



CA-20081
CADET HANDBOOK
2018 - 2019



“BRONCOS”

TABLE OF CONTENTS

TITLE	PAGE
A. INTRODUCTION LETTER	3
B. BEHAVIOR AND EXPECTATIONS.....	5
C. COURSE INFO.....	6
D. CURRICULUM... ..	9
E. PHYSICAL EDUCATION.....	10
F. EXTRA-CURRICULAR ACTIVITIES.....	11
G. WING PROMOTIONS PROGRAM.....	12
H. GENERAL KNOWLEDGE.....	13
I. MILITARY DRILL COMMANDS	14
J. BADGES AND RIBBONS	16
K. AFJROTC UNIFORM.....	17
L. STANDARDS OF PERSONAL APPEARANCE.....	21
M. UNIFORM AND HEADGEAR GUIDANCE-MALE.....	28
N. UNIFORM AND HEADGEAR GUIDANCE-FEMALE.....	34
O. COMMAND AND STAFF FUNCTIONS.....	39
P. AIR FORCE JROTC RANKS	47
Q. RIBBON CHART	48
R. AIR FORCE SONG	49
S. AWARDS AND DECORATIONS GUIDANCE	50



Dear Parents/Guardians and Cadets,

August, 2018

On behalf of Vista Murrieta High School and the U.S. Air Force, welcome parents as well as new and returning cadets, to the Air Force Junior Reserve Officer Training Corps (AFJROTC)! We look forward to providing your sons and daughters quality education and training in a safe, enjoyable environment. We are excited about starting a new school year with your cadet. Our mission is: "Building Better Citizens for America". The program will teach Aerospace Science and Leadership principles, which will offer the cadets a chance to learn more about themselves; the community, and individual potential to succeed! The schedule includes: physical training (PT) once per week, military drill once per week, academics two times per week, and uniform wear/inspection once per week. Cadets participate in extracurricular events and curriculum related activities, which enhance our classroom studies and team-building skills. We encourage you to get involved in these activities and experience what AFJROTC is about!

The cadet corps will be led and managed by the cadet officers and noncommissioned officers. These leadership opportunities are competitive and rewarding as they assist in developing leadership and management skills, useful for post-secondary applications.

Finally, Cadets will be expected to follow the rules and procedures outlined in this handbook. Please help us ensure you and your child reads this cadet guide and understands policies. If you have any questions or feedback, please do not hesitate to call us at Vista Murrieta High School: (951)-894-5750.

Vista Murrieta High School AFJROTC Instructor Staff

AIR FORCE JUNIOR OFFICERS TRAINING CORPS (AFJROTC) CADET AGREEMENT

UNITED STATES AIR FORCE CORE VALUES

INTEGRITY FIRST
SERVICE BEFORE SELF
EXCELLENCE IN ALL WE DO

THE CADET HONOR CODE

“I WILL NOT LIE, CHEAT OR STEAL, NOR TOLERATE THOSE WHO DO.”

AFJROTC MISSION STATEMENT

Develop Citizens of Character, Dedicated to Serving their Nation and Community

I _____, PROMISE TO ABIDE BY THE AFJROTC HONOR CODE AND I UNDERSTAND THAT IF I VIOLATE THE HONOR CODE I MAY BE REMOVED FROM AFJROTC.

I WILL FOLLOW THE INSTRUCTIONS OF MY AFJROTC INSTRUCTOR(S) AND THE CADET OFFICERS APPOINTED OVER ME. IF I FEEL THAT I NEED TO QUESTION ANY INSTRUCTIONS, I SHALL SPEAK WITH MY INSTRUCTOR. I WILL NOT BRING THE PROGRAM OR THE AIR FORCE INTO DISREPUTE (DISGRACE) BY GETTING SUSPENDED OR CAUSING BEHAVIORAL ISSUES WITH ANY TEACHER OR NEGATIVE BEHAVIOR IN THE COMMUNITY OR WITH MY PEERS. I REPRESENT, VISTA MURRIETA HIGH SCHOOL, AND THE UNITED STATES AIR FORCE.

CADET SIGNATURE

DATE

BEHAVIOR EXPECTATIONS

MILITARY COURTESY:

Every cadet is expected to stand quietly behind his/her seat at parade rest when the second bell rings, unless arriving late with a written pass/excuse.

All cadets are expected to use military courtesy when visiting officers are in the area. All instructors will be addressed by their rank.

CLASSROOM BEHAVIOR:

When in the classroom or in formation; every cadet is expected to use self-control and discipline and display proper behavior and courtesy. Eating, drinking, and disrupting class by talking and moving are forbidden. *Disruption and inappropriate* behavior in class will not be tolerated. Such actions will adversely affect your grade and possibly retention.

CELL PHONES: Cell phones/earbuds must remain turned off and out of sight during the instructional day, unless approved by an instructor. Students who use the telecommunications device in class, will have the device confiscated. Students may pick up the confiscated device from the SASI at the end of the day.

EXPECTATIONS FOR CADETS

- Follow the chain of command.
- Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
- Be on time. Don't be late to class, scheduled events, practices, etc.
- Always bring your required items to class (notebook, pen/pencil, textbook, etc.).
- Wear the correct uniform on the appropriate day.
- Raise your hand and wait to be acknowledged; do not talk without permission.
- Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
- Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
- Remain in your seat unless given permission to move about the room
- Remain professional; do not sit on desks, tables, trash cans, etc.
- **Do not sit at the instructor's desk or access the computer without permission.**
- Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
- No eating, and **ABSOLUTELY** no **CHEWING GUM** during the class period.
- Wearing hats, sunglasses, hoods, watch caps and headphones/earbuds indoors is prohibited. Cadets will remove these prior to entering class room.
- Maintain loyalty to the Corps, school, and your values.
- No horseplay in the AFJROTC areas.
- Maintain self-control and your self-respect at all times.
- Do not disrespect instructors, higher-ranking cadet officers and NCOs.

“Remember the nature of AFJROTC mission, as well as its high visibility on campus and within the community, requires its members to adhere higher standards”

The above rules and policies may seem demanding – They are not, most of our cadets are able to consistently meet these standards and behave appropriately.

COURSE INFORMATION (GENERAL)

ENROLLMENT QUALIFICATIONS

To be eligible for enrollment and continuance in the AFJROTC program, a student must be:

1. Enrolled in and attending a regular course of instruction at Vista Murrieta High School.
2. Physically fit /or willing to participate in the AFJROTC's Physical Fitness Program.
3. Selected by the Aerospace Science Instructors based on the principal of not having any "F" grade in JROTC and good campus behavior.
4. In conformance with the high standards of personal grooming and conduct as set forth with this instruction.
5. **Willing to do a minimum of 12 hours of community service annually.**

COURSE REQUIREMENTS AND EXPECTATIONS

Students are expected to accept the responsibility of actively taking part in learning with the goal of achieving their personal best. All cadets will show reasonable and cooperative behavior, so learning is not disrupted. This applies in the classroom and throughout Vista Murrieta High School campus.

- **Field trips or during the school day community service events will not be attended when a cadet has 2 Failures in any current classes.**
- **Students are accountable for their grades – this is an incentive to the cadet to work hard; instructor's will inform cadets of the Kitty Hawk program (lunch time tutoring)**

It is the cadet's responsibility to learn and be accountable for their actions/study habits/grades.

Grading Policy

Each cadet will be graded on the following criteria:

Aerospace Science – 25%, Leadership Education – 25%, Physical Education – 25% and Uniform Inspection – 25%

There will be a final exam at the end of each semester evaluating Aerospace Science and Leadership Education. District Grading scale will be followed;

90-100 -A

80-89 – B

70-79 - C

60-69 - D

below 60 – F.

Each cadet is expected to participate in several functions and activities during the school year, these events are considered **Mandatory (graded)** and all cadets are expected to attend: Annual Drill Day, Veteran's Day Parade, VMHS Campus Clean up and Awards Ceremony.

Homework/Make up Policy – It is the student’s responsibility to find out what work was missed due to class absence. Course work is to be turned in on the day it is due. Late work will not be accepted, unless approved by the instructor.

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

Examples of prohibited physical activities include, but are not limited to: push- ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Reserve Cadet Policy

Reserve Cadet. A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).

The student is in a Traditional scheduled school but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.

A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year. The rules for Reserve Cadet participation will be outlined in the unit’s Cadet Guide.

Units must accurately report the total number of active cadets within their program on PSR reporting dates in October and February. Additionally, WINGS will be updated within 10 calendar days of any change. Accurate accounting is essential to ensure units are funded correctly and minimum viability is met.

COMMUNITY SERVICE

Community service is another integral part of the AFJROTC curriculum. Each student will be required to participate in a minimum of 12 hours of community service projects and will receive a service ribbon for completion of 12 or more hours of service. Instructors in conjunction with cadets, will plan service projects, and each cadet will have numerous opportunities throughout a school year to serve their school and community.

PROGRAM BENEFITS

For participating cadets, the greatest benefits to be derived from AFJROTC are individual growth and development and become better informed, more responsible citizens. In addition, your instructors will explain each of the following benefits that are available to cadets through enrollment in AFJROTC courses:

1. **Academy Nominations** – Up to three nominations for an Air Force Academy appointment may be submitted by the principal for those cadets who:
 - Desire an Air Force Academy appointment and meet all Air Force Academy qualification requirements.
2. **Scholarships** – Cadets who have taken AFJROTC for at least two years and are enrolled in their senior year can qualify for ROTC scholarships. These scholarships can cover most of the cadets' college education expenses (normally tuition, books, and \$250 per month spending money).
3. **Two and Three-Year Certificates**– Students earning a two or three-year Completion Certificate, plus an SASI Letter of Recommendation, are entitled to advance promotion to pay grade.
4. **Membership in the Cadet Corps is an extremely worthwhile endeavor and prestigious organization on the Vista Murrieta High School campus.** In addition, AFJROTC offers the following opportunities:
 - Participation in parades and state and local ceremonies.
 - Field trips related to AFJROTC curriculum.
 - Cadet social events.
 - Cadet competitions.
 - Counseling on vocational and educational opportunities.
 - Leadership training and experience.
5. **It is important to understand that being a member of the AFJROTC does not in any way obligate or commit anyone to military service.** However, it will help prepare cadets to become responsible, law-abiding citizens and contributing members of our society. It is an expressed goal of the AFJROTC programs that: "We Build Better Citizens."

AFJROTC CURRICULUM 4-YR PROGRAM

AEROSPACE SCIENCE

Academics are taught in 4-year sequences. For organizational purposes they are separated from the Leadership Education courses. In practice, however, the overlap is considerable. For example, writing and speaking skills are categorized as “Leadership Hours” but can and should be incorporated into the Aerospace Science courses. Additionally, many of the Aerospace Science topics are helpful in the Leadership Education classes. the Aerospace Science portion of the curriculum is 288 hours (72 hours per year)

The overall objectives for academic courses are for the cadet to develop:

- A. An appreciation of the basic elements and requirements for national security.
- B. Respect for and an understanding of the need for constituted authority in a democratic society.
- C. Patriotism and an understanding of one’s personal obligation to their country.
- D. Broad-base knowledge of the aerospace age and fundamental aerospace doctrine.
- E. The desire to complete high school and pursue higher educational goals or skills.
- F. An understanding of the Air Force and military as a possible career path.

LEADERSHIP EDUCATION

Leadership education is an integral part of each year’s instruction. We break down each year’s activities into Academics and Leadership. In practice, however, the overlap is considerable. Additionally, many after-school activities provide the proving ground for newly learned leadership skills. Activities such as drill teams, clubs, and the formal cadet corps’ operation all require considerable responsibilities. To describe the leadership portion of the curriculum as being 288 hours (72 hours per year) is technically true; in practice it is highly understated.

The course objectives for Leadership Education are:

1. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
2. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership.
3. Comprehend why obtaining a degree or skill after high school is important to having a civilian or military career.
4. Know the various management theories and the management process, and how values and ethics are formed for an individual and society.

AF JROTC PHYSICAL EDUCATION (PE)

The AFJROTC Physical Education program is very similar to the any high school program except it is administered in a military fashion. To ensure good order and discipline, it is imperative that cadets get changed quickly and be ready to participate when the flight commander commands "FALL IN." If cadets do not demonstrate a sense of urgency, then good order and discipline is lost as well as wasted time waiting for cadets to show up ... cadets who are taking too long to get ready. In a military environment, being late for a formation is intolerable.

CLOTHING REQUIREMENT

Cadets are expected to dress out for PE on the assigned days in the required uniform. Required uniforms for PE are: Athletic shoes and socks(**white or black only**), and the issued AFJROTC T-shirt and dark colored shorts. No other combination of clothing will be allowed. **Failure to wear the proper PE clothing will result in an 80% grade for their weekly PE grade.** The PT uniform **MUST** be kept clean at all times; we encourage cadets to take their PT uniform home to be washed. They must learn to take pride in their uniform. Failure to keep it clean results in a 10-point deduction. Sweat shirts or warm undergarments may be allowed on cold days and can be worn under the Air Force PT shirt and aforementioned shorts. Continued failure to dress out for PE (4 times per semester) may result in removal from the AFJROTC program at the end of the semester.

MEDICAL EXCUSES

Written excuse from a physician will excuse the cadet from activities for the prescribed period of time. Cadets will still be required to dress out for PE. A cadet, however, will only receive a passing grade for PE if he/she participates in health activities during semester. **All excuses from the physician or home must be taken to the health office for documentation.** Written excuses from home will excuse the cadet for one day only and the student is still required to dress out.

GRADING

Cadets will be graded on a combination of the following criteria: participation, effort in aerobics or other sport/activity. Make up of missed PE days or failure to dress out can be made up on selected late start days. All cadets are encouraged to participate to the maximum extent they are physically able. Remember, grades are based on effort put forth by the cadet and cleanliness of the PE shirt, not how physically gifted they are.

EXTRA CURRICULAR ACTIVITIES

Color Guard Teams and Practices

Color Guard

The color guard is responsible for presenting the colors (American, State, and Service flags) for the playing of the National Anthem at special community and school events. The Color Guard commander is responsible for organizing and training the members of Color Guard. Activities the Color Guard support may include: school varsity sports games, community functions, and other special events upon request. Practice times will be announced throughout the semester. They will either be before school or after school.

Rocketry Club – Meets once a week and cadets will have the opportunity to launch rockets and learn about aerodynamics of flight vehicles.

Kitty Hawk Air Society - The Kitty Hawk Air Society is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement, school and community service, self-confidence and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace.

Senior NCO Council – Provides leadership opportunities for our Technical Sergeants and Master Sergeants. They meet several times during the school year to plan events, instruct our first-year cadets on how to wear the Air Force uniform properly and demonstrate how to keep the shoes shined!

8th Period JROTC Drill Class

The class is voluntary; however, those students wanting to participate must enroll in the class. Students will be provided elective credit for each semester they participate.

The class is designed to provide students a better understanding of drill and ceremonies used in both military and civilian functions and events. From this class, we form our Unarmed, Armed and Color Guard Competition drill teams. We compete in 6 to 7 events throughout the year. This is a serious commitment to a team. If you have questions about this, talk to one of the instructors or a cadet who has been part of this team.

All students participating in this class must maintain a minimum 2.5 GPA and a 3.0 GPA in AFJROTC. Any student not maintaining a 2.5 GPA and a 3.0 GPA in AFJROTC at the next grading period will be dis-enrolled.

The class schedule will be Monday - Thursday from 2:30 - 3:30.

Each student will be graded like all other classes on a 6 week/semester grading period using the A-F grading scale. Student evaluation will consist of the following criteria:

- Drill Knowledge tests (50%)
- Participation (30%)
- Attendance (20%) (4 or more excused/unexcused absences in a six-week grading period will affect a student's grade)

Proper dress is required to include close toe or tennis shoes. Any students not appropriately dressed will not be permitted to participate in the class.

FUNDRAISING

In order to accomplish our mission and provide cadets with the multitude of opportunities throughout the school year, we need to raise funds. These fundraisers help offset the cost for these opportunities, such as drill competitions, social events, recognition programs, and other activities for cadets. As Air Force continues to cut budgets, each cadet should volunteer and do their very best to make each of our fundraisers successful.

PROMOTION OF AFJROTC CADETS

There will be 3 promotion opportunities each school year; the FIRST is the first six-week grading period during, fall semester, prior to winter break and prior to Annual Award Ceremony in the spring. Promotion is granted if each cadet meets the requirements of promotion in each term:

Both SASI/ASI and our top cadet leadership will discuss and decide who will be officers for the following year. One eliminating factor is that an officer CANNOT have an F-grade in any subject. Officers must lead by example and grades are important.

ELIGIBILITY CRITERIA:

The following eligibility criterion for promotion applies to the Vista Murrieta AFJROTC program:

- a) Maintain a minimum “C” grade or better in AFJROTC.
- b) Maintain a minimum of a 2.5 GPA or better in all VMHS classes.
- c) Maintain a passing grade in AFJROTC physical fitness program.
- d) Have no suspensions or adverse reports at Hemet High School during a promotion cycle.
- e) No unexcused uniform days (non-suit). If a cadet makes up the unexcused uniform on the next academic day, it will clear the uniform wear violation for promotion purposes only.
- f) If SASI, ASI, or Flight Commander reports a **maximum of 2** violations for conduct, that cadet will not be promoted.

To be promoted to the rank of Cadet Staff Sergeant, you must meet the above eligibility criteria and are required to perform the 30 steps to become qualified for the rank.

To be promoted to the rank of Cadet Master Sergeant you must meet the above eligibility criteria and

1. Lead your flight in all 30 steps of drill with no errors
2. Must be involved in unit activities i.e. community service events, clubs, etc.
3. Must be approved by all three instructors

If a cadet has any questions regarding the promotion process they should contact their flight commander first and then one of the instructors. Promotions in the AFJROTC program are not a right but provide cadets positions of greater responsibility and leadership based on a cadets’ sustained performance in the classroom and citizenship in the community.

GENERAL KNOWLEDGE

AFJROTC: Air Force Junior Reserve Officers Training Corps

Air Force DOB: 18 September 1947

Air Force Core Values: 1. Integrity first
2. Service before self
3. Excellence in all we do

MISSION STATEMENT

The mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

OBJECTIVES:

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

CADET HONOR CODE:

As a proud member of CA-20081, I will not lie, cheat, steal, or tolerate those who do. I will abide by the rules and regulations of the cadet corps, and I will strive to practice the Air Force Corps values of: INTEGRITY FIRST, SERVICE BEFORE SELF, and EXCELLENCE IN ALL WE DO!

Air Force Ranks: *Enlisted:* Airman Basic, Airman, Airman First Class, Senior Airman, Staff Sergeant, Technical Sergeant, Master Sergeant, Senior Master Sergeant, Chief Master Sergeant

Officers: Second Lieutenant, First Lieutenant, Captain, Major, Lieutenant Colonel, Colonel, Brigadier General, Major General, Lieutenant General, General

Department of Defense is made up of: Departments of the Air Force, Army, and Navy (includes the Marines). The Coast Guard is in the Department of Homeland Security.

Air Force Units from lowest level to the highest: Element, Flight, Squadron, Group, Wing, Numbered Air Force, Command (AETC), Air Staff (Pentagon)

The Phonetic Alphabet: Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-ray, Yankee, Zulu.

Time in the Air Force is expressed using the 24-hour clock. Noon is 1200 Hours, 6 P.M. is 1800 Hours and Midnight is 2400 Hours.

Who/What to Salute: Officers of higher rank, and when reporting to an officer...American Flag outdoors...during National Anthem outdoors...when receiving and award (“Shake, Take, Salute”)...Stand at attention: During the National Anthem and the Pledge of Allegiance indoors.

Addressing Air Force Members: Airman is “*Airman*”... Sergeant is “*Sergeant*”
Chief Master Sergeant is “*Chief*”
Officers Lieutenant to Colonel is “*Sir*”, “*Ma’am*” or their rank
General Officers are “*General*”
AFJROTC Cadets are “*Mister*” or “*Miss*”

Uniform Information: Uniform day is Monday and Tuesday.

ABU’s = Airmen Battledress Uniform (Cadet Choice)
Open Collar = Air Force Blue uniform open collar, no tie
Long Sleeve Dress shirt must always have a tie/tab
Service Dress = Air Force Blue uniform with dress coat and tie

MILITARY DRILL

The reasons why military drill is important for you to learn are very basic. If you keep them in mind during your drill and parade activities, these reasons will become a part of you whether you are the leader or the follower. Here are the purposes for which military drill was designed.

1. Enables a cadet to move a unit from one place to another in an orderly manner.
2. Teaches cadets to act in unison and together as a team.
3. Teaches cadets to respond instantly and subconsciously to a word or command.
4. Provides cadets a feeling of belonging and togetherness.
5. Develops self-discipline and motivation.

Cadets will be evaluated each promotion cycle on Drill and Ceremonies. Drill is a very important part of the AFJROTC curriculum. It is absolutely necessary that each cadet become proficient in drill during the first semester.

FLIGHT DRILL SEQUENCE: 30 COMMANDS

1. Fall in
2. Open ranks March
3. Ready front
4. Close ranks March
5. Present arms
6. Order arms
7. Parade rest
8. Attention
9. Left face
10. About face
11. Forward March
12. Right flank March
13. Left flank March
14. Column right March
15. Forward March
16. To the rear march
17. To the rear march
18. Column right march
19. Forward march
20. Eyes right
21. Ready front
22. Column right march
23. Forward march
24. Change step march
25. Column right march
26. Forward march
27. Flight halt
28. Left face
29. Right step march
30. Flight halt

Authorized Air Force JROTC Badges/Insignias/Pins

Note:

7.2.10. Other Badges or Pins.

- Sister Service: Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin.
- Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. (Refer to Attachment 7-1)

Attachment 7-1

AUTHORIZED AIR FORCE JROTC
 BADGES/INSIGNIA/PINS

 <p>OFFICERS FLIGHT CAP AND BERET INSIGNIA</p>	 <p>OFFICERS SERVICE CAP INSIGNIA</p>	 <p>MODEL ROCKETRY BADGE</p>	 <p>ACADEMY OF MODEL AERONAUTICS SILVER WINGS</p>
 <p>KITTY HAWK AIR SOCIETY BADGE</p>	 <p>DISTINGUISHED CADET BADGE</p>	 <p>SHOULDER TAB METAL OR CLOTH</p>	 <p>AEF BADGE (OLD)</p>
 <p>GROUND SCHOOL BADGE</p>	 <p>FLIGHT SOLO BADGE</p>	 <p>FLIGHT CERTIFICATE BADGE</p>	 <p>AEF BADGE (NEW)</p>
 <p>Marksmanship Shield</p>	 <p>AWARENESS PRESENTATION TEAM BADGE</p>	 <p>Cyber Patriot Badge</p>	 <p>MARKSMANSHIP SHARPSHOOTER EXPERT</p>
<p>(Choose <u>one</u> only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)</p>			<p>(Choose <u>one</u>. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)</p>

Badges/Insignia/Pins not listed here are unauthorized
(Exception: Section 7.2.10)

RIBBONS

All ribbons should be in proper order based upon the AFJROTC ribbon chart located in the classroom, or online on the ROTC web site. If a ribbon is awarded more than once, oak leaf clusters will be used to signify each additional award unless directed otherwise. The lowest ribbon will be worn at the lowest left position, and the highest ribbon will be worn at the top right. Refer to ribbon chart for order of precedence.

AFJROTC UNIFORM WEAR

UNIFORM ISSUE

When a cadet is issued uniforms, they will sign a Uniform Issue Receipt form. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform Issue Receipt form will contain the replacement costs for all accountable items. Any item substitution must be authorized by the SASI/ASI prior to purchase. Cadets will also sign for shoes and combat boots on issue control documents; although once they are worn they are not required to be returned.

Cadets will be issued one complete, clean uniform with all accessories and insignia to include an Air Force blue name tag. Cadets will ensure their uniforms are properly dry cleaned and laundered during the school year.

ONLY THE BLUE SHIRT MAY BE WASHED IN A REGULAR WASHING MACHINE. ALL OTHER ITEMS OF THE BLUE DRESS UNIFORM MUST BE DRY CLEANED!

Cadets will return all items issued, except for shoes and socks, or pay for them at the end of the school year or upon disenrollment during the school year. They will return the cleaned uniform pressed and on hangers in a cleaner's plastic bag. Service dress, skirts, pants, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. **All dry clean only items must be returned with a cleaning receipt.** Instead of cleaning the uniforms themselves, cadet may pay a **uniform cleaning fee of \$50.00** (when the time uniform is turned in (this will cover the cost of cleaning the uniforms for the final turn in only). Cadets are responsible for paying for cleaning during the remainder of the school year.

CERTIFICATES OF COMPLETION OF MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR BY THE CADET. FAILURE TO PAY FOR ACCOUNTABLE ITEMS OR TO HAVE THEM PROPERLY CLEANED.

WEARING OF THE UNIFORM

The uniform is the distinctive dress of a proud and honorable profession. All cadets must be responsible for maintaining the uniform in good order and wearing it both correctly and proudly.

The uniform will be issued to you free of charge. **If you lose or damage it through neglect, you are responsible for the cost of the lost/damaged item(s).**

“Missing Uniform Wear Policy”

All cadets are required to wear the uniform on the appropriate uniform wear day (Monday or Tuesday). All cadets will be inspected weekly on their wear of the uniform. If you are absent or do not wear the uniform on the assigned uniform day, you will be allowed to makeup the uniform the next academic day you attend AFJROTC class. This is your responsibility, not the instructors or cadet staff. Cadets who do not meet the prescribed standards of military dress and appearance will be evaluated accordingly. Cadets who fail to wear the uniform on uniform days will receive an “0” grade for that uniform inspection. If you make up the uniform wear on your next AFJROTC academic day the grade will be changed to a “C”. **Cadets who do not wear the prescribed uniform for 3 or more uniform wear days and do not make up the uniform wear will receive a grade of “F” for that grading period. Four or more missing uniform wear days during the Semester will result in a grade of “F” for the Semester and will be removed from the program.**

Once you get the hang of wearing the uniform, it will become routine. All we instructors ask is that you give it your best effort and remain responsible.

THE AIR FORCE JROTC UNIFORM

The uniform worn by the AFJROTC is the same, with certain exceptions, as that worn by active duty Air Force personnel. Cadets will wear the uniform one day a week and at other times prescribed by the AFJROTC Instructors.

There are **four combinations of cadet uniforms**. See AFJROTC Uniform and Awards Guide, this handbook, for proper placement and maintenance of authorized uniform accessories.

UNIFORM COMBINATIONS:

MALE:

- | | |
|--|--|
| Combination 1 – Coat, military with buttons | Combination 3 – Short sleeve shirt w/tie |
| Shirt w/tie | Cap w/insignia |
| Cap w/insignia | Lapel insignia & rank |
| Lapel insignia & rank | Ribbons & badges |
| Ribbons & badges | Name tag |
| Name tag | Trousers |
| Trousers | Belt & buckle |
| Belt & buckle | Socks, black |
| Socks, black | Shoes, black oxford |
| Shoes, black oxford | |
| Combination 2 – Long sleeve shirt w/tie | Combination 4 – Short sleeve shirt, open neck |
| Cap w/insignia | Cap w/insignia |
| Lapel insignia & rank | Lapel insignia & rank |
| Ribbons & badges | Ribbons & badges |
| Name tag | Name tag |
| Trousers | Trousers |
| Belt & buckle | Belt & buckle |
| Socks, black | Socks, black |
| Shoes, black oxford | Shoes, black oxford |

FEMALE:

Combination 1.- **Coat, Military with buttons**
Over blouse, LS w/Tie tab
Beret or Flight Cap w/insignia
Lapel Insignia & Rank
Ribbons, Badges
Name Tag
Slacks and/or Skirt
Hose (w/skirt) or socks (w/slacks)
Shoes, Black

Combination 2.- **Over Blouse, LS, w/Tie tab**
Beret or Flight Cap w/Insignia
Lapel Insignia & Rank
Ribbons Badges
Name Tag
Slacks or Skirt
Hose (w/skirt) or socks (w/slacks)
Shoes, Black

Combination 3, 4.- **Over Blouse, SS, w/Tie Tab***
Beret or Flight Cap w/Insignia
Lapel Insignia & Rank
Ribbons, Badges
Name Tag
Slacks or Skirt
Hose (w/skirt) or socks (w/slacks)

UNISEX

Combination 5.- **Airman Battle Uniform (ABU)**
Lapel Insignia & Rank
Belt & Buckle
Socks, Sage
Sage Boots

Must have JROTC patch centered on left pocket

Do not wear the uniform mixed with civilian clothing, and do not lend the uniform to anyone who is not a member of the AFJROTC program.

Just as the person on active duty, you are obligated to wear the uniform properly and proudly. In doing so, you uphold the dignity of the United States Air Force, CA-20081, Vista Murrieta High School and yourself. With practice and attention to detail, all the dos and don'ts about the proper wear of the uniform and personal appearance will soon become automatic. You are responsible for your uniform, so pay attention to details; this will help you proudly represent your fellow cadets. Follow the regulations and suggestions designed to guide you in the proper wear of the uniform and in personal appearance. If there is any doubt about the proper wear of the uniform refer to one of your instructors.

General Guidelines

- Keep the uniform clean, neat, and properly pressed (**NO Military Press**).
- Wear the beret/garrison hat/flight cap as directed – remove when indoors.
- Keep hands out of the pockets.
- Keep all buttons buttoned.
- Items cannot stick out of the pockets.
- Do not fill pockets with bulky items.
- Do not listen to MP3's, iPod's, or other electronic devices while in uniform.
- Keep shoes shined, including the heels and edge of the soles.
- Keep all metal uniform devices such as belt buckles, badges, name tag, or insignia clean and shined.
- Cadets will refrain from Public Display of Affection (**PDA**), this includes kissing, holding hands, sitting on laps or any other displays of affection while in uniform.
- Cords – only one cord is authorized to be worn on the left shoulder.
- When in uniform necklaces will not be visible.
- Any watch worn must be conservative in appearance.
- Religious apparel must be concealed or worn only during religious services or at home. Do not wear items during parades, ceremonial details and functions unless you have a waiver from Headquarters, AFJROTC.

- Eyeglasses and sunglasses should be free of ornamentation on frames and lenses. Conservative, clear, slightly tinted or photosensitive lenses indoors or in formation. Conservative lenses and frames outdoors (faddish styles and mirrored lenses are prohibited). No sunglasses in formation. Not worn around the neck.

If the uniform does not fit properly, see the logistics officers or SASI/ASI. Do not wait until someone else calls attention to a problem. Check your appearance in a mirror. Bear in mind that how you look influences others around you.

Standards of Personal Appearance

Each member of the Air Force Junior ROTC must maintain high standards of dress and personal appearance. It is imperative that all members present a well-groomed appearance to their fellow citizens. Further, the need for personal cleanliness, safety, and proper wear of the uniform on the part of all members requires that certain minimum standards be established. Uniforms must be kept clean, neat, correct in design and specification, and in good condition. Uniforms will be kept buttoned, including pockets, and shoes will be shined and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition.

Air Force JROTC Cadets Will Comply with the Following Standards:

MALE UNIFORM ITEMS

Belt:

Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

Coat, Service Blue:

With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and BUTTONED before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

Cap, Blue Service (“Wheel Cap”):

This is an optional item for cadet officers that may be purchased by the cadet through the SASI/ASI. It is worn squarely on the head with two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

Cap, Blue Garrison (“Flight Cap”):

Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.

Jacket, Light Weight, Blue Windbreaker:

Must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

Shirt, Light Blue, Short Sleeve with Epaulets:

With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a white "V" neck tee shirt must be worn so that no top of the tee-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves.

Socks:

Socks must be **BLACK**. Other dark colors are not authorized.

Tie, Blue:

The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties and the tie tack or clasp bearing the official Air Force Coat of Arms are not authorized.

Trousers, Dark Blue:

Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the "fly" to be neatly closed.

Shoes:

Black male oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing.

[Air Force Instruction 36-2903](#) - *DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL* and are shown below:

General

Hair will be clean, well-groomed, and neat. If dyed will look natural. Hair will not contain excessive amount of grooming aids, touch eyebrows when groomed or protrude below the front band of properly worn headgear. EXCEPTION: Hair may be visible in front of women's flight cap.

Hairnets may be worn as required for safety Made of cotton or a synthetic material; be of a conservative, solid color similar to the individual's hair color, be strong enough to support and control hair; and contain no metal fasteners.

Wigs and Hairpieces must be of good quality and fit properly. For males, Members must have their medical records documented to wear a wig or hairpiece to cover baldness or disfiguration. Other male personnel will not wear wigs or hairpieces. When worn, wigs and hairpieces must comply with the same grooming standards for natural hair. Wigs and hairpieces will not be worn by personnel engaged in flight line activities.

Body Piercings

Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that may be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

Males

Hair style will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance.

Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Will not exceed 1 1/4 inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. Will not contain or have any visible foreign items attached to it.

Sideburns will be neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line. They will not extend below the lowest part of the exterior ear opening. (This does not apply to individuals with shaving waivers.)

Mustaches will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. (This does not apply to individuals with shaving waivers.)

Figure 3.1. Male Hair Grooming Standards.

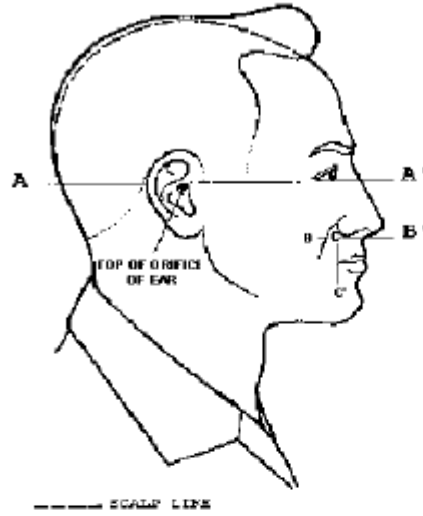


Figure 1-2
Male Grooming Standards (Side View)

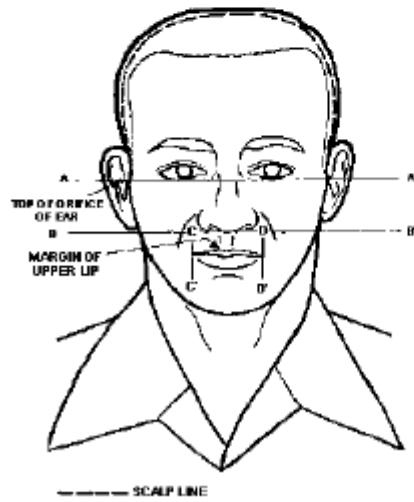
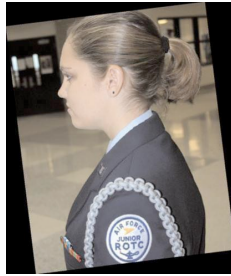


Figure 1-1
Male Grooming Standards (Front View)

Hair will not touch the ears

Females Updated 4 Jan 2016



7.9.1. Hair-Female. Minimum hair length is ¼ inch, to a maximum bulk of three 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 3.3. When in doubt, assess correct length of hair with Airman standing in the position of attention

The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). 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).

Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar Headgear must fit properly. 151

Unauthorized: Locs and shaved heads. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head. See figure 3.5 Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

Figure 3.2. Female Hair Grooming Standards

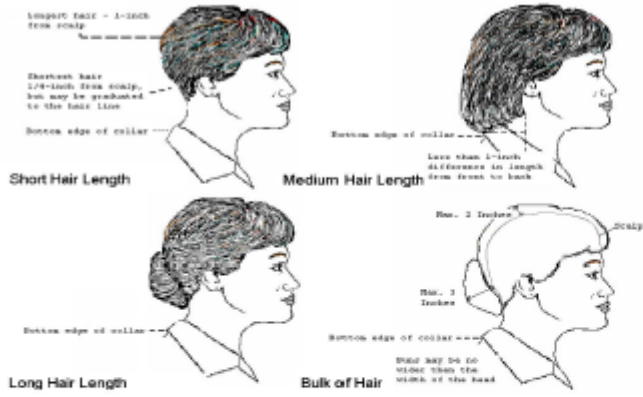


Figure 3-3.



Figure 3-4



Figure 3-5



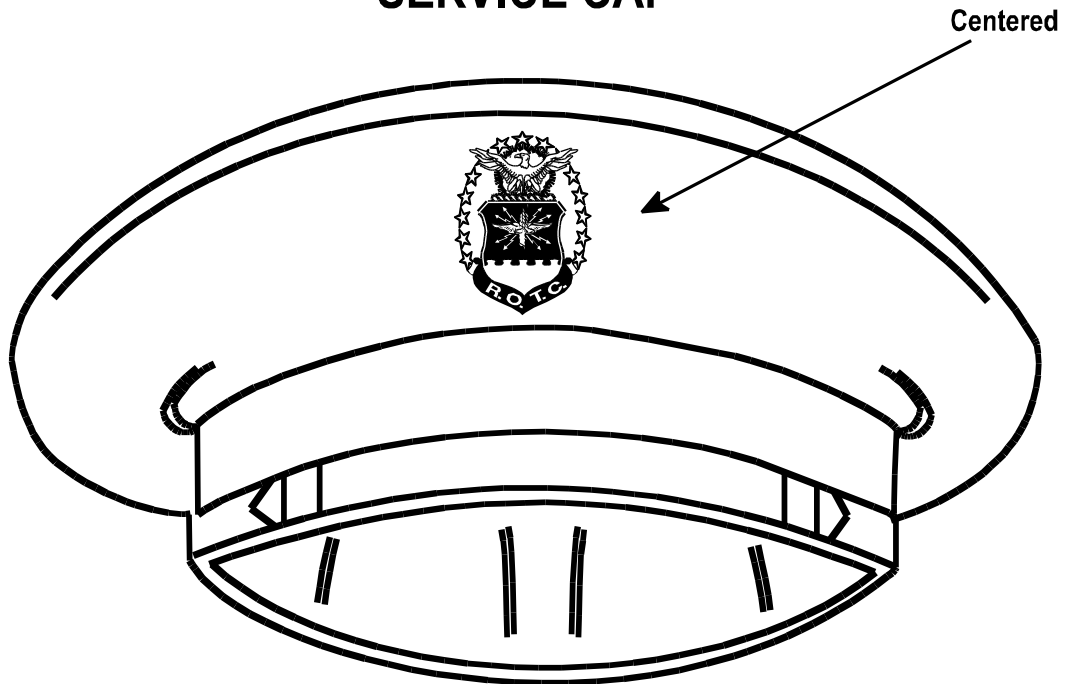
7.8.1. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are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

7.8.2. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should 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.

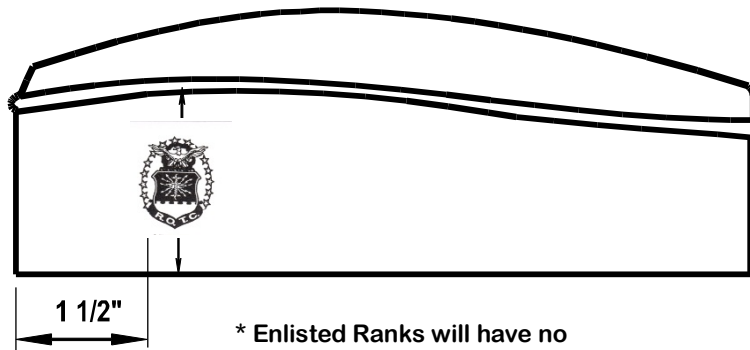
Cosmetics must be conservative and in good taste.

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP



* Enlisted Ranks will have no hat insignia on the flight cap

centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars

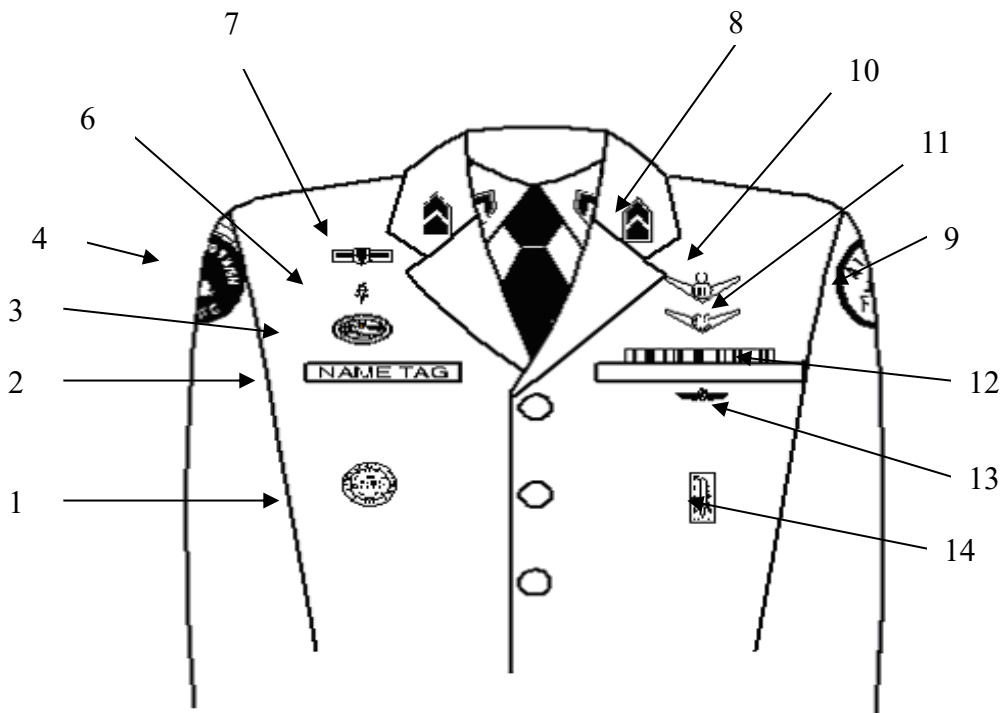
CADET MALE BLUE SHIRT



14. Ribbons: ground and center on pocket.

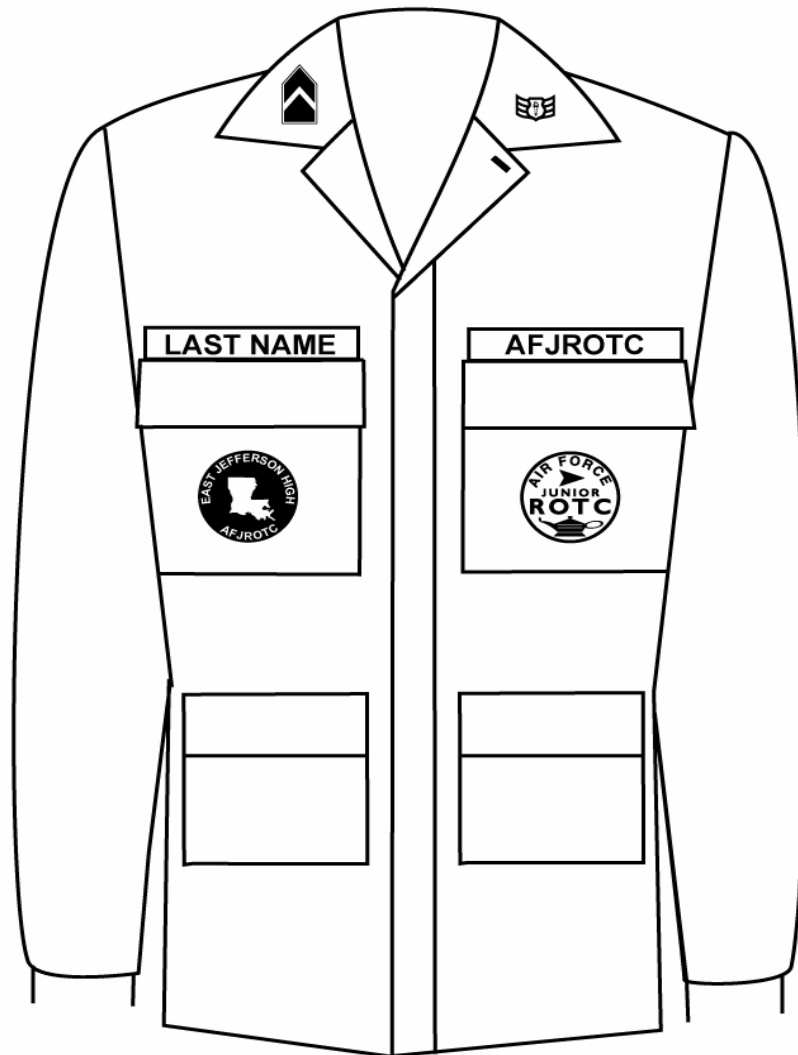
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

CADET MALE 1620 SERVICE DRESS



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered on right sleeve.
5. Shoulder tabs: 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.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered on left sleeve.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Airman's Battle Uniform (ABU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

How to tie a **Windsor Knot**



1. Start with wide end of the tie on your right and extending a foot below narrow end.



2. Cross wide end over narrow and bring up through loop.



3. Cross wide end over narrow and bring up through loop.



4. Then put down through loop and around across narrow as shown.



5. Turn and pass up through loop and...



6. Complete by slipping down through the knot in front. Tighten and draw up snug to collar.

How to tie a **Four in Hand Knot?**



1. Start with wide end of the tie on your right and extending a foot below narrow end.



2. Cross wide end over narrow and back underneath.



3. Continue around passing wide end across front of narrow once more.



4. Pass side end up through loop.

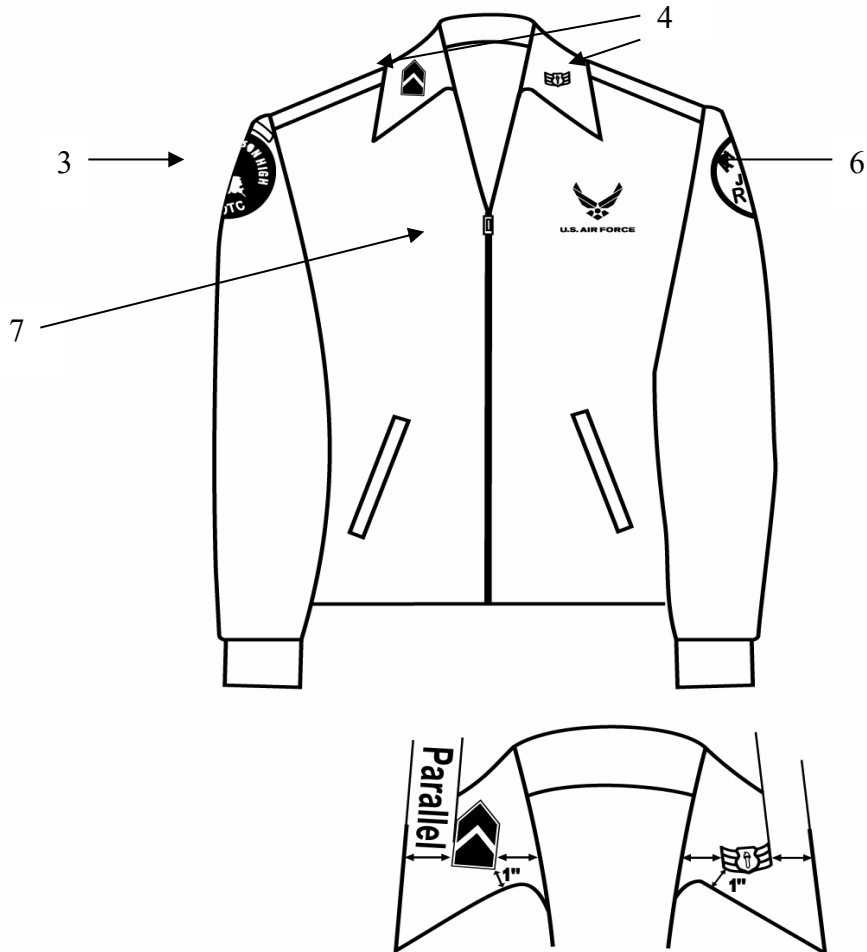


5. Holding front of knot loose with index finger, pass wide end down through loop in front.



6. Remove finger and tighten knot carefully. Draw up tight to collar by holding narrow end and sliding knot snug.

CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

FEMALE UNIFORM ITEMS

Service Coat, Blue:

Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

Flight Cap, Blue:

Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

Hose: Commercial sheer, nylon hose/thigh high's in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.

Socks: Black, commercial socks without design will be worn with slacks and oxfords.

Jacket, Light Weight, Blue Windbreaker:

Jacket must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse will not show below the jacket. The jacket will have AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

Blouse, Short Sleeve, Light Blue, and Pointed Collar:

May be worn with or without tab, except tab is worn with combination 1 (Service Dress Uniform). Blouse is worn tucked in.

Slacks, Blue:

Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI/ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

Blue Belt:

With skirt or slacks with belt loops, silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows. Check frequently to ensure the "gig" line is straight.

Skirt, Blue:

Will be free hanging with zipper closure on the left hip. Length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.

Shoes:

Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.

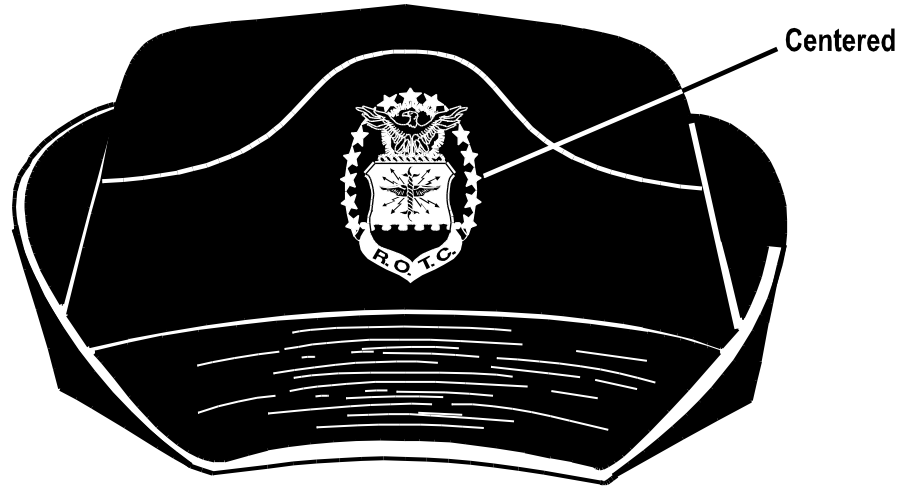
Purse:

May carry a small black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

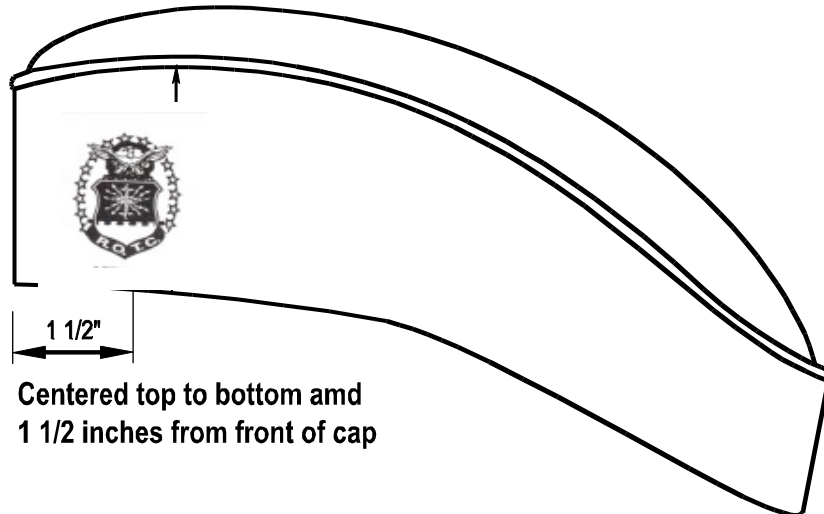
Earrings: May only wear one earring in each ear and it must be on the earlobe and must not extend beyond the lower portion of the earlobe. Earring may have only one small spherical, conservative, diamond, gold, white pearl, or silver pierced or clipped earring per earlobe. Earrings must be matching and fit tightly to the lower portion of the earlobe without extending beyond earlobe.

CADET FEMALE HEADGEAR

SERVICE CAP

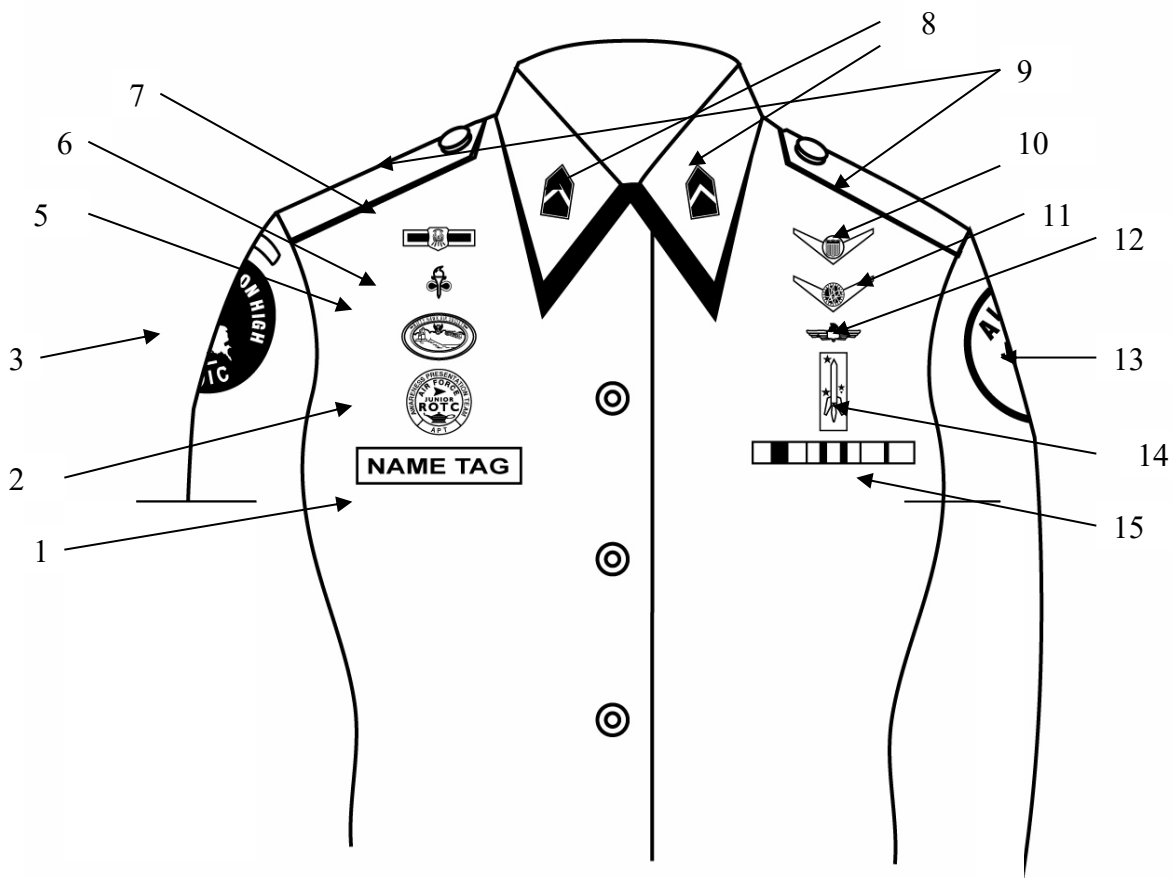


FLIGHT CAP



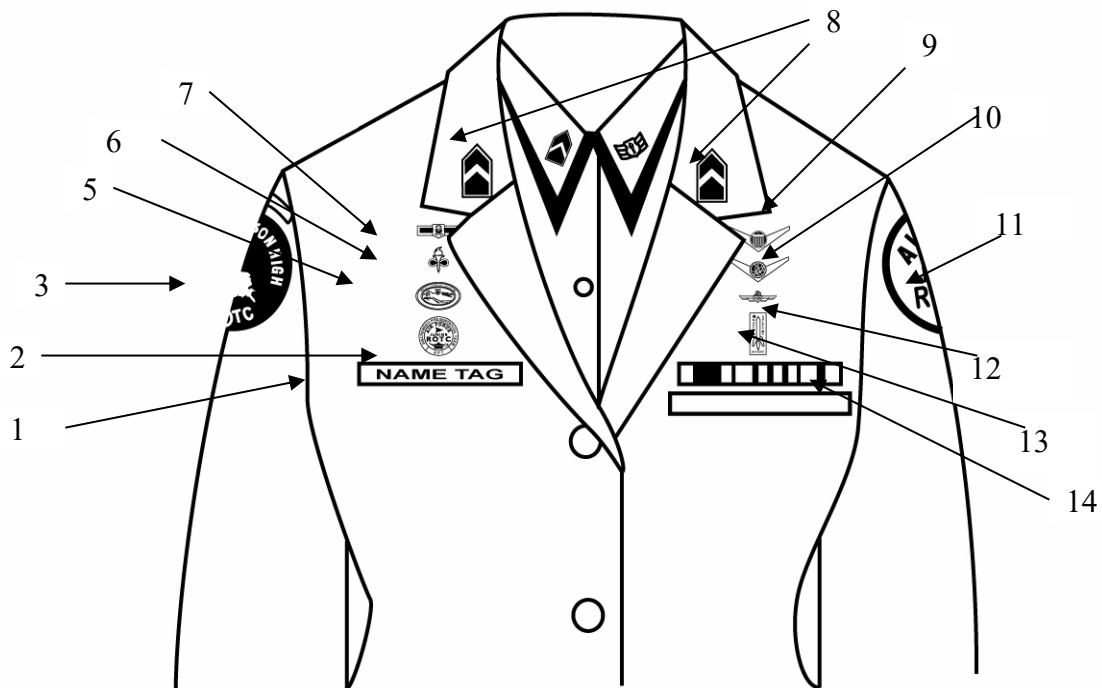
Officers wear hat insignia with stars.
ONLY cadet officers wear hat insignia. ad

CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

CADET FEMALE 1620 SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

COMMAND AND STAFF FUNCTIONS

COMMAND RESPONSIBILITIES: Cadet Officers are responsible for maintaining discipline and for setting a proper example at all times. Whenever a cadet officer is absent, the next higher-ranking officer/NCO is in charge.

ALL OFFICERS AND NCO's with positions must maintain a "B" average in AFJROTC and a minimum 2.5 overall GPA for the 6-week grading period. If the GPA is less than 2.5 the cadet will be placed on academic probation for the next 6 weeks. At the end of the second 6 week grading period if GPA is still less than 2.0, the cadet will be removed from their position.

AUTHORITY AND RESPONSIBILITY: Cadet Officers are authorized to give orders to cadets who are junior to them. This authority and responsibility will be confined to AFJROTC activities only and will not be carried over or permitted in other classes throughout the school. Cadet staff members have the authority to correct infractions observed on campus such as public display of affection (PDA), incorrect wear of the uniform, or other transgressions observed while not in class. Cadet staff members will notify instructors of any infractions observed if the cadet making the infraction is not willing to correct the problem when asked by a senior cadet. Cadet officers do not have the authority to excuse other cadets from scheduled classes, formations, or to change or modify existing orders or instructions.

CADET STAFF POSITION: Staff positions have been established as near to Air Force staff positions as possible. Titles similar to those of active duty situations are used. There are enough staff positions to provide sufficient opportunities and incentives for cadets to participate in AFJROTC program, but not so many that the positions have no responsibility or meaning. Consistent with their abilities and available time for AFJROTC activities, cadets will be given every opportunity to experience the function of a military organization. **The AFJROTC Instructors will monitor and observe the assigned duties of all cadets.**

CHAIN OF COMMAND: The chain of command is the primary channel of communication throughout the corps. The communication system must be a two-way channel of information flowing in both directions. Information flows from the Instructor's and Cadet Commander through the corps to the individual cadet and from the cadet up through the system to the commander and instructors. The Chain of Command for AFJROTC cadets extend upward and downward as follows:

Senior Aerospace Science Instructor
Aerospace Science Instructor
Cadet Commander
Cadet Vice- Commander
Cadet Group Commanders
Cadet Squadron Commanders
Cadet Commanders
Cadet Flight Sergeants
Individual Cadets

ASSIGNED DUTIES AND RESPONSIBILITIES

Basic duties and responsibilities for each are outlined below. These are not all inclusive, and each cadet is expected to seek out and complete tasks that will make the corps run smoothly. The primary leadership responsibility for each cadet Officer, cadet Senior NCO, and cadet NCO is to set the standards of performance in everything they do.

- a) **CADET:** Each cadet is responsible for conducting themselves in a manner to reflect credit upon themselves, the AFJROTC program, and Vista Murrieta High School. Since each cadet wears their uniform once a week, your actions also reflect on the United States Air Force and your country. Whether in uniform or not, cadets are responsible for maintaining rules and regulations of the corps and school, and for carrying out instructions and orders of their superiors to the best of their ability.
- b) **CADET OFFICERS AND STAFF NCO's:** Cadets have been promoted and selected for corps assignments based upon demonstrated performance and individual potential. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required to advance or remain in leadership positions. Cadet officers and staff NCO's are expected to set the example for junior cadets in every aspect of the AFJROTC program. The responsibilities of leadership must be demonstrated before the privileges of rank can be assumed. Extra effort and time will be required, especially of cadet officers and staff NCO's. Those selected for advancement who do not wish to accept the related and additional responsibilities and requirements should decline the promotion.

Position Descriptions

The Senior Aerospace Science Instructor (SASI) selects the cadet commander and staff IAW AFROTC Instruction 36-2010. The cadet group commander will recommend to the instructors, cadets to fill vacancies in cadet leadership positions during the year. Flight commanders select the guide and element leaders for their flight.

Wing Cadet Commander (CC). Maximum authorized rank for this position is Cadet Colonel. The Cadet Commander's responsibilities will include, but are not limited to:

- * Command and control of the wing
- * The grooming, appearance, efficiency, training and conduct of each cadet in the wing
- * Assisting the SASI and ASI in the accomplishment of leadership lab activities
- * Presiding over Cadet Inquiry Boards
- * Planning and coordinating all wing activities, facilities, and resource
- * Presiding over wing staff meetings

Wing Cadet Vice- Commander (CV). Maximum authorized rank for this position is Cadet Colonel. The Wing Vice- Commander's duties will include, but are not limited to:

- * Assuming command of the wing in the absence of the Wing Commander
- * Assisting the Wing Commander as directed
- * Keeping the Group Commander informed of all activities and operations
- * Coordinating the Staff and subordinate commanders through the use of scheduled staff meetings, and regular meetings with individual Group Staff Officers
- * Advising and rating all unit Staff Officers
- * Coordinating with the Senior Enlisted Advisor.
- * Identifying and establishing Group goals to be attained by the group

- * Attending meetings of all co-curricular activities on a schedule regular enough to permit complete knowledge of the accomplishment of the activities
- * Identifying and establishing group and staff goals to be attained by group
- * Presiding over Promotion Boards
- * Serving as advisor to all boards of inquiry
- * Inspecting the wellbeing and morale of the unit at least once every six weeks and providing results at scheduled staff meetings. This will be accomplished by conducting a uniform inspection of the respective Squadron Commanders, and discussing the operations of the unit on a personal basis with random cadets
- * Ensuring that all members of the unit have the opportunity to develop leadership abilities according to their individual capabilities
- * Attending all regularly scheduled staff meetings

Wing Command Chief (CCC). Maximum authorized rank for this position is Cadet Chief Master Sergeant.

The Command Chief duties will include, but are not limited to:

- * Assisting the Wing Commander as directed
- * Ensuring that wing grooming, appearance, discipline, efficiency and training standards are maintained by all non-commissioned officers and airmen
- * Advise the Wing Commander of all current information involving enlisted personnel
- * Ensuring that all members of the wing have the opportunity to develop leadership abilities according to individual capabilities
- * Coordinating with the ASI to post the date and the required uniform of the day for the next uniform day on the wing plan-of-the week no later than Friday of the prior week
- * Serve as advisor to all boards of inquiry involving enlisted personnel
- * Conduct a personal complaints period of all cadet personnel at least once every nine-weeks and provide the Wing Commander with all recommendations that arise from these meetings
- * Attending all regularly scheduled staff meetings
- * Gauge the morale and welfare of the enlisted corps
- * Performing other duties as prescribed by the Wing Commander

Operations Group Commander (OG/CC). Maximum authorized rank for this position is Cadet Lieutenant Colonel.

The OG commander's duties will include, but are not limited to:

- * Directing and supervising the Operations Squadron Commander and Operations Support Squadron Commander
- * Developing master operations plans/calendars for the Group and ensuring activity requirements are met
- * Ensuring all cadet Wing operations functions and activities are conducted in accordance with current regulations, directives, policies, and procedures
- * Developing and administering safety programs and briefings for all Wing operations
- * Conducting staff meetings as needed with all functional areas present
- * Ensure that training goals are met by each cadet
- * Briefing the status of all Group functions and projects during cadet and key staff meetings
- * Perform any other tasks assigned by the WING/CC
- * Report to Wing Commander
- * Lead by setting a good example for other cadets to follow

Operations Squadron Commander (OS/CC). Maximum authorized rank for this position is Cadet Major. The Operations Squadron Commander duties will include, but are not limited to:

- * Assisting the Operations Group commander with the planning and execution of activities that promote motivation for cadets
- * Directing and supervising the flight commanders
- * Sets up and leads all flight commander meetings
- * Communicates all operations and plans to the flight commanders
- * Oversees the overall progress of ASI drill
- * Works with flight commanders to survey wants and needs of all flights
- * Assisting the Operations Group Commander with the planning and execution of activities that promote motivation and retention
- * Perform any other tasks assigned by the Group or Wing Commander
- * Lead by setting a good example for other cadets to follow

Operations Support Squadron Commander (OSS/CC). Maximum authorized rank for this position is Cadet Major. The OSS commander's duties will include, but are not limited to:

- * Leads the entire staff in support of the OG/CC and unit
- * Directing and supervising the Operations Officer, Plans Officer and Logistics Officer
- * Ensure all projects are well planned and ready to execute
- * Track the logistics team work hours in assisting the instructor uniform management during uniform issue & turn in, and throughout the school year
- * Oversee the operations and plans for all cadet events
- * Assisting the Operations Group Commander with the planning and execution of activities that promote motivation and retention
- * Perform any other tasks assigned by the Group or Wing Commander
- * Lead by setting a good example for other cadets to follow

Mission Support Squadron Commander (MSS/CC). Maximum authorized rank for this position is Cadet Major. The Mission Support Squadron Commander's duties will include, but are not limited to:

- * Directing and supervising the Personnel Officer, Mission Support Officer, Public Affairs Officers, Finance Officer, Education and Training Officer, Knowledge Operations Officer

Force Support Squadron Commander (FSS/CC). Maximum authorized rank for this position is Cadet Major. The Force Support Squadron Commander's duties will include, but are not limited to:
Planning/coordination of co-curricular unit participation in parades, meets, and competition.

- * Advising the Group Commander and Staff of projected activities involving special teams and other activities.
- * Coordinating unit activities related to participating in local, state and national contests involving aerospace related subjects
- * Ensure all physical training activities are being met
- * Performing other duties as prescribed by the Group Commander

Knowledge Operations Management Officer (KOM). Maximum authorized rank for this position is Cadet Captain. The cadet Knowledge Operations Management Officer's duties will include, but are not limited to:

- * Maintaining a file of special orders, both computerized and hardcopy.
- * Authenticating, posting, filing, and distributing special orders to Personnel Officer to have duplicated, and filed.
- * Maintaining a wing internal distribution system.
- * Preparing an index of and maintaining all wing blank forms.
- * Serving as recorder to Inquiry Boards.
- * Serving as recorder to Promotion Board I.
- * Establish procedures for administrative support.
- * Attending all regularly scheduled staff meetings
- * Performing other duties as prescribed by the Wing Commander, Group Commander and/or Squadron Commander.
- * Supervise flight Admin Representatives

Personnel Officer (DP).

- * Maintaining the JROTC Cadet data in Wings, as directed by the SASI/ASI
- * Ensuring the maintenance of a personnel file on each cadet using a Personnel Information File
- * Keeping the organization chart current and promptly posting changes in positions and rank
- * Scheduling quarterly cadet boards
- * Attending all regularly scheduled staff meetings
- * Supervising Flight Personnel Representatives
- * At each semester determine cadet ribbons earned. Post to cadet records and distribute awards
- * Performing other duties as prescribed by the Cadet Group Commander

Logistics Officer (LG). Maximum authorized rank for this position is Cadet Captain. The Logistics Officer's duties will include, but are not limited to:

- * Updating Wings, as directed by the Military Property Custodian (MPC)
- * Assisting the MPC in the inventory of all unit property
- * Assisting the MPC in the issue, receipt and cleaning of all regular issue AFJROTC uniforms, supplies and equipment
- * Assisting the MPC in maintaining logistic records
- * Assisting the MPC in the maintenance, repair and conditioning of logistic facilities
- * Setting up and maintaining the security of the logistics area
- * Providing guidance to the Staff on logistic discipline
- * Ensuring only authorized cadets have access to the logistics areas
- * Establishing specific procedures for the issue and return of uniforms and supplies
- * Attending all regularly scheduled staff meetings
- * Supervise Flight Logistics Representatives
- * Performing other duties as prescribed by the Wing Commander, Group Commander, and/or Squadron Commander

Supply Officer (LGS). Maximum authorized rank for this position is Cadet 1st Lieutenant. The Supply Officer's duties will include, but are not limited to:

- * Updating the Wings program as directed by MPC
- * Assisting the MPC in the inventory of all unit books, curriculum materials, special teams uniforms, equipment and supplies
- * Assisting the MPC in the issue, receipt and cleaning of all special teams, AFJROTC uniforms, supplies, and equipment
- * Conduct a weekly inventory of all unit drill weapons and record results on SF-702
- * Inventory all unit textbooks each semester and ensure information in Wings is complete
- * Record all unit property/inventory status changes of equipment in Wings
- * Establishing specific procedures for the issue and return of special teams uniforms, equipment and supplies
- * Attending all regularly scheduled staff meetings
- * Supervise Flight Logistics Representatives
- * Performing other duties as prescribed by the Wing Commander, Group Commander, and/or Squadron Commander

Finance Officer (FM). Maximum authorized rank for this position is Cadet Captain. The Finance Officer's duties will include, but are not limited to:

- * Assisting the SASI in maintaining cadet funds
- * Supervising, controlling and coordinating the financial aspect of all unit money making activities.
- * Ensuring that a proper receipting system is provided for
- * Coordinating with Associated Student Body (ASB) bookkeeper on matters related to expenditure and receipting of group funds.
- * Collection of funds involving unit activities.
- * Accounting to the SASI for all unit monies collected by unit personnel.
- * Attending all regularly scheduled staff meetings
- * Maintain supplies of water in the unit cooler
- * Performing other duties as prescribed by the Wing Commander, Group Commander, and/or Squadron Commander

Public Affairs Officer (PA). Maximum authorized rank for this position is Cadet Captain. The Public Affairs Officer's duties will include, but are not limited to:

- * Ensuring that appropriate unit publicity is directed to the local press, radio and television organizations
- * Coordinating with the school newspaper staff to provide for appropriate unit publicity
- * Coordinating with the middle school newspaper staff to ensure, appropriate, unit publicity
- * Providing for a photographic record of all unit activities
- * Ensuring the maintenance of bulletin boards assigned to the group
- * Providing for appropriate decoration of the classroom and office facilities with materials that assist in the instruction and group goals
- * Assisting the recruiting of new personnel through public news releases
- * Attending all regularly scheduled staff meetings
- * Directing the actions of the unit historian (reports and scrapbooks)
- * Performing other duties as prescribed by the Wing Commander, Group Commander, and/or Squadron Commander

Athletics Officer (AT). Maximum authorized rank for this position is Cadet Captain. The Athletic Officer's duties will include, but are not limited to:

- * Advising the Group Commander and Staff of projected athletic activities and competitions
- * Organizing teams for field days and competitions
- * Selecting team coaches for events (or the athletics officer may be the coach)
- * Attending all regularly scheduled staff meetings
- * Supervising Flight Athletics Representatives
- * Performing other duties as prescribed by the Group Commander

Executive Officer (CCE). Maximum authorized rank for this position is Cadet Captain. The Executive Officer's duties will include, but are not limited to:

- * Keeping the calendar, project board, briefing files and read files up to date
- * Organizing and maintaining the "Cadet of the Semester" program
- * Preparing and sending of a monthly unit activity calendar to the Cyber Officer for posting on the unit web site
- * Attending all regularly scheduled staff meetings
- * Recording attendance and minutes at all staff meetings.
- * Preparing Staff meetings minutes in final form and distributing them to the SASI, ASI, and Cadet Staff
- * Performing duties as prescribed by the Wing, Group or Squadron Commander

Operations Officer. Maximum rank for this position is cadet Captain. Duties include:

- * Ensuring team captains adhere to all unit policies and procedures
- * Coordinate the ordering of team equipment with the supply officer and group staff
- * Post the unit competition schedule
- * Ensure teams are ready for competitions
- * Handle minor issues and disputes not handled by team captains
- * Perform other duties as directed by the Operations Officer

Plans Officer (PO). Maximum authorized rank for this position is Cadet Captain. The Plans Officer duties will include, but are not limited to:

- * Overseeing all Wing events
- * Reporting Status of Wing Events to Wing Staff

Mission Support Officer (MS). Maximum authorized rank for this position is Cadet Captain. The Mission Support Officers duties include, but not limited to:

- * Working with personnel officer to maintain the JROTC Cadet data in Wings, as directed by the SASI/ASI
- * Working with plans officer to ensure all Wing events have enough cadet support
- * Attending all regularly scheduled staff meeting
- * Performing other duties as prescribed by the Cadet Group Commander

Education and Training Officer (ETO). Maximum authorized rank for this position is Cadet Captain. ETO duties include, but not limited to:

- * Ensuring all flight commanders have the required publications and training material to instruct cadets
- * Establish on line and in classroom quizzes to aide ASI flight commanders with learning AFJROTC ranks, Cadet chain of command and National Chain of Command.
- * Complete any tasks assigned by the Wing Staff

Drill Commander (D/CC). Maximum authorized rank for this position is Cadet Captain. The Drill Commander duties will include, but not limited to:

- * Overseeing all Drill Team Activities
- * Reporting any drill team issues directly to Wing Staff and ASI overseeing Drill Team

Color Guard Commander (CG/CC). Maximum authorized rank for this position is Cadet Captain. Color Guard Commander duties will include, but limited to:

- * Training all ceremonial color guard teams
- * Scheduling all color guard requests
- * Coordinating with ASI that oversees color guard

Flight Commander (Flt/CC). A Flight Commander will command each flight. Maximum authorized rank for this position is Cadet Captain. The flight commander's duties will include, but are not limited to:

- * Maintaining order in the absence of the Instructors, including the time before the bell rings
- * Maintain grooming, appearance, discipline, efficiency and training of your flight at all times
- * Calling the flight to attention when the Instructor or distinguished visitor enters the classroom
- * Maintaining a record of discipline action for his/her flight
- * Keep track of flight member accomplishments and advise the operations support commander when cadets become eligible for awards
- * Representing the flight at staff functions
- * Attending regularly scheduled group staff meetings

Flight Sergeants. Each Flight Commander will be aided by a Flight Sergeant who will be a Non-Commissioned Officer (NCO) or an officer acting as a flight officer. Maximum authorized rank for this position is Cadet Master Sergeant. The flight sergeant's duties will include, but are not limited to:

- * Taking the roll to include tardies and absences
- * Preparing the flight for inspection
- * Serving in place of the Flight Commander when required
- * Assist the Flight Commander with the grooming, appearance, discipline, efficiency and training of your flight

Flight Guides. A Flight Guide will aid each Flight Sergeant.

The flight guide's duties will include, but are not limited to:

- * Performing the Manual of The Guidon
- * Leading the flight in the direction and cadence of march
- * Securing the flight guidon properly
- * Performing other duties as prescribed by the Flight Commander and Flight Sergeant

Element Leaders. Element Leaders will aid each Flight Sergeant. Maximum authorized rank for this position is based on the class grade level. The element leader's duties will include, but are not limited to:

- * Taking roll of all element members in flight formation
- * Assisting the Cadet Flight Commander and Cadet Flight Sergeant as directed

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT
0-1



FIRST
LIEUTENANT
0-2



CAPTAIN
0-3



MAJOR
0-4



LIEUTENANT
COLONEL
0-5

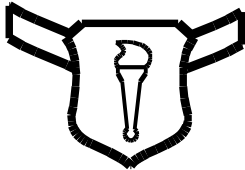


COLONEL
0-6

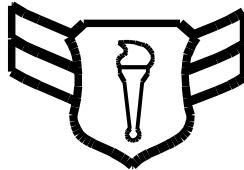
CADET AIRMAN RANK

(no rank insignia)

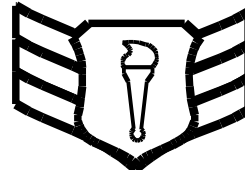
AIRMAN BASIC
E-1



AIRMAN
E-2



AIRMAN
FIRST CLASS
E-3



SENIOR
AIRMAN
E-4



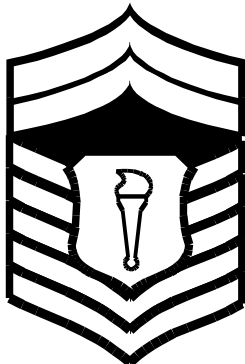
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SERGEANT
E-5



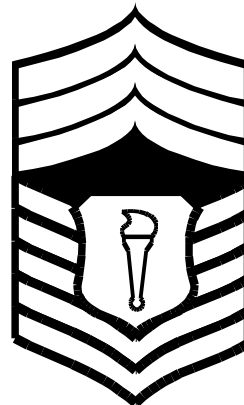
TECHNICAL
SERGEANT
E-6



E-7
MASTER
SERGEANT



E-8
SENIOR
MASTER
SERGEANT



E-9
CHIEF
MASTER
SERGEANT

***Transitioning to JROTC ranks**



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 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. Daughters of the American Revolution Award	11. American Veterans Award	12. Reserve Officers Association Award
13. Military Order of World Wars Medal	14. Military Officers Association Award	15. Veterans of Foreign Wars (VFW) Award	16. National Sojourners Award	17. Sons of the American Revolution Award	18. Scottish Rite, Southern Jurisdiction Award
19. Military Order of the Purple Heart	20. Air Force Sergeants Association	21. Sons of Union Veterans of the Civil War	22. Sons of Confederate Vets H.L. Hunley Award	23. Tuskegee Airman Inc. AFJROTC Cadet Award	24. The Retired Enlisted Association Award
25. Celebrate Freedom Foundation Award	26. National Society United States Daughters of 1812	27. Air Commando Association Award	28. Non-Funded National Award	29. Distinguished Unit Award With Merit	30. Distinguished Unit Award
31. Outstanding Organization Award	32. Outstanding Flight Ribbon	33. Top Performer Award	34. Outstanding Cadet Ribbon	35. Leadership Ribbon	36. Achievement Ribbon
37. Superior Performance Ribbon	38. Academic Ribbon	39. Cadet Leadership Course Ribbon	40. Special Teams Placement Ribbon	41. All-Service National Competition Ribbon	42. Air Force Nationals Competition Ribbon
43. Orienteering Ribbon	44. Leadership Development Requirement (LDR) Leadership Ribbon	45. Drill Team Ribbon	46. Color Guard Ribbon	47. Sabre Team Ribbon	48. Marksmanship Ribbon
49. Good Conduct Ribbon	50. Service Ribbon	51. Health and Wellness Ribbon	52. Recruiting Ribbon	53. Activities Ribbon	54. Attendance Ribbon
55. Dress and Appearance Ribbon	56. Longevity Ribbon	57. Bataan Death March Memorial Hike Ribbon	58. Patriotic Flag Ribbon	59. Gen Carl A. Spaatz Award (CAP)	60. Gen Ira C. Eaker Award (CAP)
61. Amelia Earhart Award (CAP)	62. Gen Billy Mitchell Award (CAP)	63. Gen J. F. Curry Award (CAP)			

Version: 17 December 2017

THE AIR FORCE SONG

(1st Verse)

Off we go into the wild blue yonder,
Climbing high into the sun,
Here they come zooming to meet our thunder,
At'em boys, giv'er the gun!
Down we dive spouting our flame from under,
Off with one hell-uv-a-roar!
We live in fame and go down in flame,
Nothing'll stop the U.S. Air Force!

AWARDS AND DECORATIONS

Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. **Units cannot purchase matching medals for HO Approved**

| **Ribbons. (Example: Outstanding Cadet, Patriotic Flag, Bataan March etc.).** Only medals specifically designated within this Operational Supplement are approved. **Units may not create or purchase local awards for wear on the uniform. See Attachment 11 for Award POCs**

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

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

Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the amount 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.

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

* ADD: Guidelines for National Awards should be followed to the fullest extent possible; however, SASIs have latitude to approve awarding of National Awards to deserving cadets that do not meet award criteria (i.e., a deserving sophomore instead of a junior, there is not a deserving cadet who meets an awards class standing percentage criteria established for the award, etc.). If there are deviations from established award criteria, the "spirit of intent" of an award's must be maintained. Whenever possible, obtain approval from the sponsoring organization's local chapter for any deviations from established criteria.

An award's sponsoring organization may require a written report before final cadet selection or after presentation is made. Reports may include information such as: name of the award; name(s) of recipient, place and date of presentation, occasion (graduation, awards banquet, etc.), and name, title, and organization of award presenter. The SASI is responsible to ensure any required reports are accomplished.

Order of Precedence (an * represents a new ribbon or a name change).

Special Awards.

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Silver Star Community Service with Excellence Award
5. Community Service with Excellence Award

National Awards.

6. Air Force Association Award
 7. Daedalian Award
 8. American Legion Scholastic Award
 9. American Legion General Military Excellence Award
 10. Daughters of the American Revolution Award
 11. American Veterans Award
 12. Reserve Officers Association Award
 13. Military Order of World Wars Award
 14. Military Officers Association Award
 15. Veterans of Foreign Wars Award
 16. National Sojourners Award
 17. Sons of the American Revolution Award
 18. Scottish Rite, Southern Jurisdiction Award
 19. Military Order of the Purple Heart Award
 20. Air Force Sergeants Association Award
 21. Sons of Union Veterans of the Civil War Award
 22. Sons of Confederate Veterans H.L. Hunley Award
 23. Tuskegee Airmen Incorporated AFJROTC Cadet Award
 24. The Retired Enlisted Association Award
 25. The Celebrate Freedom Foundation Award
 26. National Society United States Daughter of 1812
 27. Air Commando Association Award
 28. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, American Military Retirees Association "LEAP", **United Daughters of the Confederacy** etc.)
(Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in the Unit's Cadet Guide or Operating Instruction)
- AFJROTC Awards.
29. Distinguished Unit Award with Merit
 30. Distinguished Unit Award
 31. Outstanding Organization Award
 32. Outstanding Flight Award
 33. Top Performer Award
 34. Outstanding Cadet Ribbon

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

Civil Air Patrol (CAP) Awards.

General Carl Spaatz Award
General Ira C. Eaker Award

Amelia Earhart Award
General Billy Mitchell Award
General J.F. Curry Achievement Award

AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from the United States Army, United States Navy, or United States Marine Corps AFJROTC programs. These for mentioned ribbons will be match to AFJROTC ribbons.

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.

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

Descriptions and Criteria.

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

Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

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 HQ-OpsSupport@afjrotc.com for review and approval 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 HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

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 humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with 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 (AFJROTCI 36-2001, Part 7)
- 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.

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 local vendor using MilPer funds.

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

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

- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (promptness, obedience, and respect for customs).

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

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.

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 11 for list of award points of contact.

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

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

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 6-11 for list of award points of contact.

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

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.

Rank in the top 25% of their AFJROTC class.

Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

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

Rank in the top 25% of their AFJROTC class.

Rank in the top 25% of their high school class.

Demonstrate qualities of dependability and good character.

Demonstrate adherence to military discipline.

Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 6-11 for list of award points of contact.

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

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.

The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available. See Attachment 6-11 for list of award points of contact.

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

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

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 6-11 for list of award points of contact.

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

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

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

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

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. Show a high order of loyalty to the unit, school, and country.

Show exceptional potential for military leadership

Be in good academic standing. Be of high moral character.

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.

Veterans of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon

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

Have a positive attitude toward AFJROTC.

Have outstanding military bearing and conduct.

Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).

Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.

Demonstrate leadership potential.

Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.

Be active in student activities.

Not have been previous recipients of this award.

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

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

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

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

The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

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

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

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

The SASI and the Principal select the recipient of the award 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.

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

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 Leadership Development Requirement 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.

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

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

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 have been a previous recipient of this award.

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

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

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 have been a previous recipient of this award.

The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If 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) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

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

The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

Sons of Confederate Veterans H. L. Hunley Award. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet's name and rank and a check for \$30 (Unit cannot use AF Funds to pay for this award)

Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI

sponsored award consists of a ribbon and a certificate.

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.

The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit NC-051, Central Cabarrus High School not later than 1 March. AFJROTC NC-051, Central Cabarrus High School will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide NC-051 the names and grades of the recipients and date award was presented on the supplied mail back form.

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

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

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

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

Non-Funded National Awards. (i.e. NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organizations must be submitted to an approved by HQ AFJROTC: award criteria must be published in *Cadet Guide or Unit Operating Instruction*)

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

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

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

Outstanding Flight Ribbon. Awarded each academic term to members of the outstanding flight under criteria determined by the SASI. **Criteria for this award is flight community service hours, non-suits (PT and Uniform), flight GPA, flight citizenship and unit participation.**

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

All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of 2% of their cadets to their Region Director 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 and Community involvement.

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

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

Achievement Ribbon. Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

Superior Performance Ribbon. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. 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.

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

Leadership Course Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion, an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a leadership school instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

Orienteering Ribbon. Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum. Criteria for this award will be established by SASI and published in Cadet Guide or Unit Operation Instruction.

Leadership Development Requirement Leadership Ribbon. Awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to dining-in chairperson, military ball chairperson etc.)

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.

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.

Saber Team Ribbon. Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. **No saber team at this time.**

Marksmanship Team Ribbon. Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. 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.

Service Ribbon. Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (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. **In addition to the above criteria, cadets awarded this ribbon must accumulate 12 hours of community service in one calendar year, April to April.**

Health and Wellness Ribbon. Awarded by the SASI 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 percentiles will receive a Bronze Star device; 85-95 percentile will receive a Silver Star device; and 96-100 percent 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 PFT-Mass Assessment in WINGS.)

Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instruction. **Cadet recruits 1 new cadet in an academic year or a member of the APT or Middle School Visit Team.**

Activities Ribbon. Awarded for participation in Leadership Development Requirement activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction. **Cadets must participate in 5 JROTC events in addition to all mandatory Unit events.**

Attendance Ribbon. Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire 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. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Dress and Appearance Ribbon. Criteria for dress and appearance ribbon will be established by SASI and published in *Cadet Guide or Unit Operation Instruction*. SASI will also include uniform inspection scoring as applicable. **No Non-suits and an overall inspection score of 90% for the academic year.**

Longevity Ribbon. Awarded for completion of each AS year.

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

Patriotic Flag Ribbon. May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's Cadet Guide or Unit Operating Instruction.

CAP Awards. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>.

Criteria for United Daughters of the Confederacy: JROTC medals are awarded to a deserving junior or senior cadet who have demonstrated qualities of Academic Excellence, Leadership Ability, Military Discipline, Dependability, Patriotism and Exemplary Character. Recipients must be in the upper 25% of their classes in both Military Science and academic subjects. Recipients must have excelled in dependability, good character, leadership ability, patriotism and adhered to military discipline and shown a fundamental understanding of the importance of JROTC training.