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

7.7.20.2. 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 will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

**C. 7.7.21. Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. 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.**



7.7.21.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

7.7.21.2. 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 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; (please send an email to AFSA HQ at [bhill@hqafsa.org](mailto:bhill@hqafsa.org)) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

**D. 7.7.22. Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award.** Ribbon for this award



**may be worn on the cadet’s ribbon rack and worn on regular uniform days.**

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

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

7.7.22.2. 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.

7.7.23. **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. 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.**

7.7.24. **The Celebrate Freedom Foundation (CFF) Award** for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. 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.**

7.7.24.1. SASI may go on line at [www.gocff.org/jrotc](http://www.gocff.org/jrotc) to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

7.7.25. **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. 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.**

7.7.26. **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 a HQ AFJROTC evaluation with an overall rating



of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.

7.7.27. **Distinguished Unit Award (DUA).** Is 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 an additional small silver star will be awarded.



7.7.28. **Outstanding Organization Award (OOA).** Is 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 of recognition which 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.



7.7.29. **Outstanding Flight Ribbon.** Is a ribbon awarded each academic term to members of the outstanding flight under 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 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.



7.7.30. **Top Performer Award.** The award consists of a ribbon and certificate **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 duration of a cadet's tenure in AFJROTC.



7.7.30.1. Consideration for the Top Performer Awards. 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 units 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 Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.



7.7.31. **Outstanding Cadet Ribbon.** Is a ribbon awarded annually 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. 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.



Added: 7.7.31.1. Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

7.7.32. **Leadership Ribbon.** Is a ribbon awarded for outstanding performance 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. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



7.7.33. **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. 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.

7.7.34. **Achievement Ribbon.** Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. 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.



7.7.35. **Academic Ribbon.** Is a 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. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



7.7.36. **Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded 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 the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit's Cadet Guide.

7.7.37. **Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing **1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) 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.

7.7.38. **All-Service National Competition Award.** Is a medal/ribbon awarded to team **members who competed** at a Joint/All Service national-level 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. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

7.7.39. **Air Force Nationals Competition Award.** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level 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. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

7.7.40. **Orienteering Ribbon.** Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum.

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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**E. 7.7.41. 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.). 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.42. **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



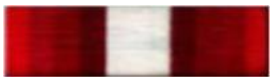
(cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.43. **Color Guard Ribbon.** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.44. **Saber Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). 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. A single silver oak leaf cluster will



be used for the award of the fifth bronze oak leaf cluster.

7.7.45. **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). 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.46. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in



the unit's Cadet Guide.

7.7.47. **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. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.48. **Health and Wellness Ribbon.** Is 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 award 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 award.

Cadets who score in the Physical Fitness Test's 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 cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed.

Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a 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 cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFTMass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.

7.7.49. **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. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.50. **Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development



Requirement (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, academic

bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.51. **Attendance Ribbon.** Is awarded to cadets who have no more than three school absences during 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.

7.7.52. **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. 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.53. **Longevity Ribbon.** Is a ribbon awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that



school year. 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.

F. 7.7.54. **Bataan Death March Memorial Hike Ribbon.** Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile



Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,). Units may complete the full hike in a span of one to no more than 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. Criteria for this award will be published in the unit's Cadet Guide. Ribbon 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.

7.7.55. **Patriotic Flag Ribbon.** Is 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, cadets must have participated in a minimum of 5 flag events. Criteria for this award will be published in the unit's Cadet Guide.

Ribbon 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.



## **G. SPECIALIZED AFJROTC UNIFORMS (Drill, Color Guard, Exhibition, Airman Battle Uniform (ABU), Semi-Formal, and Physical Fitness)**

**7.8. Drill Team, Color Guard, and Exhibition Uniforms - these uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or light weight blue jacket or, 2) the Airman Battle Uniform (ABU). Normal blue or ABU uniforms are visually depicted in Chapter 7 of this Operational Supplement.

7.8.1. Units may accessorize their **blue** drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, **NO WAIVER will be granted for any items not listed below.**

7.8.1.1. Headgear for Drill Team, Color Guard, and Exhibition Uniforms.

7.8.1.1.1. 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 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. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.1.2. Service Caps (wheel and bucket hats, dark Air Force blue color only) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. **Cadets will wear the black headband strap during regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.1.3. Service Caps (wheel and bucket hats) will be **a solid color**, dark Air Force blue color only **and free of any embroidery.** No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

7.8.1.1.4. Service Cap insignia. Cadet Officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer Insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.1.5. **Chrome helmets are no longer authorized for wear and are to be removed from inventory.**

7.8.1.2. Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally-determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.3 Gloves may be worn. Colors may be solid but, no more than two colors. Colors will be locally-determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Gloves will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.4. Shoulder cord. One “infantry” style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch**. Colors are locally-determined (does not have to be a solid color, may be multi-color), must be **conservative, in good taste**, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.5. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.6. Service Dress Jacket may be modified to have a ½-inch braid, silver, blue, or black only sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.7. Wear of Color Guard and Saber harnesses, i.e., Sam Brown Belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. **Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.8. **Belts for trousers must be blue in color only.** No waiver will be granted for wear of any other color.

7.8.1.9. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings and heavy/medium weight (pistol, military police) web belts during performances of drill or color guard events only. **These items will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.1.10. Wing and Star Buttons on the Service Dress uniform **may NOT** be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style or finish on the buttons.

**7.8.2. Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such items listed below.**

7.8.2.1. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted for wear of such items.

7.8.2.2. **Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized.** Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.

7.8.2.3 **Arm wrist/sweat bands are not authorized.** No waiver will be granted for wear of such items.

7.8.2.4. Spats (**shoe covers**) **will not be worn** with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.

7.8.2.5. Service Caps (wheel and bucket hats) will be a **solid color. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets.** No waiver will be granted for wear of such items.

7.8.2.6. **Military Training Instructor (MTI) style headgear (Aussie Outback/Slouch and Smoky the bear hats) are prohibited for wear by cadets.** No waiver will be granted for wear of such items.

7.8.2.7. **Base Honor Guard (BHG) Breast Badge (BHG cookie) is prohibited for wear by cadets.** No waiver will be granted for wear of such items.

7.8.2.8. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing. This rule does not apply to standard issue of cadet foot ware. **All new cadets enrolling in AFJROTC are to be issued a pair of “NEW” oxford (leather) shoes. Corfams are not to be considered an initial issue of AFJROTC foot ware. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

7.8.3. Airman Battle Uniform (ABU) and Operational Camouflage Pattern (OCP)

7.8.3.1. ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves will not be worn with the ABU uniform,** waivers will not be authorized.

7.8.3.2. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

7.8.3.3. **ABUs will be worn only with the garrison ABU cap and sage green boots.** ABU pants must always be properly bloused over the sage green boots. ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing



ABU boots. **NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.**

**7.8.3.4. OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

7.8.4. Semi-Formal Dress Uniform. Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

7.8.4.1. The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.

7.8.4.2 **Semi-Formal Dress Uniform. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI.** Large medals will be worn on the semi-formal uniform coat 1/2 inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn (no mixing).

7.8.4.2.1. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.

7.8.4.3. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. **Female cadets may wear a white longsleeved blouse similar in style to the men's white long-sleeve shirt.**

7.8.4.3.1. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.

7.8.4.4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the longsleeve white shirt, with the semi-formal dress uniform only.

7.8.4.5. Trousers or skirts. The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. **No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.**

7.8.4.6. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.

7.8.4.7. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.

**7.8.4.8. Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

7.8.5. Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear

7.8.5.1. Physical Training Gear (PTG). PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL.

7.8.5.2. Units may locally design and purchase Physical Fitness Training (PFT) gear and sweat pants/shirts that is customized for esprit-de-corps within a unit (usually school colors). **Air Force PTG may be mixed with local purchased PFT gear as long as the unit is standardized. During the cadet leadership courses (CLC) cadets may wear PT gear given by the CLC host and may be mix Air Force PTG.**

Figure 7.1. Air Force Physical Training Gear (PTG)



Figure 7.1.1. Sample Design Local Purchased PT gear. Units may locally design and wear PFT gear that is customized for their unit (see para 7.8.52. for additional information.) See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.





Figure 7.1.2. FEDMALL Air Force purchased Sweat Pants and Shirts, (see para 7.8.5.2. for additional information.) **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

fitness activities.

7.8.5.3. Short-sleeved PTG/PFT shirt. **The shortsleeve shirt will be tucked into shorts at all times.** Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

7.8.5.5. Footwear. Cadets must wear appropriate footwear while engaging in physical

7.8.5.6. Headgear.

7.8.5.6.1. The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.

7.8.5.6.2. Bandanas and other similar head-scarves/headgear are not authorized.

## **H. CADET APPEARANCE AND GROOMING GUIDELINES**

7.9. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

7.9.1. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

7.9.1.1. Rings. Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

7.9.1.2. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

7.9.1.3. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.**

7.9.2. Eyeglasses or Sunglasses. If you wear glasses, they must not have any 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 or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

7.9.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

7.9.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

7.9.5. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

7.9.6. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel.

## 7.10. Specific Female Cadet Grooming Guidelines.

7.10.1. Hair-Female. No Minimum hair length, to a maximum bulk of 3 1/2 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. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See **Figure 3.2**. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

7.10.1.1. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

7.10.1.2. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards.

Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

7.10.2. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (**see Figure 3.2**). Headgear must fit properly.

7.10.3. 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 ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

7.10.4. 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 in **paragraph 7.10.1** above. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

7.10.4. Unauthorized: Mohawk, mullet or etched design.

7.10.5. **Fingernails.** If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and wellgroomed

7.10.6. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

7.10.7. Earrings. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If 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.

7.10.8. Undergarments (Mandatory).

7.10.8.1. 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 or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

**Figure 3.2. Female Hair Style Examples**





**Braids**



**Twists**



**Locs**

**7.11. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)**



7.11.1. Men's Hair. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

7.11.2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will *not* exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are *not* authorized hair extensions. See **Figure 3.1** for graphic examples of appropriate sideburns, and mustache and male hair standards.

7.11.3. Sideburns. If worn, sideburns will be straight and even width (*not* flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 3.1**

7.11.4. Mustaches. Male Airmen 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. See **Figure 3.1**

7.11.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

7.11.6. Fingernails. Male cadets are not authorized to wear nail polish.

7.11.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

#### 7.11.8. Undergarments (Mandatory)

7.11.8.1. Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

**Figure 3.1. Male Hair Grooming Standards.**



### **Sideburns**

### **Mustache**

#### **7.12. Specific Cadet Uniform Wear Guidelines.**

7.12.1. Cadet Uniform Wear Guidance for School Hosted JROTC Events:

7.12.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and who may not have uniforms currently issued to them.

7.12.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC cadets will wear their AFJROTC Service Dress uniform.

7.12.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC cadets.

7.12.2. Cadet Uniform Wear Guidance for Fundraising:

7.12.2.1. There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program.

7.12.2.2. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

7.12.2.3. AFJROTC personnel/cadets should not solicit donations from local businesses at any time.

7.12.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFJROTC units within the scope of the Joint Ethics Regulation.

# Attachment 7-1



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



**Badges/Insignia not listed here are unauthorized for wear.**

Attachment 7-1 (continued)

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**

**Marksmanship Badges – Wear Only One**



CMP Awarded Badges



Unit Awarded Badges

**If earned choose only one – CADETS MAY ONLY WEAR ONE on their uniform.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge.  
Do not wear Marksmanship badges with medals



Marksmanship  
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

## Attachment 7-2

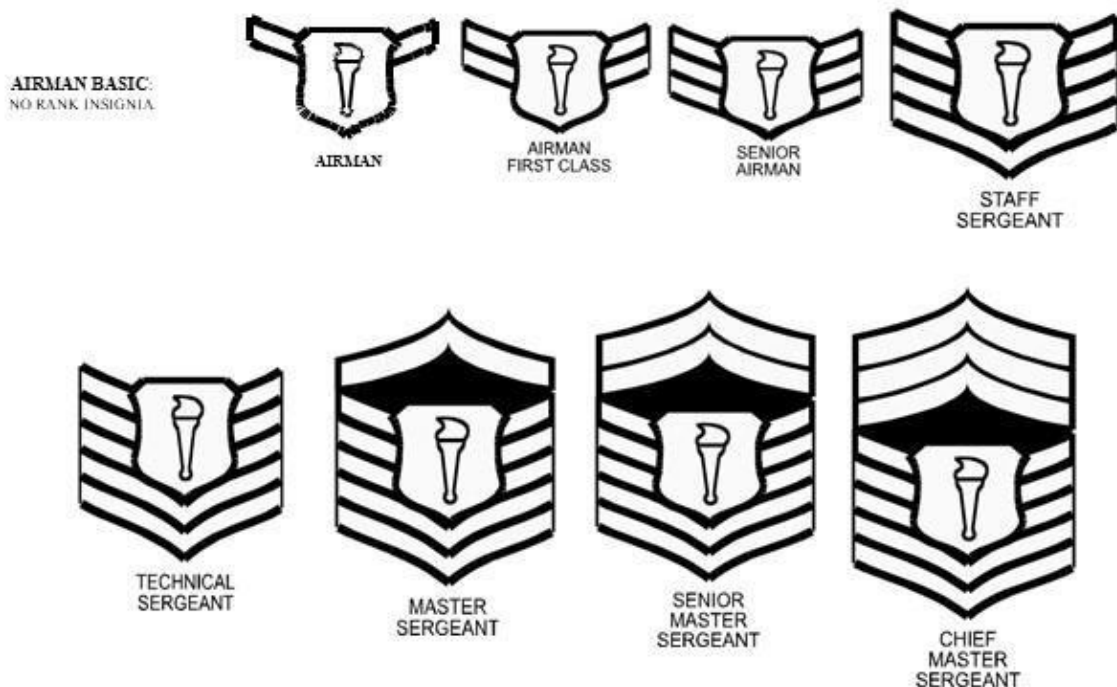
# AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK

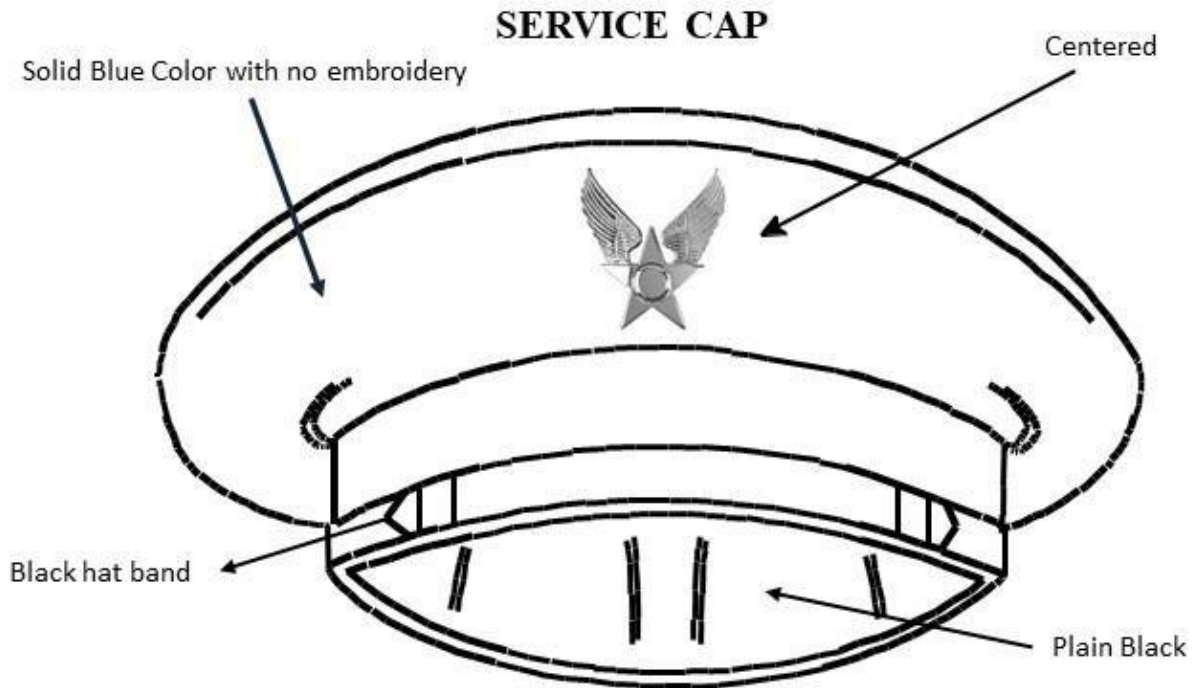


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized.  
The First Sergeant device is not authorized.

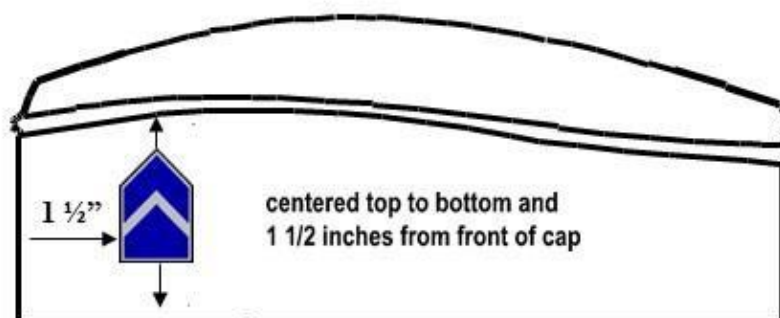


## CADET MALE HEADGEAR



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.



## Attachment 7-4

# CADET FEMALE HEADGEAR

## SERVICE CAP

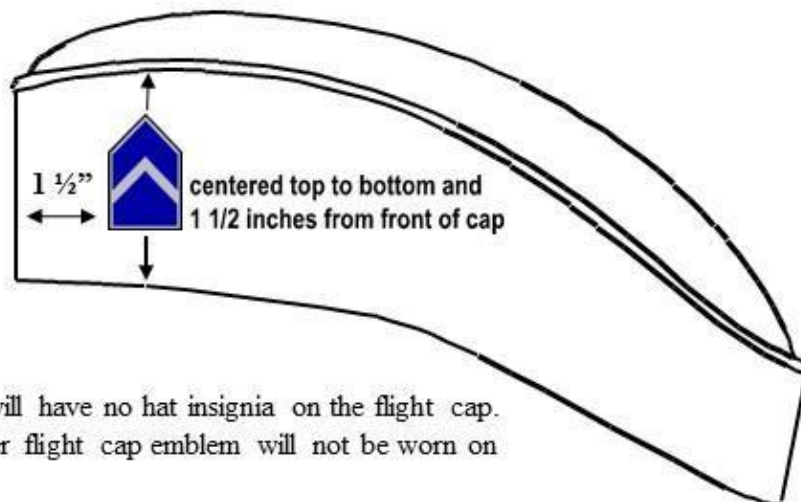
Solid Blue Color with no embroidery

Centered



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 BERET HEADGEAR

### BERET

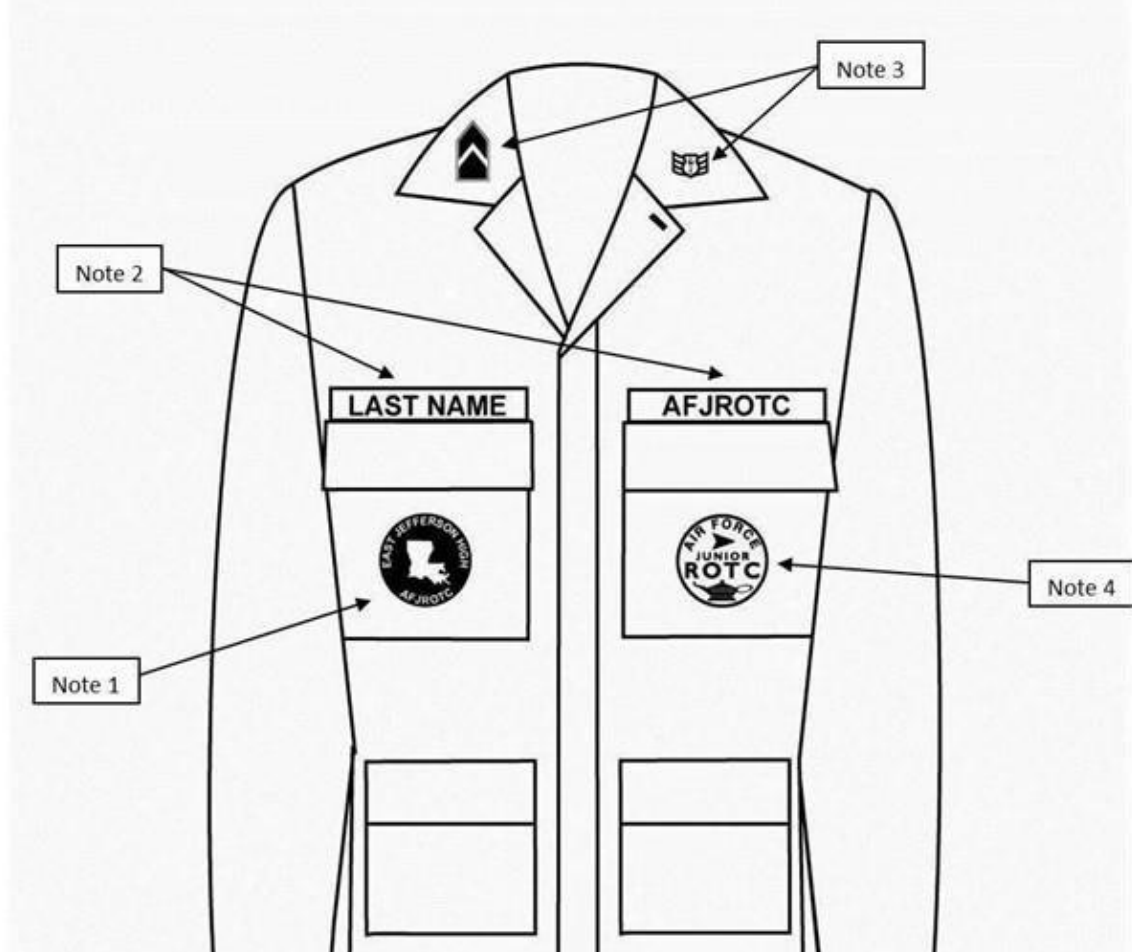


Berets.

1. 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.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

## Attachment 7-6

### CADET ABU Male and Female

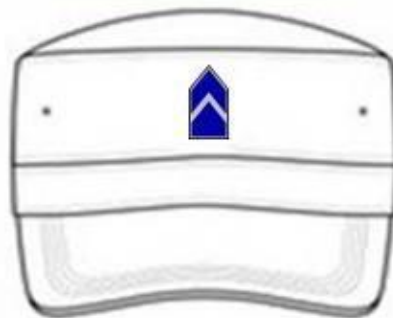


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



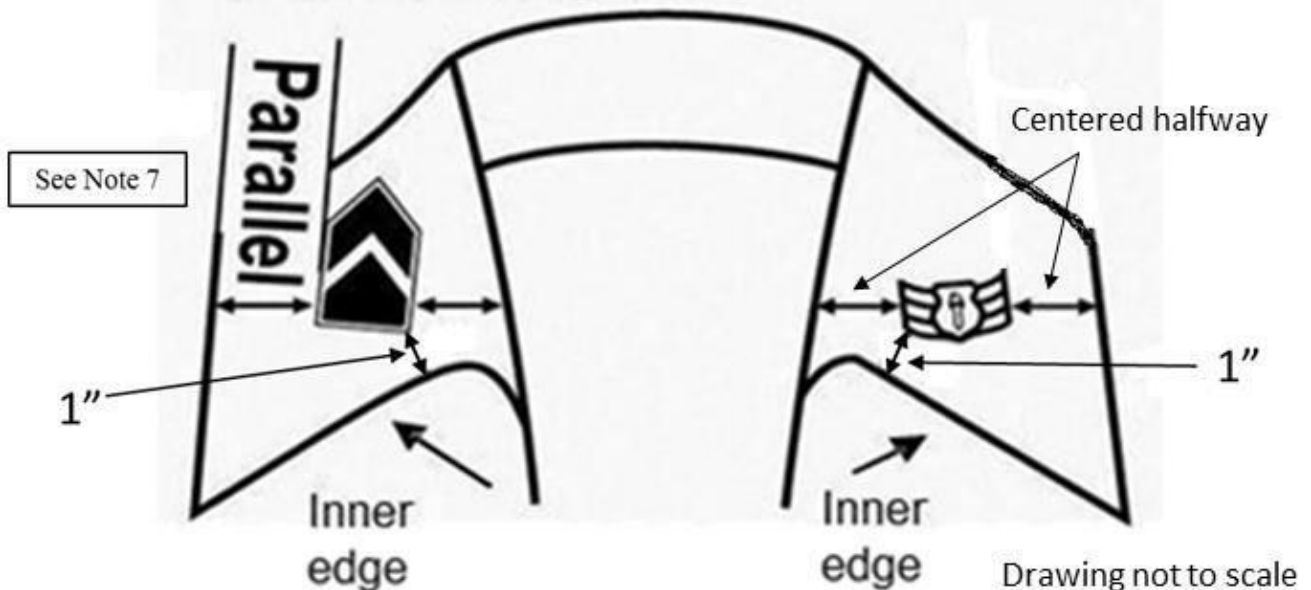
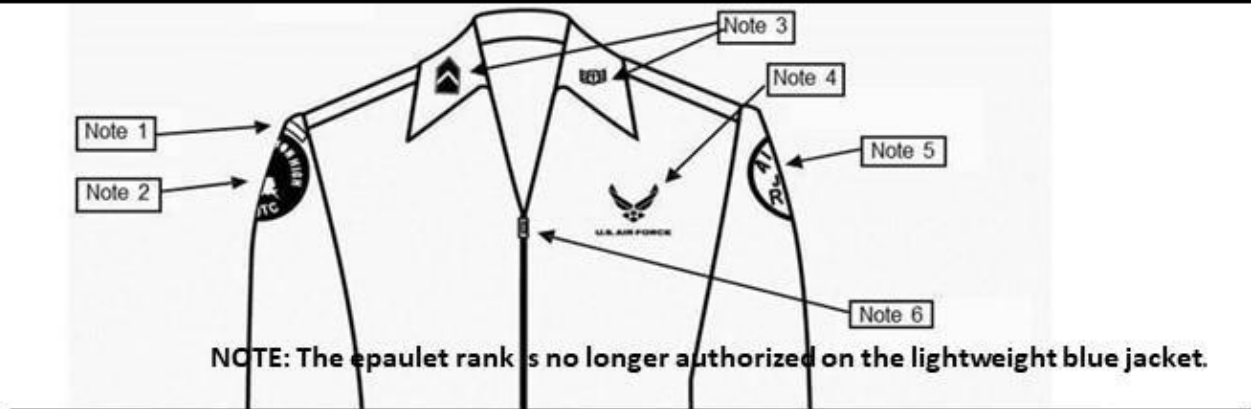
Officers will wear rank insignia on the ABU cap.

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

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

## Attachment 7-8

### CADET LIGHT WEIGHT BLUE JACKET

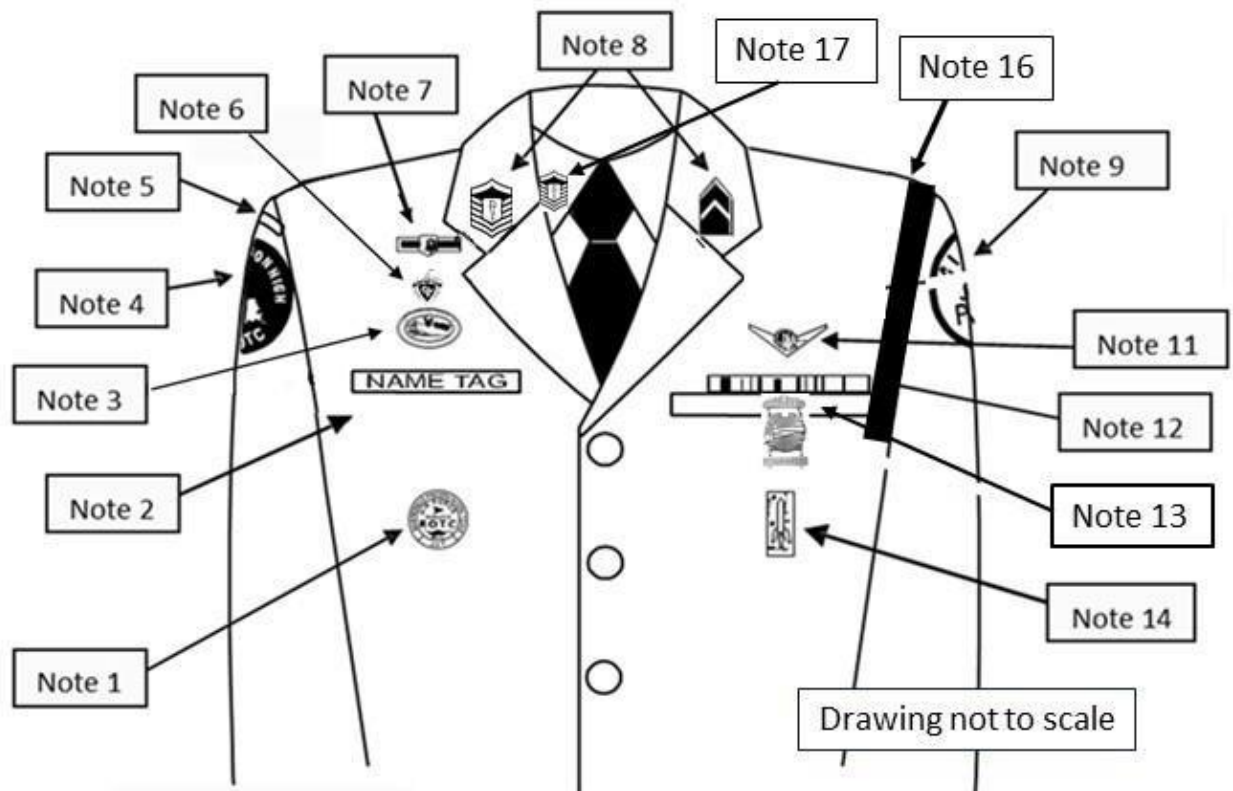


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 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.**



## Attachment 7-9

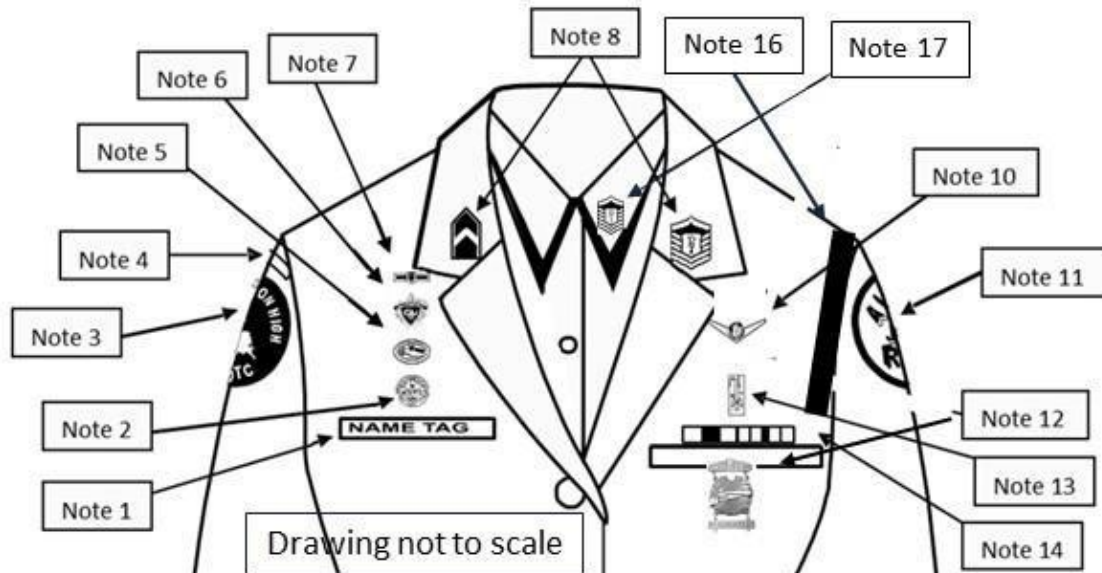
# CADET MALE SERVICE DRESS



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

## Attachment 7-10

# CADET FEMALE SERVICE DRESS

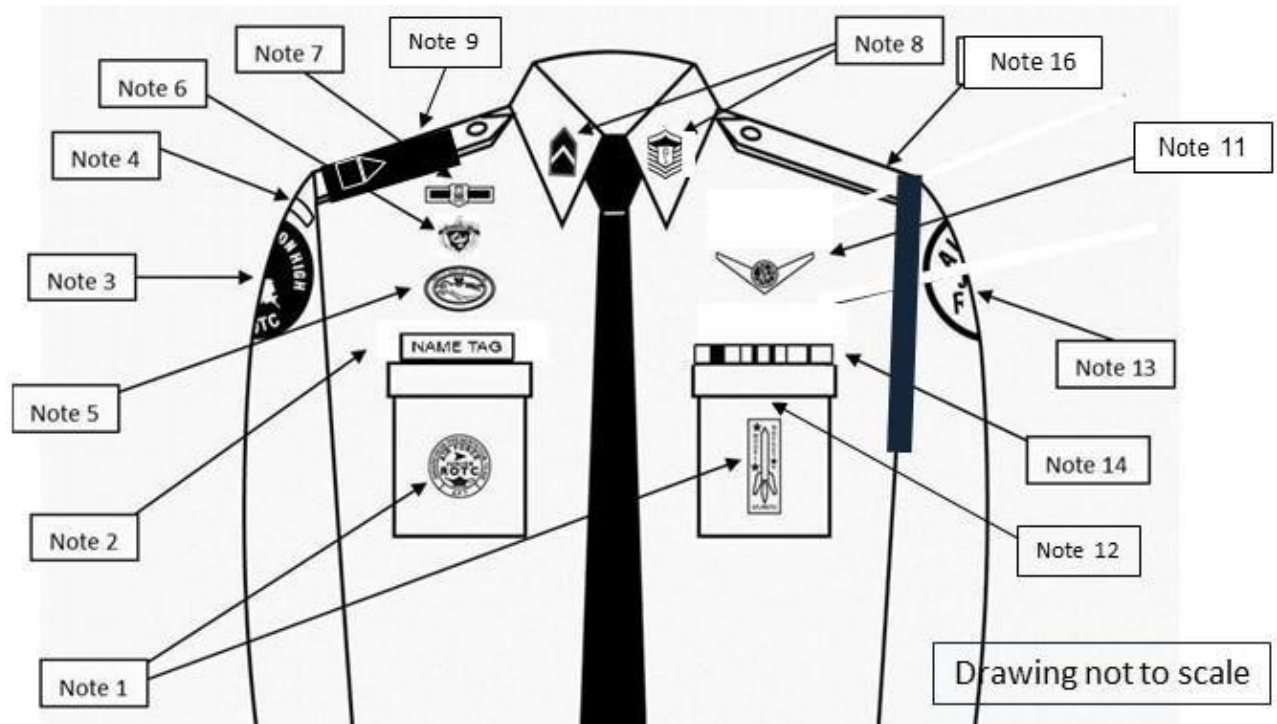


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam
4. Shoulder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



## Attachment 7-11

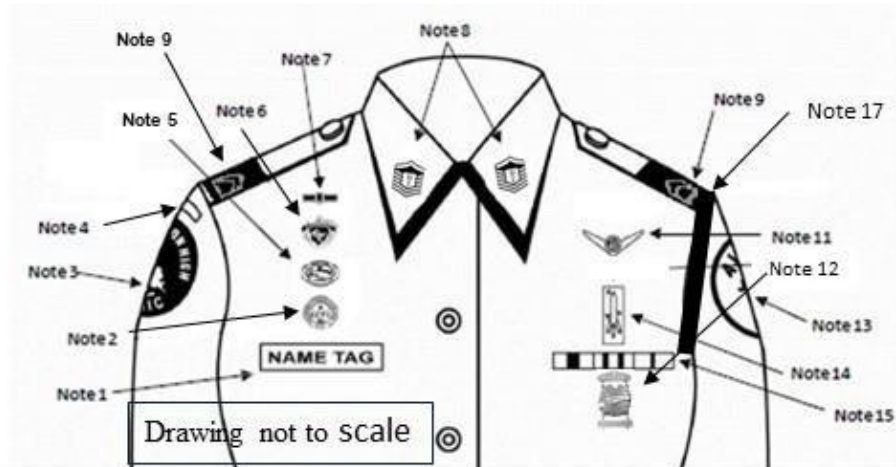
# CADET MALE BLUE SHIRT



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

## Attachment 7-12

# CADET FEMALE BLUE SHIRT

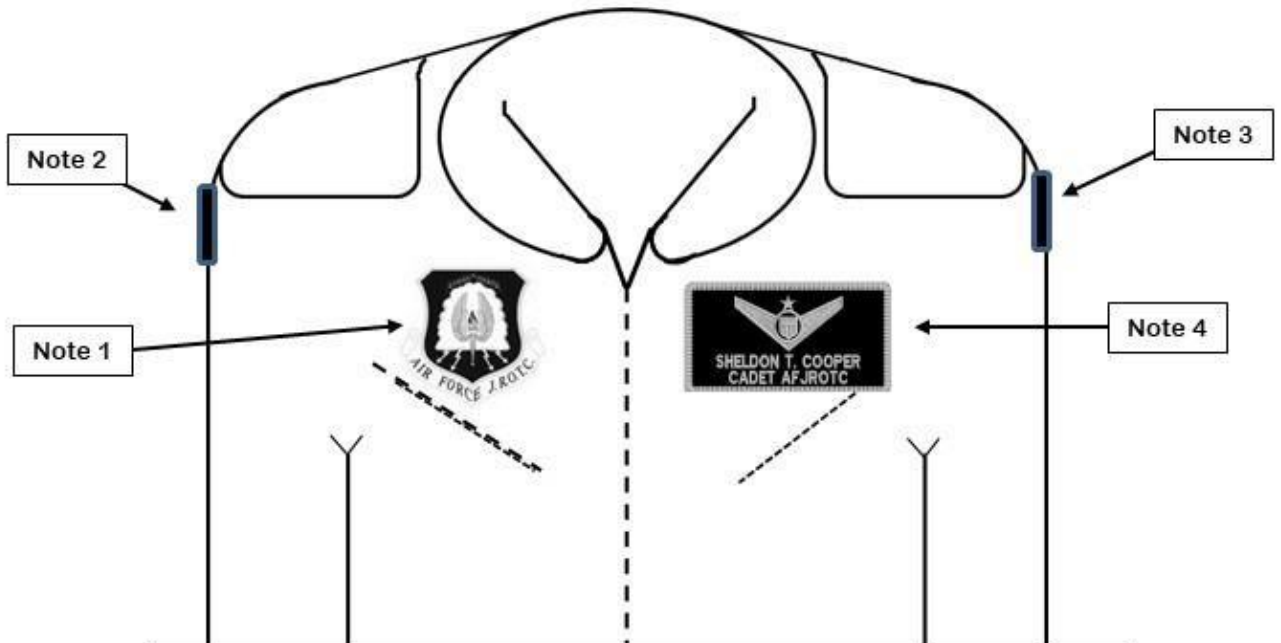


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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



## Attachment 7-13

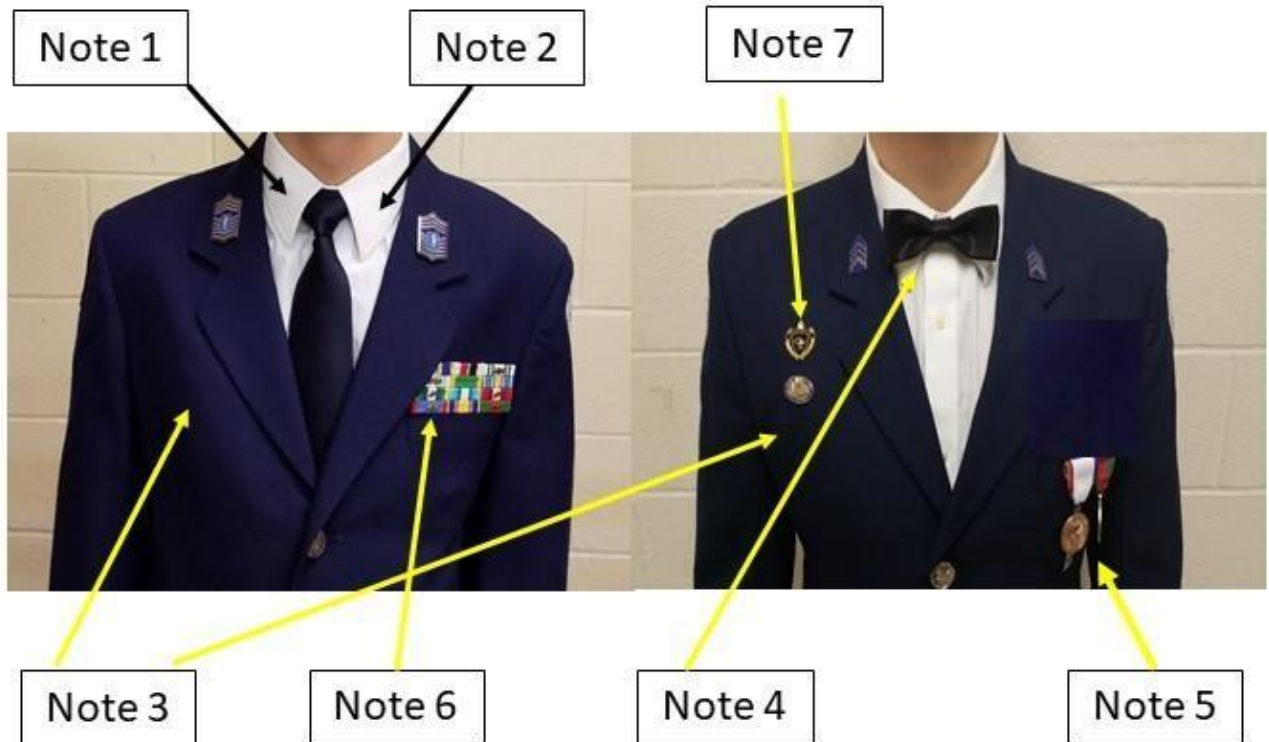
### FLIGHT SUIT (Male and Female)



1. \* AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
  2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
  3. \* American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
  4. \* Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
- Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
  - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

## Attachment 7-14

### Semi-Formal Dress Uniform



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

## Attachment 7-15

### Sample Exhibition Uniform



$\frac{3}{4}$  inch  
stripe

1. 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.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.



## Attachment 7-15 (continued)

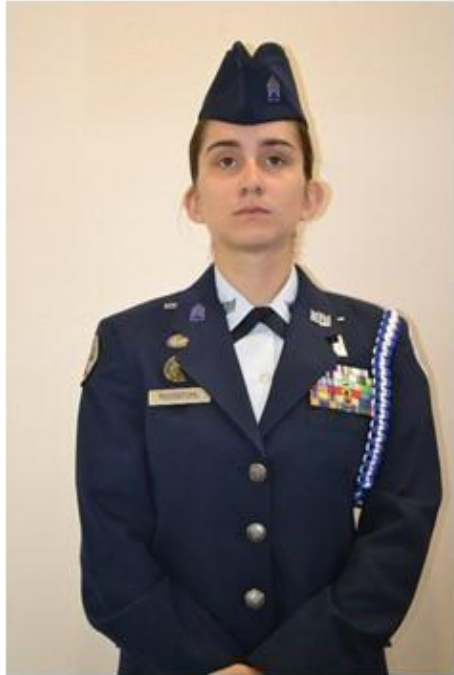
### Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

Attachment 7-16

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





Attachment 7-16 (continued)

**Sample Uniform Pictures**



Attachment 7-16 (continued)

**Sample Uniform Pictures**



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



Attachment 7

National Level Award Contacts

Air Force Association Award

Manager of National Aerospace Awards Air Force Association

1501 Lee Highway

Arlington VA 22209-1190

Phone: 800-727-3337

Fax: 703-247-5853

POC: Alex Edgar

Email: [aedgar@afa.org](mailto:aedgar@afa.org)

Website: <https://www.afa.org/informationfor/students/medalsribbonsandcertificates>

Daughters of the American Revolution (DAR) Award

If local chapter not available, contact

National Defense Committee NSDAR

1776 D Street NW

Washington DC 20006-5392

Phone: 202-628-1776 ext 292

Website: [www.dar.org](http://www.dar.org)

Email: [vholmes@dar.org](mailto:vholmes@dar.org) POC: Valerie Holmes

American Legion Scholastic and General Military Excellence Awards

If local post is not available, contact

American Legion National Headquarters

National Security Division

1608 K Street NW

Washington DC 20006-2847

Phone: 202-861-2700 ext.: 2988

Fax: 202-861-2728

Website: [www.legion.org](http://www.legion.org)

POC: Freddy Gessner

Daedalian Award

If local flight not available, contact

Order of Daedalin's

PO Box 249

Randolph AFB TX 78148-0249

Phone: 210-945-2111

Fax: 210-945-2112

Email: [daedalus@daedalians.org](mailto:daedalus@daedalians.org)

Website: [www.daedalians.org](http://www.daedalians.org)

POC: Ed Sheeran

Email: [ed.sheeran@daedalian.org](mailto:ed.sheeran@daedalian.org)

National Level Award Contacts

Reserve Officers Association (ROA) Award

Local ROA chapter contacts each ASI before 15 Jan and furnishes name of ROA representative. If contact is not made by 15 Jan, SASI must contact National Headquarters, Reserve Officers Association  
1 Constitution Avenue NE  
Washington DC 20002-5655  
Phone: 800-809-9448 ext. 731  
Website: [www.roa.org](http://www.roa.org)  
POC: Ashika Grimes  
Email: [agrimes@roa.org](mailto:agrimes@roa.org)

Military Officers Association Award  
If local chapter not available, contact  
The Retired Officers Association  
201 N Washington Street  
Alexandria VA 22314-2529  
Phone: 800-234-6622  
Email: [chapters@moaa.org](mailto:chapters@moaa.org)  
Website: [www.moaa.org/rotcawards](http://www.moaa.org/rotcawards)

Veterans of Foreign Wars (VFW) Award  
If no local unit available, contact  
Veterans of Foreign Wars of the US  
406 West 34th Street  
Kansas City MO 64111-2736  
Phone: 816-756-3390 or 816-968-1155  
Fax: 816- 968-1149  
Email: [info@vfw.org](mailto:info@vfw.org)  
Website: [www.vfw.org](http://www.vfw.org)  
POC: Quentin Carroll  
Email: [qcarroll@vfw.org](mailto:qcarroll@vfw.org)

National Society United States Daughters of 1812  
1286 Riverside Ave  
Baltimore, MD 21230  
Phone: 410-530-7083  
Website: [www.usdaughters1812.org/chapters.html](http://www.usdaughters1812.org/chapters.html)

#### National Level Award Contacts

National Sojourners Award  
If no local chapter or local chapter does not offer award, contact  
National Sojourners  
8301 E Blvd Drive  
Alexandria VA 22308-1399  
Phone: 703-765-5000  
Fax: 703-765-8390

Email: [nationalsoj@juno.com](mailto:nationalsoj@juno.com)  
Website: [www.nationalsojourners.org](http://www.nationalsojourners.org)  
POC: Renee Malzahn

Scottish Rite, Southern Jurisdiction Award  
If local chapter does not offer award, contact  
Scottish Rite JROTC Americanism Medal Ancient and Accepted Scottish Rite of  
Freemasonry, Southern Jurisdiction, USA  
1733 Sixteenth Street  
NW Washington DC 20009-3103  
Phone: 202-232-3579  
FAX: 202-387-1843  
Website: [www.srmason-sj.org](http://www.srmason-sj.org)

Military Order of the Purple Heart Award  
If no local unit available, contact  
Military Order of the Purple Heart  
5413-B Blacklick Road  
Springfield VA 22151  
Phone: 703-642-5360  
Fax: 703-642-2054  
Email: [communications@purpleheart.org](mailto:communications@purpleheart.org)  
Website: [www.purpleheart.org](http://www.purpleheart.org)

Sons of the American Revolution (SAR) Award  
The National Headquarters, Sons of the American Revolution  
1000 S 4th Street  
Louisville KY 40203-3292  
Phone: 502-589-1776  
Fax: 502-589-1671  
Voice mail: 502-589-1779  
Website: [www.sar.org](http://www.sar.org)

#### National Level Award Contacts

Military Order of World Wars (MOWW)  
If no local unit available, contact  
National Headquarters, Military Order of the World Wars  
435 N Lee Street  
Alexandria VA 22314-2301  
Phone: 703-683-4911  
Fax: 703-683-4501  
Email: [chiefstaff@moww.org](mailto:chiefstaff@moww.org)  
Website: [www.moww.org](http://www.moww.org)

America Veterans (AMVETS) Award  
If state chapter not available, contact:  
AMVETS National Headquarters ROTC Programs Coordinator  
4647 Forbes Blvd

Lanham MD 20706-9961  
Phone: 301-683-4031  
Website: [www.amvets.org/rotc-jrotc-medals](http://www.amvets.org/rotc-jrotc-medals)  
POC: Lindsay Bonaparte

Sons of the Union Veterans of the Civil War (SUVCW) Award  
If local chapter does not offer award, contact  
Sons of the Union Veterans of the Civil War  
P.O. Box 1865  
Harrisburg, Pennsylvania 17105  
Phone: 717-232-7000  
Website: [www.suvcw.org](http://www.suvcw.org)

Air Force Sergeants Association (AFSA) Achievement Award  
If no local chapter, contact  
AFSA International Headquarters  
5211 Auth Road  
Suitland MD 20746  
Phone: 800-638-0594 ext. 288  
Fax: 301-899-8136  
Email: [jrotc@hqafsa.org](mailto:jrotc@hqafsa.org)  
Website: [www.hqafsa.org](http://www.hqafsa.org)

#### National Level Award Contacts

Tuskegee Airmen Incorporated (TAI) Award  
Email: [NC-20022@afjrotc.com](mailto:NC-20022@afjrotc.com)  
The Tuskegee Airmen, 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 the unit to receive their allotted two ribbons per year. Requesting replacement ribbons send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. (TAI) certificate is posted in WINGS / Published Files / Directory / JROTC Certificates.

The Retired Enlisted Association (TREA) Award  
If no local chapter exists contact  
TREA  
1111 South Abilene Court  
Aurora, CO 80012-4909  
Phone: 800-338-9337  
Fax: 303-752-0835  
Email: [treaHQ@trea.org](mailto:treaHQ@trea.org)  
Website: [www.trea.org](http://www.trea.org)  
Certificates may be printed directly from the TREA website.

The Celebrate Freedom Foundation Award  
Celebrate Freedom Foundation  
2533 B Airport Blvd  
West Columbia, SC 29170  
Phone: 803-708-4752  
Fax: 803-708-4815  
Email: [info@cff-soar.org](mailto:info@cff-soar.org)  
Website: [www.gocff.org/jrotc](http://www.gocff.org/jrotc)

Air Commando Association Award  
Air Commando Association  
P.O. Box 7  
Mary Easter, FL 32569  
AFJROTC Unit PA-20091 will mail ribbon and certificate template to each AFJROTC unit  
no later than the last day of month of each calendar year as national service project.  
Email: [PA-20091@afjrotc.com](mailto:PA-20091@afjrotc.com)

Veterans and Military Service Organization (VSO)  
Awards United States Department Of Veterans Affairs  
Washington, D.C. [https://www.va.gov/vso/VSO-  
Directory.pdf](https://www.va.gov/vso/VSO-Directory.pdf)

*“The time is always right to do what is right.”*



*~ The Reverend Doctor Martin Luther King, Junior ~*

**CHAPTER 8**  
**AFJROTC Ribbon Chart**  
*~ Current as of 2 August 2019 ~*



# AIR FORCE JUNIOR ROTC

 1. Air Force JROTC Gold Valor Award	 2. Air Force JROTC Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service with Excellence Award	 5. Community Service with Excellence Award
 6. Air Force Association Award	 7. Daedalian Award	 8. American Legion Scholastic Award	 9. American Legion General Military Excellence Award	 10. American Veterans Award
 11. Reserve Officers Association Award	 12. Military Order of World Wars Medal	 13. Military Officers Association Award	 14. Veterans of Foreign Wars (VFW) Award	 15. Military Order of the Purple Heart
 16. Air Force Sergeants Association	 17. Tuskegee Airman Inc. AFJROTC Cadet Award	 18. The Retired Enlisted Association Award	 19. Celebrate Freedom Foundation Award	 20. Air Commando Association Award
 21. Distinguished Unit Award With Merit	 22. Distinguished Unit Award	 23. Outstanding Organization Award	 24. Outstanding Flight Ribbon	 25. Top Performer Award
 26. Outstanding Cadet Ribbon	 27. Leadership Ribbon	 28. Superior Performance Ribbon	 29. Achievement Ribbon	 30. Academic Ribbon
 31. Cadet Leadership Course (CLC) Ribbon	 32. Special Teams Placement Ribbon	 33. Joint/All-Service National Competition Ribbon	 34. Air Force Nationals Competition Ribbon	 35. Orienteering Ribbon
 36. Leadership Development Requirement (LDR) Leadership Ribbon	 37. Drill Team Ribbon	 38. Color Guard Ribbon	 39. Sabre Team Ribbon	 40. Marksmanship Ribbon
 41. Good Conduct Ribbon	 42. Service Ribbon	 43. Health and Wellness Ribbon	 44. Recruiting Ribbon	 45. Activities Ribbon
 46. Attendance Ribbon	 47. Dress and Appearance Ribbon	 48. Longevity Ribbon	 49. Bataan Death March Memorial Hike Ribbon	 50. Patriotic Flag Ribbon

Version: 2 August 2019

CHAPTER 9

**AFJROTC NC-20022 Uniform Wear Schedule**

- 1.
2. ~ **Ties & Tabs**
3. ~ Service Dress / ABU
4. ~ **Service Dress**
5. ~ Open Collar
6. ~ Ties & Tabs
7. ~ Service Dress / ABU
8. ~ **Open Collar**
9. ~ Ties & Tabs
10. ~ **Service Dress**
11. ~ Open Collar / ABU
12. ~ **Ties & Tabs**
13. ~ Service Dress
14. ~ **Open Collar**
15. ~ *Service Dress*

***Fall Awards Ceremony***

*The gem cannot be polished without friction nor man perfected without trials.  
~ Chinese proverb ~*

CHAPTER 10  
**Unit Manning Document**

<u>Level</u>	<u>Position</u>	<u>Max. Grade</u>	<u># Auth</u>	
<b>Group</b>	<b>Commander</b>	<b>C/Col</b>	<b>1</b>	
	Deputy	C/Col	1	
	Senior Enlisted Advisor	C/CMSgt	1	
	Inspector General	C/Lt Col	1	
	Public Affairs Officer	C/Maj	1	
	Assistant to SASI	C/Col	1	
	Assistant to ASI	C/Lt Col	1	
	<b>Squadron</b>	<b>Operations Squadron Commander</b>	<b>C/Lt Col</b>	<b>1</b>
First Sergeant		C/CMSgt	1	
TAI AFJROTC Cadet Award Team OIC		C/Maj	1	
TAI AFJROTC Cadet Award Team NCOIC		C/MSgt	1	
Awards Program Coordinator		C/Maj	1	
Awards Program Assistant Coordinator		C/TSgt	1	
Flight Simulator Team OIC		C/Maj	1	
Flight Simulator Team NCOIC		C/MSgt	1	
Model Rocketry Team OIC		C/Capt	1	
Model Rocketry Team NCOIC		C/MSgt	1	
Drone Team OIC		C/Maj	1	
Drone Team NCOIC		C/MSgt	1	
Athletics Officer		C/Maj	1	
Athletics NCOIC		C/SMSgt	1	
CLC Prep Team OIC		C/Maj	1	
CLC Prep Team NCOIC		C/SMSgt	1	
<b>Squadron</b>		<b>Logistics Squadron Commander</b>	<b>C/Lt Col</b>	<b>1</b>
		First Sergeant	C/CMSgt	1
	Supply Officer	C/Capt	1	
	Supply NCOIC	C/SMSgt	1	
	Cyber Systems Team OIC	C/Capt	1	
	Cyber Systems NCOIC	C/SMSgt	1	
<b>Squadron</b>	<b>Mission Support Squadron Commander</b>	<b>C/Lt Col</b>	<b>1</b>	
	First Sergeant	C/CMSgt	1	
	Mission Support Squadron NCOIC	C/SMSgt	1	
	Personnel Officer	C/Maj	1	
	Color Guard Commander	C/Maj	1	
	Color Guard NCOIC	C/SMSgt	1	
	Drill Team Commander	C/Maj	1	
	Drill Team NCOIC	C/SMSgt	1	
	Book Study Team Lead	C/CMSgt	1	
	Saber Team Commander	C/Capt	1	
	Honor Guard Commander	C/Capt	1	
Parking Control Team Lead	C/Capt	1		

	GVSA Mentoring Team Lead	C/Capt	1
	Orienteering Team Lead	C/Capt	1
	Awareness Presentation Team Lead	C/Capt	1
	Recruiting & Retention Team Lead	C/Capt	1
<b>Flight</b>	Commander	C/Maj	6
	Assistant Flight Commander	C/Capt	6
	Flight Sergeant	C/MSgt	6
	Flight Guide	C/SSgt	6
	Element Leader	C/MSgt	24
	Athletic Specialist	C/MSgt	6
	Public Affairs Specialist	C/TSgt	6
	Drill Specialist	C/TSgt	6
<b>Kitty Hawk Air Society</b>			
	Commander	C/Col	1
	Deputy Commander	C/Lt Col	1
	NCOIC Operations	C/CMSgt	1
	NCOIC Finance	C/SMSgt	1
	NCOIC Public Affairs	C/SMSgt	1
	NCOIC Logistics	C/SMSgt	1

*“Great leaders are almost always great simplifiers, who can cut through argument, debate, and doubt to offer a solution everybody can understand.”*  
*~ General Colin Powell ~*

## CHAPTER 11

### **AFJROTC NC-20022 Cadet Chain of Command**

The Honorable Barbara Barrett

*Secretary of the United States Air Force*

General Charles Q. Brown

*Chief of Staff, United States Air Force*

CMSAF JoAnne S. Bass

*Chief Master Sergeant of the Air Force*

Lieutenant General Marshall B. Webb

*Commander, Air Education and Training Command*

Lieutenant General James B. Hecker

*Commander, Air University*

Brigadier General Leslie A. Maher

*Commander, Holm Center*

Colonel Stephen T. Sanders

*Director, Air Force Junior Reserve Officer Training Corps*

Mr. Rob Atkins

*AFJROTC Regional Director*

Mr. Earnest Winston

*Superintendent, Charlotte Mecklenburg School System*

Mr. Erik M. Turner

*Principal, Zebulon B. Vance High School*

Mr. Andre L. Dixon

*Assistant Principal, Zebulon B. Vance High School*

Lieutenant Colonel Nelson W. English, USAF (Retired)

*Senior Aerospace Science Instructor, AFJROTC NC-20022*

Master Sergeant L. Danielle McAdams, USAF (Retired)

*Aerospace Science Instructor, AFJROTC NC-20022*

## Cadet Lieutenant Colonel

*Cadet Commander, AFJROTC NC-20022 Cadet Operations Group*

## Cadet Major

*Cadet Deputy Commander, AFJROTC NC-20022 Cadet Operations Group*

## Cadet Chief Master Sergeant

*Cadet Senior Enlisted Advisor*

## Cadet Lieutenant Colonel

*Cadet Kitty Hawk Air Society Commander*

## Cadet Captain

*Cadet Operations Squadron Commander*

## Cadet Captain

*Cadet Logistics Squadron Commander*

## Cadet Captain

*Cadet Mission Support Squadron Commander*

## Flight Commander

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## Assistant Flight Commander

---

## Flight Sergeant

---

## Flight Guide

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*“The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help them or concluded you do not care. Either case is a failure of leadership.”*

*~ General Colin Powell ~*



## CHAPTER 12

### **Goals 2020 – 2021**

#### **CMS Superintendent Goals**

- **Making sure graduates are ready for “meaningful employment and/or higher education”**
- *Ensure every student has access to rich, diverse, and rigorous curriculum*
- *Increase social and emotional support for students so that they can thrive in school*

#### **CMS JROTC Program Goals**

- Ensure 100% of JROTC seniors graduate
- Ensure 100% of JROTC seniors have Letters of Acceptance to
  - Post high school institutes of higher learning
  - Contract with a Branch of Military Service
  - Full time employment
- Increase total amount for scholarships awarded to JROTC cadets

#### **Zebulon B. Vance High School Mission**

- Our high school mission is to graduate young adults who are self-directed, intellectually and socially engaged citizens ready for college, career, and life.

# **AFJROTC NC-2002 Goals**

## **Cadet Goals**

1. 70% of cadet corps will maintain a school GPA of 2.75. This increases cadet's ability to get into the college of choice.
2. All graduating cadets will complete a CFNC account and apply to CPCC.

## **School Goals**

1. The Group will collect 500 pounds of canned food to donate to the Camino Community Center. This community service effort will assist those in need to receive food items.
2. Cadet leadership will lead in the retention and recruitment of 40 cadets with the leadership development requirements activities.

## **Community Goals**

1. The cadet corps will work and obtain 1,500 community service hours.
2. 80% of cadet corps will participate in the University City cleanup. This area includes the James M. Martin Middle School and surrounding areas.

*There are four steps to accomplishment: Plan Purposefully.  
Prepare Prayerfully. Proceed Positively. Pursue Persistently*

CHAPTER 13  
*Drill Sequences*

**AS – 1 Drill Sequence**

- |                          |                        |
|--------------------------|------------------------|
| 1. Fall In               | 14. Element Halt       |
| 2. Dress Right Dress     | 15. Left Step March    |
| 3. Ready Front           | 16. Element Halt       |
| 4. Present Arms          | 17. Right Step March   |
| 5. *Report to Head Judge | 18. Element Halt       |
| 6. Order Arms            | 19. Parade Rest        |
| 7. Left Face             | 20. Attention          |
| 8. About Face            | 21. About Face         |
| 9. Right Face            | 22. Forward March      |
| 10. Forward March        | 23. Right Flank March  |
| 11. Left Flank March     | 24. Column Right March |
| 12. Right Flank March    | 25. To The Rear March  |
| 13. To The Rear March    | 26. Column Left March  |

\* Sir, Cadet \_\_\_\_\_, requests permission to begin element unarmed drill evaluation.

*“Accept the challenges, so that you may feel the exhilaration of victory.”*

*~ General George S. Patton ~*

## AS- 2 Drill Sequence

- |                        |                        |
|------------------------|------------------------|
| 1. Fall In             | 16. To The Rear March  |
| 2. Open Ranks March    | 17. To The Rear March  |
| 3. Ready Front         | 18. Column Right March |
| 4. Close Ranks March   | 19. Forward March      |
| 5. Present Arms        | 20. Eyes Right         |
| 6. Order Arms          | 21. Ready Front        |
| 7. Parade Rest         | 22. Column Right March |
| 8. Attention           | 23. Forward March      |
| 9. Left Face           | 24. Change Step March  |
| 10. About Face         | 25. Column Right March |
| 11. Forward March      | 26. Forward March      |
| 12. Right Flank March  | 27. Flight Halt        |
| 13. Left Flank March   | 28. Left Face          |
| 14. Column Right March | 29. Right Step March   |
| 15. Forward March      | 30. Flight Halt        |

Flight commander must remain centered on flight with no crossovers during the sequence.

*Failure is not the worst thing in the world. The very worst is not to try!*

## **30 Drill Command Sequence –Expanded.**

The flight size for the 30-command evaluation consists of 9 cadets and 1 commander. Cadets are sized according to height prior to the evaluation. The evaluation area measures 65 x 65 feet. Commands must be given and executed with minimum time between commands to remain in the evaluation area. Any cadet crossing the boundary during a command will score a zero (0) for that command and any other commands given while any member of the flight is out-of-bounds. Flights which go into a mark-time step to prevent crossing a boundary without the commander giving the command mark time will incur a zero for that command. Remember you are being graded on your ability to control a flight.

### **Commands**

1. Flight, fall-in. The first element leader will fall-in 3 paces in front and center on the commander. The first element leader will execute an automatic dress right dress. The second, and third, element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them. The remaining 34 airmen fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.
2. Open ranks, MARCH. The command is Open Ranks, MARCH. On the command MARCH, the third rank stands fast and automatically executes dress right dress at normal interval. The second rank takes one step, halts and automatically executes dress right dress. The first rank takes two paces forward, and automatically executes a dress right dress. Once halted, the distance between ranks will be 70 inches. On the command, March, the flight commander moves by the most direct manner to the position on the right flank of the flight, one pace from and in-line of the front rank and does a right face to faces down the line. From this position, the flight commander verifies the alignment of the front rank. If necessary, individuals are called to move forward or backward by name or number. Military bearing is maintained and, instead of weaving from side to side, short sidesteps are taken to verify alignment. (only the first rank is aligned during this evaluation). The flight commander then faces to the right in marching, moves three paces beyond the front rank, faces to the left, and commands, ready front.
3. Ready, FRONT. On this command, the cadet whose arms are up will lower their arms with snap to their sides (without slapping their sides) and re-cup their hands when their arm is at approximately waist level. As the arm is lowered, the cadets whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention. The flight commander then takes the normal position by the most direct route in front of the flight and does a left face to face the flight.
4. Close Ranks, MARCH. On the command MARCH, the first rank stands fast. The second rank takes one pace forward with coordinating arm swing and halts at the position of attention. The third ranks take two paces forward, and halt at attention. Each person covers on the person directly in front.
5. Present ARMS. The commander will give the command to present arms. The commander will then do an about face and face the evaluator and say, "Cadet \_\_\_\_\_ reporting for drill evaluation, sir/ma'am." The evaluator will return the salute. The commander will order arms then do an about face to face the flight.
6. Order ARMS. The commander will then give the flight order arms. The flight will order arms and remain at attention.
7. Parade REST. The commander will give the command parade rest while standing at attention. The commander will remain at attention during this command. The flight will perform the command, parade rest.

8. Flight, ATTENTION. The commander will give the flight, attention. The flight will snap to attention.
9. Left FACE. The commander will give the flight, left face. The flight will perform left face. The commander will remain at attention.
10. About FACE. The commander will give the command about face. The flight will perform about face. The commander will remain at attention.
11. Forward, MARCH. The commander will do a left face and give the command forward march. All cadets will begin marching stepping off with the left foot.
12. Right flank, MARCH. The commander will give the command right flank with the command of execution given as the right foot hits the ground. The flight and flight commander will do a right flank and continue marching.
13. Left flank, MARCH. The commander will give the command left flank with the command of execution given as the left foot hits the ground. The flight and flight commander will do a left flank and continue marching.
14. Column right, MARCH. The commander will give the command, column right, with the command of execution given as the right foot hits the ground. The flight and flight commander will execute a column right. The flight will go into a half step as they complete the command. The flight commander will remain on the left flank of the flight.
15. Forward, MARCH. The commander will give the command forward march as the left foot hit the ground. Upon the command MARCH, the flight will take one more 12-inch step with the right foot, then step off with a full 24-inch step with the left foot.
16. To the rear, MARCH. The commander will give the command to the rear march as the heel of the right foot strikes the ground. At the command of execution MARCH, the cadet will take a 12-inch step with the left foot placing it in front of and in line with the right foot and distribute the weight of the body on the balls of both feet. The cadet will then pivot 180 degrees to the right on the balls of both feet and take a 12-inch step with the left foot in the new direction with coordinated arm swing, before taking a full 24-inch step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.
17. To the rear, MARCH. The commander and flight will do another to the rear march and continue marching.
18. Column right, MARCH. The commander and flight will do a column right as explained in command 14. The commander will continue to remain on the left flank of the flight.
19. Forward, MARCH. The commander will give the command forward march as explained in command 15.
20. Eyes RIGHT. The preparatory command and command of execution are given on the right foot. On the command RIGHT, all persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right. The commander will render the salute.
21. Ready FRONT. The command, Ready, FRONT is given as the left foot strikes the ground. On the command FRONT, heads and eyes are turned smartly back to the front. The commander drops the salute.
22. Column right, MARCH. The commander and flight will do a column right as explained in command 14. The commander will continue to remain on the left flank of the flight.



23. Forward, MARCH. The commander will give the command forward march as explained in command 15.

24. Change step, MARCH. The commander will give the command Change Step, MARCH, as the right foot strikes the ground, the cadets will take one more 24-inch step with the left foot. Then, in one count, places the ball of the right foot alongside the heel of the left foot, suspends arm swing, shifts the weight of the body to the right foot, then steps off with the left foot in a 24-inch step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout. Cadets will not click or touch heels together and will not stomp with the right foot.

25. Column right, MARCH. The commander and flight will do a column right as explained in command 14. The commander will continue to remain on the left flank of the flight.

26. Forward, MARCH. The commander will give the command forward march as explained in command 15.

27. Flight, HALT. The command, Flight, HALT, is given as either foot strikes the ground. On the command HALT, the cadet will take one more 24-inch step. Next, the trailing foot will be brought smartly alongside the front foot. The heels will be together, on line, and form a 45-degree angle.

28. Left FACE. The commander will give the flight, left face. The flight will perform left face. The commander will remain at attention.

29. Right step, MARCH. On the command MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The cadet places the right foot 12 inches, as measured from the inside of the heels, to the right of the left foot. Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention. This movement is continued in quick time; the upper portion of the body remains at attention and arms remain at the sides throughout. Cadence may be counted during this movement. Counts one and three are given as the right foot strikes the ground. Counts two and four are given as the heels come together.

30. Flight, HALT. To halt from the right step, the preparatory command and command of execution are given as the heels come together. The halt from the right step is executed in two counts. On the command HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.

The commander will position the flight on the final halt within one pace of the Flight Halt Position. The commander will report out to the evaluator by saluting the evaluator and reporting, "This completes my drill evaluation. Sir/Ma'am."

## AS – 3 ~ 4 Drill Sequence

- |                          |                       |
|--------------------------|-----------------------|
| 1. Fall In               | 21. Eyes Right        |
| 2. Present Arms          | 22. Ready Front       |
| 3. Report to Head Judge* | 23. To the Rear March |
| 4. Order Arms            | 24. To the Rear March |
| 5. Left Step March       | 25. Close March       |
| 6. Halt                  | 26. Forward March     |
| 7. Right Step March      | 27. Extend March      |
| 8. Halt                  | 28. Forward March     |
| 9. Left Face             | 29. Column Left       |
| 10. About Face           | 30. Forward March     |
| 11. Count Off            | 31. Mark Time March   |
| 12. Forward March        | 32. Halt              |
| 13. Column Right March   | 33. Right Face        |
| 14. Forward March        | 34. About Face        |
| 15. Right Flank March    | 35. Parade Rest       |
| 16. Left Flank March     | 36. Attention         |
| 17. Column Left March    | 37. Present Arms      |
| 18. Forward March        | 38. Report Out*       |
| 19. Column Left March    | 39. Order Arms        |
| 20. Forward March        | 40. Fall Out          |

\* “Sir, Cadet \_\_\_\_\_, requests permission to begin flight unarmed drill evaluation.”

\*\* “Sir, this completes my drill evaluation.”

**Flight commander must remain centered on flight with no crossovers during the sequence.**

*“Enthusiasm is the propelling force necessary for climbing the ladder of success.”*

## CHAPTER 14

# AFJROTC NC-20022 Course Syllabus

**COURSE NAME:** AS-200 ~ The Science of Flight  
LE-200 ~ Communication, Awareness & Leadership

**CREDIT HOURS:** 1 credit hour per semester

**INSTRUCTORS:** Lt Col Nelson English, USAF (Retired)  
MSgt L. Danielle McAdams, USAF (Retired)

### **REQUIRED TEXTS AND MATERIALS:**

- ~ AS: *The Science of Flight*
- ~ LE: *Communication, Awareness & Leadership*
- ~ AFJROTCI 36-2010
- ~ AFJROTC Operational Supplement
- ~ Learn to Lead, Cadet Drill Guide
- ~ AF Manual 36-2203, *Personnel Drill and Ceremonies*
- ~ AFJROTC NC-20022 Cadet Handbook

**Course Description:** AS-200 is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight, flight and flight navigation.

LE-200 is the component of JROTC leadership education. This is a customized course designed to improve communication, enhance awareness of self and others, and provide fundamentals of leadership and followership.

Additionally, cadets will be taught the fundamentals of Drill & Ceremonies. This portion of the course concentrates in the elements of military drill and describes individual, element, and flight precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events. Most of the training will be hands-on (one on one) with the instructor option of conducting this portion of the curriculum at any time.

### **Course Objectives:**

1. Aerospace Science 200: The Science of Flight
  - a. Analyze the elements of flight
  - b. Evaluate how atmospheric conditions affect flight.
  - c. Evaluate how flight affects the human body.
  - d. Analyze flight navigation and the purpose of aerial navigation aids.
2. Communication, Awareness & Leadership
  - a. Analyze the key factors in communication and critical thinking.
  - b. Apply the elements of effective writing and public speaking.
  - c. Analyze the importance of attitude in daily life.
  - d. Evaluate the ways in which personality and behavior affect relationships with others.
  - e. Analyze the foundation for an effective team.
  - f. Apply effective problem-solving and consensus-building methods.
  - g. Analyze the Air Force leadership model.
  - h. Evaluate effective leadership and followership
3. Drill & Ceremony
  - a. Know the importance of drill and ceremonies.

- b. Know the basic commands and characteristics of command voice
- c. Apply and execute the concepts and principles of basic drill positions and movements
- d. Know when and how to salute.
- e. Demonstrate drill & ceremony excellence with proper memorization and execution of the AS-1 **and** AS-2 drill sequence.

**Wellness Program:** The Wellness/Physical Fitness portion will incorporate the Cadet Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. All cadets will participate in the Presidential Physical Fitness program as well as the scheduled weekly physical fitness activities. Activities will be planned by the Cadet Athletic Officer and conducted by the Flight Physical Fitness Officer. The Presidential Physical Fitness program will be conducted twice a year, at the beginning of the semester and near the end of the semester. The events for the Presidential Physical Fitness are curl-ups, shuttle run, one (1) mile run, right angle push-ups or flexed-arm hang, and the sit and reach. Cadets will be led in warm-up exercises prior to performing the Presidential Physical Fitness examination and cool-down exercises after the examination. Cadets are required to wear the prescribed PT uniform on the scheduled physical fitness days. The program goals are:

- 1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
- 2. Create an individualized training program based on national standards by age and gender.
- 3. Identify areas of improvements for each cadet.
- 4. Incorporate a physical training program to reach goals.

**Uniform Day:** Cadets are required to wear the required uniform every Wednesday, unless otherwise posted. Additionally, cadets are required to dress out in physical fitness attire on Fridays. Cadets must wear the unit PT gear once it is issued. Failure to wear these uniforms on the prescribed days will result in a failing grade. Cadets who do not wear the required uniform for three consecutive weeks or a total of four times in a semester will be withdrawn from the AFJROTC program. Cadets will be inspected for a uniform grade on each Wednesday. Cadets who are absent on Wednesday are required to wear the correct uniform on their first day back to class. *Due to the remote learning, updated instructions will be provided by the AFJROTC instructors on the uniform issue and wear requirements.*

**Grading Procedures:**

- |  |     |
|--|-----|
| 1. Aerospace Science   | 40% |
| 2. Leadership Education  | 15% |
| 3. Drill   | 10% |
| 4. Uniform wear (weekly grade)                                   | 15% |
| 5. Physical Fitness/Wellness (participation)                     | 10% |
| 6. Military bearing/effort (class discipline/participation/etc.) | 10% |

**Exams:** The graded reviews (exams) will be based on objectives and samples of behavior covered in the AFJROTC text books, classroom discussions, and cadet presentations. Cadets should always be prepared for unannounced quizzes. Current events are highlighted during the Leadership Education classes. Cadets should be prepared to discuss a notable event of the day. Vocabulary Graded Reviews are scheduled for Tuesdays.

**Grading Scale: A ~ 100 - 90; B ~ 89 - 80; C ~ 79 - 70; D ~ 69 - 60; F ~ 60 or less**

**CLASS BEHAVIOR:** The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires members to adhere to higher standards than elsewhere in the student population. The flight commander is responsible for the conduct of the flight. The flight commander will call the room to attention when the instructor enters and leaves the room. The flight commander will conduct roll call, make the required announcements, and dismiss the flight at the end of class. Cadets will stand at attention when called at the beginning and end of class. Other times, the cadets will assume the 'seated' position of attention when called to attention.

**CELL PHONES:** Cell phone policy is in accordance with SCPS policy. Cell phones must remain turned off and out of sight during the instructional block, unless the instructor authorizes otherwise. Students who use the telecommunications device during class will receive a disciplinary referral. Repeat offenses, or uncooperativeness or disrespect will result in additional disciplinary consequences.

**Fees: There is a mandatory \$20.00 fee for AFJROTC.** These funds will cover the transportation charges, official photography, and snacks for meetings & fundraisers. *Due to the status of the remote learning, this fee is on hold. Cadets will be notified of the current charges once in-school learning is resumed.*

**COMMUNITY SERVICE (C.S.):** Cadets will have multiple opportunities to perform AFJROTC-sponsored community service hours during each semester. Each cadet is expected to earn a minimum of 15 community service hours per semester.

**CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS:** Cadets may participate in out-of-school activities which support AFJROTC curriculum, including the CMS JROTC planned events. Active cadets in good academic and disciplinary standing will be invited to participate.

**Expectations:** As an absolute minimum to remain in the JROTC program, cadets must:

1. Conform to all AFJROTC customs & courtesies, and training requirements.
2. Maintain a minimum cumulative academic average of 70 (C) to progress to the next course without special permission from the SASI.
3. Properly wear the AFJROTC uniform on all assigned uniform days.
4. Ensure all financial responsibilities are met. All uniform items must be returned dry-cleaned in the plastic cover with receipt attached without incurring a \$30 dry-cleaning charge.
5. Make arrangements the SASI/ASI for make-up work to complete all excused absences, especially for uniform days.
6. Cadets desiring to attend the Fayetteville State University Cadet Leadership Course must have completed at least 15 community service hours.
7. **Remote learning is now the planned academic course for the first portion of this academic semester. All cadets are expected to excel and complete all assignments in every class to their very best capability. Cadets are reminded to utilize the full extent of instructor/teacher contact to fully comprehend the course material. Please notify your instructor/teacher of any limitations you face with your classes.**

**Attendance Recovery:** Cadets who exceed the allowed absence days of class must present a 10 – 15-minute graded brief or a four (4) page report on a current US Air Force aircraft. The brief must include vital information about the crew size, engines, aircraft mission, air refueling capability and any other support requirements. The SASI will provide a list of aircraft to assist in your aircraft selection. Your assignment must be prior approved by the SASI/ASI. Please note that there will be limited, if any, class time allotted to research and

complete your brief. The attendance recovery requirement must be completed and submitted by 3 pm, December 17, 2020 for credit.

**Office Hours:** Our standard duty hours are 0650 – 1530 hours. Please check with us if you need any assistance on your successful journey in AFJROTC.



# AFJROTC NC-20022 Course Syllabus

## AS-220 / LE-300

**COURSE NAME:** AS-220 ~ An Introduction to Global Awareness  
AS-400 ~ Managing the Cadet Corps  
LE-300 ~ Life Skills and Career Opportunities

**CREDIT HOURS:** 1 credit hour per semester

**INSTRUCTORS:** Lt Col Nelson English, USAF (Retired)  
MSgt L. Danielle McAdams, USAF (Retired)

**REQUIRED TEXTS AND MATERIALS:**

- ~ AS: *An Introduction to Global Awareness*
- ~ LE: *Life Skills and Career Opportunities*
- ~ AFJROTCI 36-2010
- ~ AFJROTC Operational Supplement
- ~ Learn to Lead, Cadet Drill Guide
- ~ AF Manual 36-2203, *Personnel Drill and Ceremonies*
- ~ AFJROTC NC-20022 Cadet Handbook

**Course Description:** AS-400 is a cadet leadership course. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. AS 400 is intended for cadets who hold corps management/leadership positions.

AS-220 is an Introduction to Global Awareness course. Cadets will receive assignments and conduct research on the various topics of that portion of our world.

LE-300 is a course which will prepare the cadets for improved life skills and career opportunities through exposure to different career fields and life experiences.

Additionally, cadets will be taught the fundamentals of Drill & Ceremonies. This portion of the course concentrates in the elements of military drill and describes individual, element, and flight precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events. Most of the training will be hands-on (one on one) with the instructor option of conducting this portion of the curriculum at any time. AS-3/4 cadets will be required to master a different flight drill command sequence.

**Course Objectives:**

1. Aerospace Science 400: Management of the Cadet Corps
  - a. Apply theories and techniques learned in previous leadership courses.
  - b. Analyze how to develop leadership and management competency through participation.
  - c. Analyze strengthened organizational skills through active incorporation.
  - d. Evaluate how to develop confidence in ability by exercising decision-making skills.
  - e. Evaluate Air Force standards, discipline, and conduct.
2. Aerospace Science 220: An Introduction to Global Awareness
  - a. Know how historical, geographic, religious, and ethnic factors have shaped the six major regions of the world.
  - b. Know how economic, political, and social factors impact cultures.
  - c. Know how environmental resources influence global economic development.
  - d. Know how population density, famine, war, and immigration influence the world.
  - e. Know how the economic systems of communism and capitalism have shaped the six major regions of the world.

f. Comprehend how cultural perspectives of time, space, context, authority, interpersonal relationships, and orientation to community affect interactions among people.

**3. Leadership Education 300: Life Skills and Career Opportunities**

- a. Analyze the elements of successful financial management skills.
- b. Create a plan to safeguard personal resources.
- c. Analyze the different ways of pursuing a career path.
- d. Analyze the requirements for applying to a college or university.
- e. Analyze positive and negative impact of college life in meeting career goals.
- f. Evaluate the essential process for successfully pursuing desired career or job.
- g. Evaluate the benefits of working for the Federal Government.
- h. Create a plan for successful career development.

**3. Drill & Ceremony**

- a. Know the importance of drill and ceremonies.
- b. Know the basic commands and characteristics of command voice
- c. Apply and execute the concepts and principles of basic drill positions and movements
- d. Know when and how to salute.
- e. Demonstrate drill & ceremony excellence with proper memorization and execution of the AS-1 drill sequence.

**Wellness Program:** The Wellness/Physical Fitness portion will incorporate the Cadet Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. All cadets will participate in the Presidential Physical Fitness program as well as the scheduled weekly physical fitness activities. Activities will be planned by the Cadet Athletic Officer and conducted by the Flight Physical Fitness Officer. The Presidential Physical Fitness program will be conducted twice a year, at the beginning of the semester and near the end of the semester. The events for the Presidential Physical Fitness are curl-ups, shuttle run, One (1) mile run, right angle push-ups or flexed-arm hang, and the sit and reach. Cadets will be led in warm-up exercises prior to performing the Presidential Physical Fitness examination and cool-down exercises after the examination. Cadets are required to wear the prescribed PT uniform on the scheduled physical fitness days. The program goals are:

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet.
4. Incorporate a physical training program to reach goals.

**Uniform Wear:** Cadets are required to wear the required uniform every Wednesday, unless otherwise posted. Additionally, cadets are required to dress out in physical fitness attire on Fridays. Cadets must wear the unit PT gear once it is issued. Failure to wear these uniforms on the prescribed days will result in a failing grade. Cadets who do not wear the required uniform for three consecutive weeks or a total of four times in a semester will be withdrawn from the AFJROTC program. Cadets will be inspected for a uniform grade on each Wednesday. Cadets who are absent on Wednesday are required to wear the correct uniform on their first day back to class. *Due to the remote learning, updated instructions will be provided by the AFJROTC instructors on the uniform issue and wear requirements.*

**Grading Procedures:**

7. Aerospace Science	40%
8. Leadership Education	15%
9. Drill	10%
10. Uniform wear (weekly grade)	15%
11. Physical Fitness/Wellness (participation)	10%
12. Military bearing/effort (class discipline/participation/etc.)	10%

**Exams:** The graded reviews (exams) will be based on objectives and samples of behavior covered in the AFJROTC textbooks, classroom discussions, and cadet presentations. Cadets should always be prepared for unannounced quizzes. Current events are highlighted during the Leadership Education classes. Cadets should be prepared to discuss a notable event of the day. Vocabulary Graded Reviews are scheduled for Tuesdays.

**Grading Scale: A ~ 100 - 90; B ~ 89 - 80; C ~ 79 - 70; D ~ 69 - 60; F ~ 60 or less**

**Class Behavior:** The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires members to adhere to higher standards than elsewhere in the student population. The flight commander is responsible for the conduct of the flight. The flight commander will call the room to attention when the instructor enters and leaves the room. The flight commander will conduct roll call, make the required announcements, and dismiss the flight at the end of class. Cadets will stand at attention when called at the beginning and end of class. Other times, the cadets will assume the 'seated' position of attention when called to attention.

**Cell Phones:** Cell phones must remain turned off and out of sight during the instructional block, unless the instructor authorizes otherwise. Students who use the telecommunications device during class will receive a disciplinary referral. Repeat offenses, or uncooperativeness or disrespect will result in additional disciplinary consequences.

**Fees: There is a mandatory \$20.00 fee for AFJROTC.** These funds will cover the transportation charges, official photography, and snacks for meetings & fundraisers. *Due to the status of the remote learning, this fee is on hold. Cadets will be notified of the current charges once in-school learning is resumed.*

**Community Service (C.S.):** Cadets will have multiple opportunities to perform AFJROTC-sponsored community service hours during each semester. Each cadet is expected to earn a minimum of 15 community service hours per semester.

**Curriculum In Action Trips (CIA)/Field Trips:** Cadets may participate in out-of-school activities which support AFJROTC curriculum, including the CMS JROTC planned events. Active cadets in good academic and disciplinary standing will be invited to participate.

**Expectations:** As an absolute minimum to remain in the JROTC program, cadets must:

- ~ Conform to all AFJROTC customs & courtesies, and training requirements.
- ~ Maintain a minimum cumulative academic average of 70 (C) to progress to the next course without special permission from the SASI.
- ~ Properly wear the AFJROTC uniform on all assigned uniform days.
- ~ Ensure all financial responsibilities are met. All uniform items must be returned dry-cleaned in the plastic cover with receipt attached without incurring a \$30 dry-cleaning charge.
- ~ Make arrangements the SASI/ASI for make-up work to complete all excused absences, especially for uniform days.
- ~ Cadets desiring to attend the Fayetteville State University Cadet Leadership Course should complete at least 15 community service hours.

**~ Remote learning is now the planned academic course for the first portion of this academic semester. All cadets are expected to excel and complete all assignments in every class to their very best capability. Cadets are reminded to utilize the full extent of instructor/teacher contact to fully comprehend the course material. Please notify your instructor/teacher of any limitations you face with your classes.**

**Attendance Recovery:** Cadets who exceed the allowed absence days of class must complete a four-page book report on the book, *“Sharing Success, Owning Failure”*. The book will be posted in the flight Google classroom and a hard copy is available to checkout with Lt Col English. The attendance recovery requirement must be completed and submitted by 3 pm, December 17, 2020 for credit.

**Office Hours:** Our standard duty hours are 0645 – 1530 hours. Please check with us if you need any assistance on your successful journey in AFJROTC.

## **The Air Force Junior ROTC Cadet Creed**

I am an Air Force Junior ROTC Cadet.

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

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

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

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

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.