

EGHS AFJROTC

FL-O31

"To develop citizens of character dedicated to serving their nation and community"

2023 - 2024



Eau Gallie High School AFJROTC

Name: _____ Squadron: _____

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"I will not lie, cheat, or steal, nor tolerate among us anyone who does"

FL-031 Cadet Corps Coordination Signature Sheet

By signing this document, the Senior Aerospace Science Instructor (SASI), Aerospace Science Instructor (ASI), Cadet Corps Commander (CC/C), Cadet Vice Corps Commander (CC/VC), Inspector General (CC/IG), and the Cadet Command Chief Master Sergeant (CC/CC), as the FL-031 AFJROTC leadership of the 2023-2024 academic school year, hereby approve and instate the standards held by this cadet guide. We as leaders by signing this paper agree that all decisions made, changes and fixes, will be within the guidelines of this cadet guide, and is in perfect shape to be used as an example frame for FL-031. This sheet's signatures are to be replaced every academic school year and/or when the cadet guide is edited in any way.

SASI: _____

ASI: _____

CC/C: _____

CC/VC: _____

CC/IG: _____

CC/CC: _____

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PREFACE

The Cadet Guide has been prepared to establish high standards of performance for the Eau Gallie High School AFJROTC, FL-031. These lofty standards permit the entire cadet unit to work toward the common goals of leadership proficiency, group cohesion, and teamwork.

The Cadet Guide also provides specific details for the attainment of high standards of performance; for example: Air Force grooming requirements, proper fit of the uniform, placement of the insignia, school and classroom conduct, etc. We believe most cadets will voluntarily work for the betterment of FL-031 if they are aware of the GOALS of the unit.

You, as a cadet in AFJROTC, will be held ACCOUNTABLE for the information in this Cadet Guide, both in practical application and during periodic quizzes throughout the school year.

Remember, effective leadership starts with responsible followership.

"BEFORE YOU CAN LEAD, YOU MUST LEARN TO FOLLOW!"

AFJROTC MISSION STATEMENT

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

"I will not lie, cheat, or steal, nor tolerate among us anyone who does"

The Star-Spangled Banner

O say, can you see, by the dawn's early light,
What so proudly we hailed, at the twilight's last gleaming;
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming;
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night, that our flag was still there.
O say, does that Star-Spangled Banner yet wave,
O'er the land of the free, and the home of the brave.

O thus be it ever, when free men shall stand,
Between their loved homes and the war's desolation;
Blest with victory and peace, may the heav'n rescued land,
Praise the Pow'r that hath made, and preserved us a nation!
Then conquer we must, when our cause it is just;
And this is our motto: "In God is our trust!"
And the Star-Spangled Banner in triumph shall wave,
O'er the land of the free and the home of the brave.

AIR FORCE HYMN

Lord, guard and guide the men who fly, through the great spaces of the sky; be with them
traversing the air, in darkening storms or sunshine fair.

Aloft in solitude of space, uphold them with thy saving grace. O God, protect the men who fly,
through lonely ways beneath the sky. Amen

"I will not lie, cheat, or steal, nor tolerate among us anyone who does"

Air Force Song

First 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 give 'em the gun!
Down we dive, spouting our flames from under,
off with one terrible roar.
We live in fame or go down in flames,
Nothing can stop the U.S. Air Force!

Chorus:

Here's a toast to the host of those who love
the vastness of the sky.
From a friend we send a message to our
brother men who fly.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's
pot of gold.
A toast to the host of those who boast,
the U.S. Air Force.

Second Verse:

Off we go into the wild blue yonder,
keep the wings level and true.
If you live to be a gray-haired wonder,
keep your nose out of the blue.
Flying men, guarding our nation's borders,
we'll be there followed by more.
In echelon we carry on,
Nothing can stop the U.S. Air Force.

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CHAPTER ONE

MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

The mission of the AFJROTC Program is to educate and train high school students in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.

To accomplish this mission, the AFJROTC Program is dedicated to the following Core Values. Core values are the foundation upon which a truly quality Air Force is built.

- * **INTEGRITY**-- An unfaltering devotion to honesty, truthfulness, doing one's duty, and doing what is right, even when no one else is watching.
- * **COURAGE**-- The quality of mind or spirit that enables a person to face difficulty or danger with firmness despite fear
- * **PATRIOTISM**-- Devoted love, support and defense of one's country
- * **COMPETENCE**-- Having the skill, knowledge and experience required to accomplish the task
- * **TENACITY**--To persist in anything undertaken in spite of difficulty or obstacles
- * **SERVICE**-- The giving of self to provide for the welfare of others

Air Force Core values are defined as: "Integrity first, service before self, and excellence in all we do."

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CHAPTER TWO

CADET RULES

1. Attend all meetings and events on time and in the proper uniform.
2. Show respect to instructors, fellow cadets, and all members of the military.
3. Do not engage in any form of harassment or bullying, whether it be physical, verbal, or online.
4. Do not use drugs, alcohol, or tobacco while participating in any AFJROTC activities.
5. Follow all rules and regulations of the school and the AFJROTC program.
6. Maintain a clean and professional appearance at all times.
7. Keep all cadet information and activities confidential, unless otherwise directed by the instructor.
8. Follow all safety procedures and protocols as directed by the instructor.
9. Do not participate in any behavior that would reflect negatively on the AFJROTC program or the U.S. Air Force.
10. Do not participate in any criminal activities or engage in any behavior that could lead to criminal charges.
11. Take Responsibility for your actions and maintain the integrity of the program and the unit
12. Foster a positive learning and working environment that promotes excellence, teamwork and mutual respect.

It's important to note that these rules and regulations may vary depending on the unit, school or state and are subject to change at any time. These rules should serve as a general guidance for all cadets to follow. Following these rules will allow you to have a great experience in AFJROTC, being a responsible and respectful member of the unit and contributing to the development of your leadership skills.

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CHAPTER THREE

AFJROTC CURRICULUM

The AFJROTC program is a four-year program for high school students. Each class contains two components, Aerospace Science (AS) and Leadership Education (LE). Drill and Ceremonies is taught as a part of the LE component of each class, as a separate, additional class, or an after school extracurricular activity. The following list shows some of the classes you might see offered. Our projected curriculum plan can be seen in Attachment 1.

AEROSPACE SCIENCE

AS-100: A Journey into Aviation History

- **Unit One:** Imagining Flight
- **Unit Two:** Exploring Flight
- **Unit Three:** Developing Flight
- **Unit Four:** Extending Flight

AS-200: The Science of Flight: Gateway to New Horizons

- **Unit One:** How Airplanes Fly
- **Unit Two:** Working Through Flight Conditions
- **Unit Three:** Flight and the Human Body
- **Unit Four:** Flying from Here to There

AS-220: Cultural Studies

- **Chapter One:** The Middle East
- **Chapter Two:** Asia
- **Chapter Three:** Africa
- **Chapter Four:** Russia
- **Chapter Five:** Latin America
- **Chapter Six:** Europe

AS-300: Exploring Space

- **Unit One:** The Space Environment
- **Unit Two:** Exploring Space
- **Unit Three:** Manned & Unmanned Spaceflight
- **Unit Four:** Space Technology

AS-310: Introduction to Astronomy

- **Chapter One:** History of Astronomy
- **Chapter Two:** The Earth
- **Chapter Three:** The Moon
- **Chapter Four:** Survey of the Solar System
- **Chapter Five:** The Terrestrial Planets
- **Chapter Six:** The Outer Planets

AS-400: Management of the Cadet Corps

AS-410: Survival

- **Unit One:** The Elements of Surviving
- **Unit Two:** Personal Protection
- **Unit Three:** Necessities to Maintain Life
- **Unit Four:** Orientation and Traveling

AS-500: Aviation Honors Ground School

- **Part One:** Fundamentals of Flight
- **Part Two:** Flight Operations
- **Part Three:** Aviation Weather
- **Part Four:** Performance and Navigation

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LEADERSHIP EDUCATION

LE 100: Citizenship, Character, and Air Force Tradition

- **Unit One:** Heritage, Organization, & Traditions
- **Unit Two:** Individual Self-Control
- **Unit Three:** Wellness and Fitness
- **Unit Four:** Citizenship in the United States

LE 200: Communication, Awareness, and Leadership

- **Unit One:** Learning, Communication, and Personal Development
- **Unit Two:** Building Personal Awareness
- **Unit Three:** Understanding Groups and Teams
- **Unit Four:** Preparing for Leadership

LE 300: Life Skills and Career Opportunities

- **Unit One:** Mapping Your Future
- **Unit Two:** Charting Your Financial Course
- **Unit Three:** Aiming Toward a College Degree
- **Unit Four:** Pursuing a Career

LE 400: Principles of Management

- **Unit One:** Management Techniques
- **Unit Two:** Management Decisions
- **Unit Three:** Management Functions
- **Unit Four:** Managing Self and Others

WELLNESS EDUCATION

- **Cadet Health and Wellness Program [or locally developed physical exercise program]**
- **Selected health/wellness curriculum from AFJROTC Leadership Education component material**

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CHAPTER FOUR

PHYSICAL DISCIPLINE AND HAZING

7.3. Any form of hazing, whether verbal or physical, will not be tolerated in 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.

7.3.1. 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.

7.3.2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

7.3.3. 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.

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

CHAPTER FIVE
ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. To be eligible for membership and continuance in the AFJROTC program, each cadet must be:
 - a. Enrolled, attending and passing a regular course of instruction at Eau Gallie High School. Failure to maintain a passing average requires the SASI approval for continued enrollment.
 - b. Willing to actively participate in AFJROTC training.
 - c. Of good moral character.
2. Transfer students from other AFJROTC units will be admitted with full credit for training already received.
2. A cadet may be disenrolled for any of the following reasons:
 - a. Failure to maintain proper attitude/discipline.
 - b. Failure to wear the uniform.
 - c. Violation of the Cadet Honor Code (see chapter 10).
 - d. Refusing to cooperate with training (Physical Training/Drill).
 - e. Any form of hazing, harassment, or bullying.
3. Each cadet must comply with the rules and regulations of the AFJROTC Department and must accept responsibility for the care and maintenance of the Air Force JROTC uniform and other US Government and Eau Gallie High School property as specified in the course syllabus.

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CHAPTER SIX

CONDUCT AND MILITARY COURTESY

1. **GENERAL CONDUCT:** Correct personal conduct will be observed always by cadets to reflect credit upon themselves, FL-031, and Eau Gallie High School. Cadets must refrain from using abusive, vulgar, obscene, or profane language. Cadets will not annoy other cadets with insulting, inflammatory, insinuating, or defaming remarks or obscene gestures. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior patterns. Cadets will not indulge in other forms of physical contact such as romantic HAND HOLDING, HUGGING, KISSING, or EMBRACING within the confines of the JROTC area or ANYWHERE WHILE IN UNIFORM. Cadets will be courteous and maintain lofty standards of conduct and behavior always. Faculty and administrative personnel hold cadets in high esteem and cadet conduct must not be demeaning to lose this respect.

2. **CLASSROOM PROCEDURE:** At the beginning of each period, cadets will enter the classroom, then proceed to their elements and assume the position of PARADE REST. When the tardy bell rings, or when the period begins, the Flight Commander will call the room to attention, then to Parade Rest to begin Attendance. Once Attendance is complete The Flight Commander will then command the flight to attention and call for the Guide-on-bearer, The GOB will then take their current flights Guide-On and post it in the correct position. Once the GOB has returned to their seat, the Flight Commander will call the Flight Sergeant front and center. The Flight Sergeant will request a formal verbal report from each Element Leader, and the Element Leaders (from 1st to 3rd) will reply with "SIR/MA'AM, ELEMENT ____ ALL PRESENT AND ACCOUNTED FOR." The Element Leader will receive a salute from the Flight Sergeant, acknowledging the Element Leader's reply. The Flight Sergeant will then salute the Flight Commander, in reply with "SIR/ MA'AM, (the flight) FLIGHT, ALL PRESENT AND ACCOUNTED FOR." The Flight Commander will then tell the Flight Sergeant to post to their seat. The Flight will then recite the Honor Code after the Flight Commander and hold attention while the Flight Commander addresses the SASI/ASI, salute and say "SIR (your flight) FLIGHT ALL PRESENT AND ACCOUNTED FOR AND WAITING ON YOUR INSTRUCTIONS." Most commonly the SASI/ASI will reply and tell the Flight Commander to set the flight at ease and in their seats. Once the flight is QUIET, and in their seats, the learning state of the class has officially begun. Tardiness will result in action according to the Eau Gallie HS/AFJROTC tardy policy. Classroom instruction will be conducted with cadets sitting and at ease. Cadets will not sleep in class and will be attentive to instruction. Classroom distractions will be handled according to the discipline plan in the AFJROTC syllabus. Electronic devices such as cell phones, mp3 players, etc., will be turned off while in the JROTC classroom. Class is NOT DISMISSED until told to do so by proper authority.

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3. MILITARY COURTESY: You will use "YES, SIR/MA'AM" and "NO, SIR, /MA'AM," when responding to the SASI, ASI, and Cadet Officers. When in uniform and covered, you will salute the SASI, any active duty uniformed officer and cadet officers. Failure to render the proper salute will result in corrective action.

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Weekly Classroom Procedure

MONDAY:

SASI Leadership Lesson.

TUESDAY:

Cadet Leadership Lesson./ASI lesson./ Recruiter visits

WEDNESDAY:

Drill Day

THURSDAY:

Physical Training Day.

FRIDAY:

Uniform Day.

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CHAPTER SEVEN

THE CADET HONOR CODE

"I WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE AMONG US ANYONE WHO DOES"

As a cadet you must set an example for others to follow. Your character must not only be above reproach, but also must be strong enough to sustain you in stressful situations. Your words and actions must be above question, because others will not follow someone they cannot trust.

Doing what is right is not always easy. Sometimes you have to pay a high price for having the courage to stand by your convictions. You, the cadet, must believe in yourself and in what is right. Being a leader involves having to make tough decisions and being able to carry them out regardless of the circumstances of the cadet code.

If you tolerate a violation, you are as guilty as the one that commits the offense. Toleration in this society will come easy and throughout life you will face temptation and urges that will encourage you to abandon your ideals. Some people have no problem with matters of conscience because they choose not to be ethical. In winning at all costs, however, the advantages are short-lived and the costs high.

The Cadet Honor Code is the cornerstone for ethical training. It is a minimum standard from which a cadet can evaluate and build his/her moral character throughout the years. It has proven to be the key factor in a cadet's overall professional development.

Make the Honor Code and personal integrity part of your life. Because you are a cadet, you will be given responsibility and you will be expected to perform. Only you can decide the path you will take. The cadet honor code prepares you for the rigors of life and plays a vital role in the never-ending development of your character.

Personal integrity is a common thread that links cadets of the past, present, and future. Integrity will enable you and others to accomplish the tremendous tasks you are asked to do as you meet the challenges of life.

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CHAPTER EIGHT

BASIC DRILL

This chapter is for instruction and quick review of the basic drill positions and movements which are part of basic cadet drill and ceremonies training. It is the art or exercise of training Personnel in precision individual and formation movement. It instills discipline, teamwork, and esprit de corps among those involved.

The first several weeks of the school year, the leadership education portion of the Aerospace science course will concentrate primarily on the instruction and evolution of basic drill positions and movements. you will be evaluated on your ability to perform these actions. Also, Cadet flight leaders May learn how to command basic individual and group drill. After these first few weeks, about one day each week throughout the rest of the school year will be devoted to practicing the basic drill movements while learning some intermediate and advanced drill techniques.

Drill Terms

Alignment. Combination of dress and cover. see dress and cover.

Base. The element on which a movement is planned, regulated, or aligned.

Cadence. The uniform step and rhythm in marching and giving of commands; the number of steps marched per minute.

Center. The middle point of a formation. on an odd numbered front, Center is the center person or element. on an even numbered front, Center is the person or element just right of Center.

Cover. Individual alignment directly behind the person in front of them while maintaining distance.

Press. The alignment of individuals or elements side to side, or in line, while maintaining proper interval.

Element. The basic formation; the smallest drill unit comprised of at least three, but usually 8 to 12 individuals.

File. A single column of individuals placed one behind the other.

Flank. The extreme right or left (troops right or left) side of a formation in line or in column.

Flight. A formation of at least two, but no more than four elements.

Guide. Individuals designated to regulate the direction and rate of march.

In Column. The arrangement of units (formation), Side by side, with guide and element leaders at the head and the dress to the right.

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Inverted Column. The arrangement of units (formation), Side by side, with guide and element leaders at the rear and Dress to the left.

In Line. The arrangement of units (formation), One behind the other, with the guide and element leaders to the right flank and the dress to the right.

Inverted Line. The arrangement of units formation, one behind the other, with the guide and element leaders To the Left Flank and the dress to the left.

Interval. The space between individuals Placed Side by side. The normal interval is an arm's length and the close interval is 4 inches.

Mark Time. Marching in place at the Cadence of 100 to 120 steps per minute.

Pace. A step of 24 in, measured heel to heel. This is the length of a full step in quicktime.

Quick Time. The Cadence of 100 to 120 steps (12 or 24 inches in length) per minute.

Rank. A single line of persons Place side by side

Step. The prescribed distance measured from heel to heel between the feet of a marching person; usually 12 or 24 in.

Unit. Any portion of a given formation.

Basic drill commands

Most drill Commands are in two parts, a definite pause between them, called the Preparatory command and command of execution. all commands are given from the position of attention, at the Cadence you want the movement to be performed, and always with a clear “Command Voice.”

Preparatory Command. Tell us what the movement or action will be. This allows mental preparation to execute the movement or action.

Command of Execution. The “go” command. Tells when the action or movement is to be performed.

Combined Command. A command where the Preparatory and execution command are combined. examples: at ease, rest, and fall in.

Supplemental Command. One unit of the formation to perform in action or movement different from the rest.

Informational Command. Has no Preparatory or command of execution and is not supplemental in nature. example: “ dress your flight to the right.”

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Characteristics of a Command voice

A good Command Voice is a skill you have to work at. the following are characteristics of a command voice:

Loudness. The volume used is giving commands.

Projection. the ability of the individual to project The Voice without strain.

Distinctness. the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to form words.

Inflection. the rise and fall of the voice change and pitch.

Sharp. the extra quality in a command voice that demands an immediate response.

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Individual positions and movements

Attention. Attention is a standing position assumed by military personnel upon command. the commander brings out the men and women to attention from any of the rest positions except Fall out by issuing the command “**Flight, Tench Hut.**” Like all other commands, the command to call the unit to attention should be given with a rhythmic flow of language and with a command voice that reflects enthusiasm and authority.

At the preparatory command of “**Flight,**” cadets will assume the position of parade rest. at the command of execution, “**Tench Hut,**” they assume the position of attention. To come to attention, bring the heels together smartly and in line. place the heels as near each other as the conformation of the body permits, and Ensure the feet are turned out equally, forming a 45° angle. keep the legs straight without stiffening or locking the knees.

The body is erect with hips level, chest lifted, back arched, and shoulders square and even. arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. place thumbs, which are resting along the first joint of the forefinger, along with the seams of the trousers or sides of the skirt. hands are cupped (but not clenched as a fist) with Palms facing the leg.

The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heel and balls of both feet, and silence and immobility are required.

Parade Rest. The command for this position is “**Parade Hest.**” On the preparatory command of “**Parade,**” cadets should mentally prepare to do the movement. On the command of execution “**HEST,**” the cadet should raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart as measured from the inside of the heels.

Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process, and extend and join the fingers, pointing them toward the ground. The palms will lace outward. Place the right hand in the palm of the left, right thumb over the left to form an "X". Keep your head and eyes straight ahead. Silence and immobility are required while standing at parade rest

At Ease. Cadets will assume this position when the combined command, "**AT EASE**," is given. On the command, "**AT EASE**," cadets may relax in a standing position. Their position in the flight will not change. Their right foot must remain in place and silence must be maintained.

Fall Out. The command is, "**FALL OUT**." Upon hearing the command, "**FALL OUT**," cadets may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

Right Face. When facing to the right, the command is "**Right, HACE**." This is a two-count movement.

On the preparatory command of "**Right**," cadets should mentally prepare themselves to do the movement. On the command of execution "**HACE**" the cadet raises the left heel and right toe slightly and pivots 90 degrees to the right on the ball of the left foot and the heel of the right foot, assisted by a slight pressure on the ball of the left foot.

Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movements. Next, bring the left foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movements.

Left Face. When facing to the left, the command is "**Left, HACE**." This is a two-count movement.

On the preparatory command of "**Left**," cadets should mentally prepare themselves to do the movement. On the command of execution, "**HACE**." The cadet raises the right heel and left toe slightly and pivots 90 degrees to the left on the ball of the right foot and the heel of the left foot, assisted by a slight pressure on the ball of the right foot.

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Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movements. Next, bring the right foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 43-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

About Face. When facing to the rear, the command is "**About, HACE.**" This is a two-count movement.

At the command of execution "**HACE,**" the cadet lifts the right foot from the hip just enough to clear the ground. Without bending the knees, the cadet should place the ball of the right foot approximately half a shoe length behind and slightly to the left of the left heel. The weight of the body should be distributed on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the left foot has not changed. This completes count one of the movements.

Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention. This completes count two of the movement.

FORMING AND INSPECTING THE FLIGHT

Form the Flight. To form the flight, the Flight Sergeant will first take a post and face the assembly space where the flight is to be formed. The flight consists of three elements of an equal number of cadets at the command "**FALL IN.**" The Flight Guide will take a position facing the Flight Sergeant and to the Flight Sergeant's left so that the first element will fall in centered on and three paces from the Flight Sergeant. Once halted at the position of attention, the Flight Guide performs an automatic dress right dress. When the Flight guide feels the presence or the first Element Leader with the fingertips, the Flight Guide will execute an automatic ready front.

The first element members fall in directly to the left of the Element Leader, and once halted, execute automatic dress right dress. The second and third Element Leaders fall in behind the first Element Leader, execute automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the cadet in front of them. The remaining cadets will fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.

As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention. Once it is formed, the left flank of the formation will be squared off, with extra cadets on the end of the third or second elements only as needed. The Flight Sergeant, after forming the flight, will take the last position in the third element and the Flight Commander will take charge of the flight.

Size the Flight. There are many cadets of all heights throughout the formation after the execution of fall in. This looks totally disorganized and definitely not military. To remedy this, Flight Commanders size the flight.

After the flight has fallen in, the Flight Commander commands, "**Right, HACE.**" With the flight now in column formation, the Flight Commander orders, "With the exception of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up."

After the taller cadets have moved to the front of the formation, the Flight Commander commands, "**Right, HACE.**" With the flight now in inverted line formation, the Flight Commander again orders, "With the exception of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up." Though not always necessary, it is good practice for the Flight Commander to command, "**Left, HACE.**" and direct the taller cadets (with the exception of the Element Leaders and Flight Sergeant) forward one last time.

The flight is now sized properly and the Flight Commander commands, "**Left, HACE.**" Taking Report. After sizing the flight, the Flight Commander commands, "**REPORT.**" Without moving the feet, the first Element Leader twists at the waist to face the Flight Commander, salutes, and reports, "Sir/Ma'am, first element all present and accounted for." The Flight Commander, without moving the feet, twists at the waist to face the first Element Leader, returns the salute, and faces forward. The first Element Leader drops the salute and faces forward.

The second and third Element Leaders, in turn, perform the same procedure to report the status of their elements. After the Element Leaders have reported, the Flight Commander may command the flight, "**AT EASE,**" until the inspector approaches. Open Ranks Inspection. As the inspector approaches, the Flight Commander faces the flight at attention, calls the flight to attention, and executes an about face. The inspector stops three paces directly in front of the Flight Commander. The Flight Commander salutes and reports, "Sir/Ma'am, - Flight all present or accounted for." The inspector returns the salute and orders, "Prepare the flight for inspection." The Flight Commander executes an about face and commands, "**Open Ranks, HARCH.**" On the command "**HARCH,**" the third element stands fast and performs and holds an automatic dress right dress. The second element takes one pace forward with the left foot, then performs and holds an automatic dress right dress. The first element, starting with the left foot, takes two paces forward and performs and holds an automatic dress right dress.

The Flight Commander, immediately after commanding the flight to open ranks and while the elements are opening, steps off with the left foot and proceeds to align the elements. After aligning the third element, the Flight Commander executes a right face in marching, halts three paces past the first element, faces left, and commands, "**READY, FRONT.**" The Flight Commander takes one pace forward with the left foot (to a position directly in front of the Flight Guide), faces right, salutes, and reports to the inspector, "Sir/Ma'am, the flight is prepared for inspection." The inspector returns the salute and proceeds directly to inspect the right commander.

The Flight Sergeant at this point takes one step to the rear, faces to the right, marches quickly around the flight to a position one pace to the right and one pace in front of the Flight Guide, executes a left face, and waits to record the results of the inspection.

After inspecting the Flight Commander, the inspector tells the Flight Commander, "Accompany me on the inspection." The inspector steps past the Flight Commander's left side and begins inspecting the Flight Guide.

The Flight Commander performs a left face and commands, "Second and third elements, **Parade, HEST.**" The Flight Commander executes a half left in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector, causing the Flight Commander to precede the inspector.

These positions of the Flight Commander, inspector, and Flight Sergeant are maintained throughout the inspection of the front of each element. When moving from cadet to cadet during the inspection, the inspector and Flight Commander simultaneously execute right faces in marching and in place halts. The Flight Sergeant simply takes two paces forward without facing the element.

After the inspector has inspected the last cadet in the first element, the Flight Commander hesitates momentarily and allows the inspector and Flight Sergeant to move around the end of the element first to inspect the rear of the element.

While the rear of the first element is being inspected, the second Element Leader comes to attention and commands, "Second Element, **TENCH HUT.**" After inspecting the rear of the element, the Flight Commander stops in front of the second person in the next element and faces right as the inspector stops in front of and begins inspecting the Element Leader. The Flight Sergeant quickly moves around the inspector, takes up the same position to the inspector's left, and continues recording inspection results. The first Element Leader, when he or she can see the Flight Commander out of the corner of the eye, commands, "First element, **Parade, HEST.**" The same procedures apply to each of the remaining elements

After the last element has been inspected, that Element Leader does not command, "**Parade, HEST.**" The inspector inspects the Flight Sergeant and commands, "**POST.**" The Flight Sergeant then returns to the last position in the last element. The inspector and Flight Commander proceed to the front of the flight. The Flight Commander marches three paces beyond the first element, faces to the left, and commands, "**Flight, TENCH HUT.**" The Flight Commander then takes one pace forward, performs a right face, and receives comments from the inspector. The inspector then tells the Flight Commander, "Take charge of your flight." The Flight Commander salutes the inspector and the inspector departs. The Flight Commander faces left and commands, "**Close Ranks, HARCH.**"

On the command "**HARCH,**" the first element stands fast. The second element takes one pace forward and halts at the position of attention. The third element takes two paces forward and halts at attention. All cadets cover on the person directly in front of them. The Flight Commander posts in front of and centered on the flight.

STEPS AND MARCHING

Forward, March. To march forward in quick time from a halt, the command is "**Forward, HARCH.**" On the command, "**HARCH,**" the cadet smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.

When stepping off and while marching use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg. The hands are cupped with the thumbs pointed down, and the arms hang straight, but not stiff, and swing naturally. The swing of the arms will measure 4 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh.)

Proper dress, cover, interval, and distance will be maintained. Cadence will be adhered to. Cadence count, if used, is counted as **LEFT, LEFT, LEFT, RIGHT, RIGHT, RIGHT LEFT** as follows:

Counts Left are given as the heel of the left foot strikes the ground.

Counts Right are given as the heel of the right foot strikes the ground

Flight, Halt. To halt from quick time, the command is "**Flight, HALT.**" given in strikes the ground. On the command "**HALT,**" the cadet takes one more 24-inch step. Next, the trailing foot will be brought smartly alongside the right foot. Heels will be together, on line, and form a 45 degree angle. Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting. To the Rear, March. The command "**To the rear, HARCH**" is given as the right foot strikes the ground. At the command "**HARCH,**" take one half step (12-inch pace) with the left foot and pivot on the balls of both feet 180° to the right while suspending the arm swing.

Then step off with the left foot in the new direction with another 12-inch half step and continue the march in the new direction with full 24-inch steps. While pivoting, do not force the body up or lean forward.

Right Flank, March. The command "**Right Flank, HARCH**" is used to move the entire formation right quickly, for short distances and calls for a right facing maneuver while marching. The preparatory command "**Right Flank**" is given as the right foot strikes the ground. The command of execution, "**HARCH**," is given the next time the right foot strikes the ground.

All cadets in the Flight take one more step and pivot on the left foot at the same time, turning 90° to the right and stepping off with the right foot. This causes the entire formation to change direction in one step

Left Flank, March. The command "**Left Flank, HARCH**" is used to move the entire formation left quickly, for short distances and calls for a left facing maneuver while marching. The preparatory command, "**Left Flank**" is given as the left foot strikes the ground. The command of execution, "**HARCH**" is given the next time the left foot strikes the ground. All cadets in the flight take one more step and pivot on the right foot at the same time, turning 90° to the left and stepping off with the left foot. This causes the entire formation to change direction 90° in one step.

Column Right, March. The command "**Column Right, HARCH**" is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command "**Column Right**" is given as the right foot strikes the ground and the command of execution, "**HARCH**" is given the next time the right foot strikes the ground.

On the command, "**HARCH**," the first element takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, and suspends arm swing during the pivot. Step off with one 24-inch step and begin half steps with coordinated arm swings.

Each cadet in the first element follows the person in front of them and Divots in the same place. The second element takes one 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes two 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches to your right, then begin halt steps and establish dress and cover.

The third element takes one more 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes four 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches on the right. then begin half steps and establish dress and cover. As soon as the entire flight has turned and dress and cover is reestablished, the command, "**Forward, HARCH,**" is given.

Column Left, March. The command "**Column Left, HARCH**" is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command Column Left is given as the left foot strikes the ground and the command of execution, "**HARCH**" is given the next time the left foot strikes the ground.

On the command, "**HARCH,**" the third element takes one more 24-inch step, pivots 90 degrees to the left on the ball of the right foot, and suspends arm swing during the pivot. Step off with one 24-inch step and begin half steps with coordinated arm swing. Each cadet in the third element follows the person in front of them and Divots in the same place.

The second element takes one 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes two 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches to your left, then begin half steps and establish dress and cover.

The first element takes one more 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes four 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches on the left, then begin half steps and establish dress and cover As soon as the entire flight has turned and dress and cover is reestablished, the command, "**Forward, HARCH,**" is given.



30 Step Drill Sequence



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

59 Step Drill Sequence

1. Report In
2. Order Arms
3. Dress Right Dress
4. Ready Front
5. Parade Rest
6. Flight Attention
7. Count Off
8. Right Face
9. Close March
10. Extend March
11. Left Face
12. Open Ranks March
13. Close Ranks March
14. Left Face
15. About Face
16. Left Step March
17. Flight Halt
18. Left Face
19. About Face
20. Right Step March
21. Flight Halt
22. About Face
23. Right Face
24. Forward March
25. Column Right March (Forward March)
26. Column Right March (Forward March)
27. Left Flank
28. Right Flank
29. Column Left March (Forward March)
30. To The Rear March
31. To The Rear March
32. Flight Halt
33. Column Files To The Right
34. Flight Halt
35. Columns Three (Or Twos) To The Left
36. Column Left March (Forward March)
37. Half-Step March
38. Forward March
39. Column Left March (Forward March)
40. Change step march
41. Flight Halt
42. Column Half-Left March
43. Column Half-Left March
44. To The Rear March
45. To The Rear March
46. Eyes Right
47. Ready Front
48. Column Left March (Forward March)
49. Column Left March (Forward March)
50. Flight Halt
51. Forward March
52. Half-step March
53. Forward March
54. Counter March
55. Counter March
56. Left Flank
57. Change Step March
58. Flight Halt
59. Report Out

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CHAPTER NINE

SALUTING RULES

1. The salute is simply a greeting between military personnel. It is also a symbol of respect. Military personnel consider the salute as a courteous and respectful greeting between members, and it is among the oldest traditions binding military professionals together.
2. **Saluting Procedures:** Raise the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbow. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body, and parallel to the ground. Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of his/her glasses if worn. The rest of the body will remain at the position of attention. To complete the movement, bring the arm smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist and return to the position of attention.
3. There are special rules at Eau Gallie High School governing the salute and saluting times with which you must become completely familiar.
 - a. We salute at Eau Gallie High School when in uniform and out-of-doors. We also salute when on military installations and when on field trips. The lower ranking cadet initiates and holds the salute until it is returned or acknowledged.
 - b. Cadets not in uniform may render the salute as if they were in uniform to show respect.
 - c. All cadets will salute the SASI. Cadet airmen and NCOs will salute cadet officers.
 - d. If a cadet observes the American Flag passing (as in a parade) or being raised or lowered from any flag pole, he or she will assume the position of attention, render the hand salute and hold it until the flag has passed or reaches the summit or base of the staff. If the cadet is in civilian clothes, he or she will assume the position of attention with the right hand over the heart. If a cadet is wearing civilian headgear, he/she will remove it and hold it to his/her left shoulder so that the right hand is over the heart.
 - e. Cadet officers and NCOs should correct saluting violations in a courteous and helpful manner when such violations are made by cadet's junior to them. Repeated offenders will be subject to disciplinary action.

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CHAPTER TEN CADET EVALUATION

1. Cadet evaluation is broken down into academic and military performance:
 - a. **ACADEMIC PERFORMANCE:** The academic performance portion of a cadet's evaluation is based off of the course syllabus for the year and the Instructor's gradebook.
 - b. **MILITARY PERFORMANCE:** This evaluation system is used to determine cadet rank/staff promotions as well as in determining various awards and decorations. It is unique in that cadet performance is rated by fellow cadets and reviewed by the SASI/ASI. The following list identifies who is responsible for rating and reviewing each cadet:

<u>CADET</u>	<u>EVALUATOR</u>	<u>REVIEWER</u>
Corps Commander	ASI	SASI
Vice Commander	ASI	SASI
Chief Master Sergeant	CC/VCC	ASI
Inspector General	CC/VCC	ASI
Logistics Squadron Commander	IG	CC/VCC
Logistics Squadron Officer	LSC	IG
Logistics Squadron NCO	LSC	IG
Support Squadron Commander	IG	CC/VCC
Support Squadron Officer	SSC	IG
Training Squadron Commander	IG	CC/VCC
Training Squadron Officer	TSC	IG
Training Squadron NCO	TSC	IG
Operations Squadron Commander	IG	CC/VCC
Operations Squadron Officer	OSC	IG
Operations Squadron NCO	OSC	IG
Public Affairs	IG	CC/VCC
Information management	CMSgt	IG
Flight Commander	CMSgt	IG

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2. **General Rules for Cadet Evaluation:**

All rating information will be treated as privileged information. The SASI/ASI may add a brief evaluation as an endorsement to any report. Academic/leadership grades are also key factors in the selection of cadets for promotions, awards and decorations, field trips, special events, ROTC scholarships and U.S. military academy appointments.

Unlike grading or evaluation in other courses, you will be evaluated on several factors prior to being promoted. Evaluation will be in accordance with Chapter 13, “Promotion/Demotion of Cadets.” As in the active Air Force, you will be evaluated on the “whole person” concept with consideration given to each of the following qualities:

- Attitude and Military Bearing: What is the cadet’s attitude toward the program? Does he/she show proper respect? Is the uniform worn properly?
- Academic: How well does the cadet perform on examinations, class projects, and presentations in class? Are projects and assignments completed on time and in a thorough manner?
- Organization: How well does the cadet function in positions of leadership in the organization? Has the cadet earned the respect of subordinates? Does the cadet give proper consideration to subordinates?
- Co-Curricular Activity: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does he/she demonstrate excellence in outside team/school activities?
- Responsibility: There are innumerable ways in which a cadet can demonstrate responsibility. The most evident measures of responsibility for JROTC evaluation purposes are the following: Promptness in arriving for classes and formation; Cadet preparedness to assignments; Cadet’s responsibility for their actions.
- Service: Cadet’s community service, school and civic organization activity
- Organizational Support: Cadet’s performance of duties above and beyond those required.
- Physical Fitness: Cadet’s participation in the Health and Wellness Program.

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CHAPTER ELEVEN

CO-CURRICULAR PROJECTS

1. The Eau Gallie High School AFJROTC unit will be given the opportunity to participate in co-curricular projects to help reinforce the curriculum taught in the classroom.
2. Such projects may include:
 - A. Field trips to operational armed forces facilities, museums, airshows, etc.
 - B. Visits by military service recruiters, noted guest speakers, Army/Marine Rangers, etc.
 - C. Participation in local parades as marching units, Color Guards etc.
 - D. Community service and Fundraising events.
3. During such projects, all cadets are expected to be in uniform unless instructed otherwise. Proper military customs and courtesies, such as saluting will be practiced. Participation on field trips and co-curricular projects may be curtailed if a cadet has poor grades in any class and/or has had disciplinary issues. Cadets may not receive the credit of attending any such events due to lack of participation, disrespect or unreasonable behavior, all under the discretion of the commander of the event.

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CHAPTER TWELVE

SPECIAL PROGRAMS

All special programs in the corps will be overseen by the Operations Squadron Commander who is responsible for short and long range planning of all scheduled AFJROTC co curricular and extracurricular activities.

Co-curricular activities are designed and available to make the AFJROTC program more interesting and challenging. Cadets who participate will gain more exposure to leadership, teamwork, and citizenship training than those not participating.

In addition, cadets are encouraged to participate in the school's extracurricular activities, including sports, band, choir, and especially student government. These experiences will enhance the training and abilities of cadets to successfully plan and execute their AFJROTC activities and official duties.

While every cadet is encouraged to participate in as many of these activities as possible, there are no mandatory co-curricular and extracurricular events

Also, you must realize that prudent scheduling on your part is necessary. The AFJROTC co-curricular activities schedule of practices and events will not suffer to accommodate the schedule of the school's extracurricular activities.

Sometimes, even two AFJROTC activities may have scheduling conflicts. Therefore, you may often be faced with prioritizing your desires and making tough decisions. That is a real-world life experience.

Every AFJROTC activity will be supervised by an AFJROTC instructor and led by an experienced cadet charged with the responsibility of managing and recording the activities of each club or committee meeting.

This chapter describes some, but not all, of the AFJROTC co-curricular activities that may be available in a given school year. The deciding factors used to determine whether or not a particular activity will be offered are:

- Cadet participation.
- Instructor availability.
- Sufficient funding.

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PARTICIPATION

There are not always enough resources to allow all cadets to participate in all activities and field trips. Therefore, preference for participation is given to cadets whose academic, leadership, and demonstrated performance in other areas meets or exceeds standards. A positive attitude and good conduct and behavior records are also essential considerations.

The uniform is normally worn on field trips, orientation flights aboard Air Force or other service aircraft, and parades. **At the least, the Corps physical fitness uniform is required attire.**

Cadets must comply with the state and district "No Pass, No Play" rules for involvement in AFJROTC activities. Students will be required to maintain passing grades (70 or higher) in all subjects to actively participate or perform in activities. Special consideration is not granted for AP or Honors courses.

Failure to maintain passing grades on a nine week report will result in probation until the following five week report. While on probation, students may practice with special teams, but may not compete, perform, or participate in field trips

Cadets unable to achieve passing grades after the three week period will be suspended from all activities to allow more time to devote to the course(s) they are failing. A student on suspension will not be permitted to participate or practice in any activities during the suspension

DESCRIPTION OF SOME AVAILABLE ACTIVITIES

It is not feasible to include all the activities which an AFJROTC cadet can participate in during the school year, but the following addresses some of the major programs you may enjoy.

CURRICULUM IN ACTION (Field Trips).

CIA is a term used to describe school- sponsored co-curricular activities field trips) that directly support or serve as an extension of the AFJROTC curriculum.

Each school year, the Corps attempts to plan at least three out-of-town field trips.

KITTYHAWK AIR SOCIETY.

This national AFJROTC Honors Club to support, challenge, and honor those cadets who demonstrate academic excellence.

It is led by the KHAS Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the KHAS in all activities.

Cadets who are nominated for KHAS membership must meet all of the following criteria:

- Overall GPA of 3.0
- AFJROTC average of 4.0 ("A") for a one year period.
- No failing grades.
- Successfully completed at least one year of AFJROTC, as well as current AFJROTC enrollment.

COLOR GUARD.

The Color Guard presents the national, state, school, and unit flags at home sports events, parades, and other special events approved by the instructors. This elite unit is trained and commanded by the Color Guard Commander who is responsible for coordinating all Color Guard activities, including membership, attendance, equipment, scheduling, and team member credit toward ribbons and other awards.

Cadets who are nominated for Color Guard must meet all of the following criteria:

- Overall GPA of 3.0
- AFJROTC average of 4.0 ("A") Throughout the year.
- No failing grades.
- Successfully complete at least one year of AFJROTC, as well as current AFJROTC enrollment.

AWARENESS PRESENTATION TEAM

This team is an academic endeavor designed to provide positive role models for elementary and middle school students. It provides a practical application of skills learned in the leadership education portion of the AFJROTC curriculum. It is also crucial to our corps Recruiting efforts.

An APT team is normally composed of cadets selected by the instructors based on demeanor, verbal abilities, and professional appearance. The team is led by the APT Commander who is responsible for planning, organizing and leading the APT activities. The team is responsible for selecting topics, conducting research, writing, and presenting the material used. The instructors approve all topics and content. Team members should not be considered or advertised as experts.

They should be prepared to deliver brief presentations on a topic or current interest that can include, but is not limited to, high school dropouts, drug use and abuse, or stranger danger. Question and answer sessions are not part of APT presentations.

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MODEL ROCKETRY

Members of this activity will learn to build and launch model rockets. They are led by the Model Rocketry Commander who is responsible for coordinating with the Vice Commander and planning, organizing, and leading the Model Rocketry Club activities. This activity is closely supervised by the instructors with a special emphasis on safety. AFJROTC sponsored rocketry competitions are conducted in events such as altitude, duration, spot launches, and appearance. All launches are conducted under the National Association of Rocketry (NAR) rules and restrictions.

MODEL AEROSPACE MODELING.

Members in this activity will learn to build and show model aircraft and other aerospace vehicles. They are led by an Aerospace Modeling Commander who is responsible for coordinating with the Vice Commander and planning, organizing, and leading the Model Aerospace Club activities.

There are two competitive categories, static and flying.

- Static displays are built and displayed in the AFJROTC or general school area. Cadets will be required to give a short presentation on the aircraft's type, purpose, history, and capabilities in the classroom.
- Flying models (gas powered) compete in skill and accuracy competitions

ORIENTEERING.

Members in this activity will learn to use a map and compass together. They will run orienteering courses for fun and for competition. Advanced courses and competitions are available depending on the level of expertise of the team members. Members will also have an opportunity to go on overnight camping trips associated with these activities.

Cadets may participate on one or all of these teams. Participation as a member of any of these teams is a **privilege, not a right**. Everyone may try out for any of the teams, but actual selection to a team will be based on ability and commitment to the team. Cadets must first earn their positions and then maintain the standards that will enable them to keep those positions.

CHAPTER THIRTEEN

PROMOTION/DEMOTION OF CADETS

1. Promotion provides constant challenge and motivation to members of the active Air Force. Experience has shown that promotion also commands attention and respect from members of AFJROTC. This attention and respect are proper since the insignia of promotion reflects visible evidence of progression and standing among fellow cadets. The rank insignia is evidence of growing maturity, and the ability and willingness to accept additional responsibility. It reflects growth of leadership and the ability to direct others toward the attainment of objectives that results in effective organizational efforts.
2. Promotions in the Eau Gallie High School AFJROTC are based on academic and military performance. Each cadet should understand how selections for various command and staff positions are made to permit equal opportunity for qualification.
3. The promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. The following provisions apply:
 - a. Grade Rank: Rank is awarded based on years of satisfactory service in AFJROTC. The permanent maximum rank authorized for 1st year cadets is Cadet Airman First Class. 2nd year cadets are authorized Cadet Staff Sergeant. 3rd year cadets are authorized Cadet Master Sergeant. 4th year cadets are authorized the officer rank Cadet 2nd Lieutenant. 1st, 2nd, 3rd, and 4th year cadets can also receive officer ranks if they are on Cadet Staff. Ranks will be assigned near the end of each semester. Do respectfully note that cadets may not be promoted for various disciplinary reasons and may not reach the highest possible rank for their year.
 - b. Normally, cadets assigned to command and staff positions will not be awarded the highest rank authorized for these positions. This policy will allow promotion based upon actual performance in that position. The Unit Manning Document (UMD) authorizes the minimum and maximum grade structure and appears in Chapter 14 of the Cadet Guide.
 - c. No cadet will hold a grade higher than that authorized for their position. Exceptions will be made for 4th year cadets to permit them to retain the highest grade held in any position. Retention of the higher temporary grade will occur only if reassigned from that position to accommodate the cadet rotation system. The SASI may modify this grade retention policy for disciplinary reasons.

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4. The following policies govern appointments and promotions for FL-031:
- a. Flight Commanders will evaluate the performance of their Flight with orders from the Inspector General, usually consisting of evaluation and testing, and submit to the board of selected officers, created by the Corps Commander/Vice Corps Commander. The promotion board will consider all cadets recommended for promotion and will submit this list to the Inspector General. After the Inspector General has inspected and approved the list, it will be presented to the Corps Commander/Vice Corps Commander. After the Corps Commander/Vice Corps Commander has inspected and approved the list, it will be presented to the Inspector General, then to be directly presented to the SASI/ASI. A proposed promotion order will then be made by the Inspector General and presented at the next upcoming Command Staff meeting. Promotions become effective when approved and signed by the Corps Commander, Vice Corps Commander, Command Chief Master Sergeant, ASI and the SASI.
 - b. To be eligible for an appointment to a unit position, a cadet must possess at least an academic "B" average (3.0 GPA). Cadets must also demonstrate high moral character, military bearing and have the leadership potential to assume positions of higher responsibility.
 - c. The SASI/ASI may rotate cadet's duties within the unit to maximize leadership experience, if necessary.
 - d. Cadet accelerated promotions for exceptional performance will be determined by the SASI/ASI following recommendations of the Corps Commander/Vice Corps Commander.
 - e. Members of the Corps Staff have evaluations and promotions based on a separate process. Cadet Officers and NCO's that are on the Corps Staff are eligible for *one* rank promotion per academic school year.
 - f. After achieving the rank of Cadet Chief Master Sergeant or Cadet Colonel you are not eligible for promotion however It comes with a quarterly evaluation. That involves assembling a group of experienced individuals to assess the cadets' performance across various criteria. This evaluation board process ensures a fair and thorough assessment of Cadet Chief Master Sergeants and Cadet Colonels, providing them with valuable feedback for personal and professional development.

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- g. Although all positions come with a rank, some positions come with a rank that leaves with the end of the position's term. These are called Temporary Ranks. Once the cadet has finished the term, their temporary ranks will be removed, and they will receive the rank the cadet had before the temporary promotion, aka, their permanent ranks.
5. Again, we stress that the number of advanced positions of leadership are limited. There is only one Chief of Staff of the Air Force. Likewise, there can be only one Corps Commander at Eau Gallie High School. All the other roles and duties within the squadrons, however, are just as important and contribute to the overall effectiveness of the unit.
6. Demotion of Cadet Officers and NCOs: Cadet officers and NCOs may be reduced in rank, reasons for demotion include:
- a. Failure to maintain a passing grade in aerospace science or failure to maintain standards expected of a cadet officer/NCO. (High moral standards, Cadet Honor Code, etc. These standards include conduct both in and out of school.
 - b. Failure to satisfactorily perform additional duties as required by the Cadet Commander, Vice Commander, or SASI/ASI.
 - c. Failure to be supportive of the program or to display a positive attitude.
 - d. Missing 4 or more staff meetings conducted throughout the academic year.

CHAPTER FOURTEEN UNIT MANNING DOCUMENT

COMMAND STAFF

Rank

Corps Commander	C/Lt.Col - C/Col
Vice Corps Commander	C/Lt.Col - C/Col
Inspector General	C/Major - C/Lt.Col
Command Chief Master Sergeant	C/CMSgt

SQUADRON COMMANDERS

Logistics Squadron Commander	C/Captain - C/ Major
Support Squadron Commander	C/Captain - C/ Major
Training Squadron Commander	C/Captain - C/ Major
Operations Squadron Commander	C/Captain - C/ Major

SQUADRON OFFICERS

Logistics Squadron Officer	C/1 st Lt. - C/ Captain
Support Squadron Officer	C/1 st Lt. - C/ Captain
Training Squadron Officer	C/1 st Lt. - C/ Captain
Operations Squadron Officer	C/1 st Lt. - C/ Captain
Public Affairs Officer	C/1 st Lt. - C/ Captain

SUPPORT STAFF NON-COMMISSIONED OFFICERS

Logistics Squadron Non-Commissioned Officer	C/MSgt. - C/ SMSgt.
Operations Squadron Non-commissioned Officer	C/MSgt. - C/ SMSgt.
Training Squadron Non-Commissioned Officer	C/MSgt - C/SMSgt
Information Management Non-Commissioned Officer	C/TSgt - C/ MSgt.
Flight Commander	C/SSgt - C/ MSgt

ALL OFFICER POSITIONS ARE ELIGIBLE FOR ONE RANK UP PER ACADEMIC SCHOOL YEAR. ALL NCO POSITIONS THAT ARE RANKED AS CADET MASTER SERGEANT ARE ELIGIBLE FOR ONE RANK UP PER ACADEMIC SCHOOL

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CHAPTER FIFTEEN CADET UNIT JOB DESCRIPTIONS

CORPS COMMANDER

Authorized rank: **C/ Lt. Col - C/ Col**

- Develop specific policy and procedures for the day-to-day operation of the program.
- Establish standards for AFJROTC unit operations and cadet performance.
- Establish procedures to annually evaluate the operation, administration, and effectiveness of the overall AFJROTC Unit.
- When necessary, authorize substitution of noncommissioned officers for commissioned officers, and conversely, commissioned officers for noncommissioned officers when volunteers are unavailable and continuing the vacancy is deemed detrimental to the health of the unit.
- Conduct bi- monthly Staff meetings opposite to the Vice Commander.

VICE CORPS COMMANDER

Authorized rank: **C/ Lt.Col - C/ Col**

- In the absence of the Corps Commander, be responsible for all duties noted under Corps Commander.
- Manage all manpower and personnel actions to include fill actions, the day to day process, augmentation.

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VICE CORPS COMMANDER (Continued)

- Maintain proficiency with Unit Evaluation process to assist with overall annual inspection requirement.
- Conduct bi- monthly Staff meetings opposite to the Corps Commander

INSPECTOR GENERAL

Authorized rank: **C/ Major - C/ Lt. Col**

- Responsible for all evaluations in the corps.
- Responsible for all discrepancy and reward reports.
- Assist the Corps and Vice Commander by writing reports to help solve or better understand corps issues that need further investigation.
- Responsible for promotion systems in the corps.

COMMAND CHIEF MASTER SERGEANT

Authorized rank: **C/ CMSgt**

- Responsible for the enlisted corps and assists in the administration of the unit.
- Senior cadet NCO, who keeps the Vice Corps Commander advised of enlisted cadet concerns.
- Enforce AFJROTC standards of conduct and uniform wear and monitor overall drill proficiency.
- Ensure NCO's are adhering to the academic standards.

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COMMANDERS

LOGISTICS SQUADRON COMMANDER

Authorized rank: **C/ Captain - C/ Major**

- Assist the ASI in the issue, maintenance and turn in of accountable property.
- Assist the ASI in the inventory of accountable property.
- Maintain accurate records of all accountable property.
- Provide guidance to the cadet staff on proper supply discipline.
- Maintain a neat, clean and functional supply area.
- Ensure only authorized personnel have access to the supply room.
- Conduct Squadron staff meetings as required to ensure the administrative work for the
Squadron is accomplished in a timely and accurate manner.
- Create bi- weekly status reports on the squadron's productivity.

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SUPPORT SQUADRON COMMANDER

Authorized rank: **C/ Captain - C/ Major**

- Oversee, plan, and execute fundraisers for the Corps and its activities.
- Submit all forms and other needed information to schedule and coordinate fundraising events.
- Ensure professional appearance, discipline, and conduct of the support squadron.
- Conduct Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.
- Create bi- weekly status reports on the squadron's productivity.

TRAINING SQUADRON COMMANDER

Authorized rank: **C/ Captain - C/ Major**

- Keep track of any and all PT equipment and keep it all maintained accordingly
- Ensure that the cadet corps is knowledgeable in both PT and drill in accordance with Air Force Regulations and directives.
- Plan, organize, coordinate, direct, and train the Honor Guard to include drill team, color guard, JV drill team. Physical Training Teams are accountable ONLY at Drill Competitions.
- Ensure the Honor Guard is prepared for all competitions, parades, and other performances.

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TRAINING SQUADRON COMMANDER (Cont.)

- Conduct Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.
- Create bi- weekly status reports on the squadron's productivity.

OPERATIONS SQUADRON COMMANDER

Authorized rank: **C/ Captain - C/ Major**

- Ensure professional appearance, discipline, and conduct of the operations squadron.
- Ensure all operations squadron activities and events are conducted in accordance with regulations, directives, policies, and procedures.
- Oversee and execute Military Ball, Combat Dining-In, Ex-Ed Dance, as well as other events.
- Conduct Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.
- Overall Special Teams Commander and conducts all Special Team Events.
- Oversee all CIA trips and special team excursions.
- Create bi- weekly status reports on the squadron's productivity.

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OFFICERS

LOGISTICS SQUADRON OFFICER

Authorized Grade: **C/ 1st Lt. - C/ Captain**

- Keep the Logistics Squadron and flights informed on all activities.
- Support and organize all Logistics squadron events.
- Coordinate with and assist the Logistics Commander as needed.
- Assume command of Squadron in the absence of the Squadron Commander.
- Assisting the Corps Commander in organizing the squadron for pass-in-reviews and parades.

SUPPORT SQUADRON OFFICER

- Authorized Grade: **C/ 1st Lt. - C/ Captain**
- Keep the Support Squadron and flights informed on all activities.
- Support and organize all Support Squadron events.
- Assist the Support Commander in planning and coordinating fundraisers for the Corps.
- Requisition of all supplies prior to the day of the event.

TRAINING SQUADRON OFFICER

Authorized Grade: **C/ 1st Lt. - C/ Captain**

- Keep the Training Squadron and cadet class informed on all activities.
- Support and organize all Training Squadron events.
- Oversee cadet drill and Thursday PT's accordingly.

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TRAINING SQUADRON OFFICER (Cont.)

- Assist the Squadron Commander as needed.
- Record all PT scores and information.
- Ensure that the cadet corps is knowledgeable in both PT and drill in accordance with
Air Force Regulations and directives.

OPERATIONS SQUADRON OFFICER

Authorized rank: **C/ 1st Lt. - C/ Captain**

- Keep the Operations Squadron and flights informed on all activities.
- Support and organize all operations squadron events.
- Coordinate and assist the Operations Commander as needed.
- Requisition all needed supplies prior to the day of the event.
- Plan and execute Military Ball, Combat Dining-In, Ex-Ed Dance, as well as other
events.
- Plan all CIA trips and special team excursions.

PUBLIC AFFAIRS OFFICER

Authorized rank: **C/ 1st Lt. - C/ Captain**

- Work with the Flight Commanders in distribution of news and events.
- Take pictures of competitions and other AFJROTC functions.
- Ensure the professional image of AFJROTC in the community.
- Find and collect all articles and public releases involving the Corps.

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PUBLIC AFFAIRS OFFICER (Cont.)

- Work with Information management within distribution of information on our white board and Afjrotc section on brevard public schools website.
- Work with the school yearbook staff to display a positive image of the Corps.
- Keep the continuity binder neat, understandable, and updated.
- Create a monthly Cadet Gazette to keep the corps informed on all unit activities and upcoming events.
- Conduct weekly Press Corps Meetings as required to ensure the administrative work for the team is accomplished in a timely and accurate manner.
- Create bi- weekly status reports on the squadron's productivity.

NON-COMMISSIONED OFFICERS

LOGISTICS SQUADRON NCO

Authorized Grade: **C/ MSgt - C/ SMSgt**

- Assist the logistics squadron in any way possible.
- Evaluate flight activities within the guidelines established by AFJROTC regulations.
- Manage and communicate with flight commanders on distribution of uniforms
- Maintaining discipline at squadron activities.
- Assume command of Squadron in the absence of the Squadron Commander and ALL other officers assigned to that squadron

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TRAINING SQUADRON NCO

Authorized rank: **C/ MSgt - C/ SMSgt**

- Coordinate Thursday PT workouts and games.
- Assign cadets in charge of running Thursday PT's in their flight.
- Train the cadet corps with in-class drill.
- Ensure that the cadet corps is knowledgeable in both PT and drill in accordance with
Air Force Regulations and directives.
- Keep up to date attendance records of Honor Guard practice and Competitions.

OPERATIONS SQUADRON NCO

Authorized Grade: **C/ MSgt - C/ SMSgt**

- Coordinate and assist the Operations Commander as needed.
- Supervise all flight events and competitions.
- Manage and communicate with the planning committee for special events and outings.
- Organize and execute Military Ball, Combat Dining-In, Ex-Ed Dance, as well as other events.
- Organize all CIA trips and special team excursions.

INFORMATION MANAGEMENT

Authorized Rank: **C/ TSgt - C/ MSgt.**

- Manage all written documentation of staff related activities (sign-up sheets, receipts, etc).

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- Responsible for documenting notes during staff meetings and relaying them to the staff afterwards.
- Update all information on white board every morning before school and after school.
- Manage the information and descriptions on the Afjrotc website.

INFORMATION MANAGEMENT (Cont.)

- Organization and management of all position related binders/materials.
- Update and input all information into wings and to include ranks, ribbons, awards, service hours, pt scores, and uniform sizing and distribution.

FLIGHT COMMANDER

Authorized Rank: **C/ SSgt - C/ MSgt**

- Conduct attendance at the start of the class period.
- Lead the Flight in drill sequence and movements across the school.
- Initiate discipline and leadership amongst the Flight.
- Conduct announcements once class and the learning state of the Flight has begun/ended.
- Assist the SASI and ASI as required.
- Assist all squadrons in any way possible.
- Develop a Promotion list within your flights.
- Select Nominees for Cadet of the Month and Gold rope Inspections.
- Create bi- weekly status reports on the flight's productivity.

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FLIGHT LEADERSHIP

FLIGHT SERGEANT

Authorized Rank: C/ SSgt - C/ TSgt

- Stand as the Flight leader when the Flight Commander is absent.
- Describe daily events and tasks throughout the flight for the bi-weekly report.
- Designated media team member for the flight.
- Designated Pt and drill assistant.
- Information distributor to flight commander within any uniform necessities.
- Designated planning committee member.

GUIDE-ON BEARER

Authorized Rank: N/A

- Post the Flight Guide-On at the start of the class period.
- Carry and protect the Guide-On when the Flight travels to do activities such as Drill, or Inspection.

ELEMENT LEADER 1st – 4th

Authorized Grade: N/A

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- Stand as the Flight leader when the Flight Commander and the Flight Sergeant are absent.
- Lead your element in class related projects.
- Initiate leadership and discipline amongst your elements.

CHAPTER SIXTEEN CLOTHING AND EQUIPMENT ACCOUNT

1. Protecting government property is each cadet's responsibility. All uniform items except undershirts and socks are issued on a loan basis by the United States Air Force. These items remain the property of Eau Gallie High School. All uniform items and equipment must be accounted for at all times.
2. At the time the uniform is issued, each cadet will be required to sign a custody receipt form and initial on each line for individual items of uniform and equipment issued. Each item then becomes the personal responsibility of the cadet. If a cadet should lose or negligently destroy any part of the uniform, that cadet will be required to pay for a replacement item at the established price.
3. Uniform Rules:
 - A. DO NOT leave uniform items in unlocked lockers or other unattended places.
 - B. DO NOT lend uniform items to anyone.
 - C. DO NOT permit another cadet or person to turn in uniform items or textbooks.
 - D. DO NOT engage in sporting activities while in uniform.
 - E. DO NOT misplace any uniform items.
 - F. DO return any found equipment items to the JROTC Department.
 - G. DO return any items that become worn or unserviceable to the ASI. If the unserviceable condition is due to normal use, the items will be

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replaced at no cost. Any item that does not fit properly should be returned for replacement. Remember you represent the Air Force so look your best by maintaining your uniform in the best possible condition.

4. The United States Air Force uniform is the symbol of a proud and honorable service. Wear the uniform with pride and give it the care it deserves.

CHAPTER SEVENTEEN **DRESS AND APPEARANCE**

Every cadet will be issued a complete AFJROTC uniform complement (to include V-neck t-shirts and socks.) You must meet the Minimum standards outlined in this Cadet Guide for dress, appearance, and conduct at all times. The United States Air Force uniform is the symbol of a proud and honorable branch of the US Armed Forces. With the exception of the AFJROTC and unit patches, the uniform you wear is the same as the one worn around the world by active duty, National Guard, and reserve Air Force personnel. There are also many retired and former Air Force and other service personnel in the community who will certainly take notice of you and how you wear your uniform. Think about that every time you put it on, and remember: you will be viewed as a representative of the US Air force and Eau Gallie High School by everyone who sees you in it. The AFJROTC uniform is not a costume and should always be an authorized uniform combination. **Wear it properly and proudly!**

UNIFORM CARE AND MAINTENANCE

Cadets are responsible for maintaining all uniform items in a clean and orderly condition throughout the school year and prior to turn-in. You will be financially responsible for all avoidable damage to uniform items. According to federal law, paying for damaged government property does not permit you to keep the item. Damaged items must be returned for inventory purposes and accountability.

Dark blue uniform items--trousers, slacks, flight caps, ties/tabs, lightweight jackets, and service dress coats--must be dry cleaned only. Washing or ironing these items will damage them and you will be required to pay for them. Throughout the school year, light blue Uniform items--shirts and blouses may be machine washed on permanent press cycle and pressed with a clean iron on medium heat. However, shirts and blouses must be professionally cleaned and pressed before turn-in at the end of the school year or when the student is disenrolled.

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Female cadets may experience some difficulty placing name tags and other insignia on their uniforms because, unlike male shirts, blouses have no pockets to use as guides. Female cadets may find it helpful to have someone assist in placing these uniform items. But do not place any permanent marks on the blouse shirt and placement of devices. Buttons, belt buckles, and flight cap insignia are chrome plated and are designed to have a permanent shine. Do not try to shine them with liquid cleaners or shiners as it will only damage them. Also, most metal cleaners leave a residue that will damage the rest of the uniform. Tarnish build-up on metal can be "erased" adequately with a large pencil eraser.

ALTERATIONS

Alterations for proper fit are allowed only for the waist and length of pants, slacks, or skirts. Service dress coats may be altered only for proper sleeve length. All other alterations require the prior approval of an instructor. Unauthorized alterations are considered damage, and you will have to pay for the item. Do not remove an excess material as result of alterations. Also, never remove any tags fastened to uniform items.

UNIFORM TURN-IN

End-of-year uniform turn-in will begin on a day designated by the ASI. Uniform items must be returned 4 calendar days before the last full day of school for the year. Cadets disenrolled from AFJROTC before school ends must return all uniform items not later than 14 calendar days after the disenrollment. If you fail to return the uniform on time and properly cleaned, a "NOT CLEAR" notice will be filed with the school district and legal recourse will be pursued. Flight caps, service dress coats, shirts or blouses, trousers or slacks, ties or tabs, and lightweight blue jackets must be professionally cleaned and pressed after the last time you wear it and before you turn it in. Ensure the cleaners do not press military creases into shirts and blouses. You must present a dated, itemized receipt from the cleaners at the time of turn-in or you will not be cleared. (You may keep the receipt, but it must be shown at turn-in. All uniform name tags, badges, insignia, ribbons, medals, etc., issued to you must also be turned in at the end of the school year. National service awards and decorations presented at the Annual Awards Ceremony need not be returned.

WEARING THE UNIFORM

The uniform will only be worn while traveling to from, or while participating in, official AFJROTC activities. You will not wear the uniform participating in demonstrations, at partisan political activities, or crowd control, while hitchhiking, or any other inappropriate activity. You may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the instructors. Seek guidance and permission from the instructors first. Public displays of affection (PDA) toward any other person while in uniform is inappropriate and strictly prohibited. PDA includes, but is not limited to, holding hands, kissing, arms around another, and fondling. PDA does not include

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appropriate dancing while in uniform at approved social functions. PDAs while not in uniform are also inappropriate and prohibited among AFJROTC cadets. A student who has genuine respect for another student will keep his / her hands off of that student in public. Individuals who have respect for themselves will demand it from others. Inappropriate displays of affection will result in disciplinary action from the instructors.

You must wear the uniform one day each week. On the designated uniform day (Friday), you must wear the uniform properly for the entire school day, not just during your AFJROTC period.

School activities (i.e., band, cheerleading, athletics, etc.) or other Extenuating Circumstances determined by an AFJROTC instructor or the school principal to be beyond your control are the only reasons to allow the temporary removal of the uniform on designated uniform days.

Wearing the uniform is an honor and a privilege. Uniform wear is graded on a "pass/fail basis. You will receive zero (0) points if the uniform is not worn. Uniform wear will be inspected on uniform days for proper wear and appearance according to Air Force standards and a grade assigned for the overall appearance of the cadet. Cadets begin each inspection with 100 points and discrepancies will result in deduction of points. Failure to wear the uniform will result in a zero for that day's inspection. If you can't wear the uniform on the required day due to an excused absence, you will have to wear the uniform the next academic day (Monday/Tuesday) you have AFJROTC. If you fail to wear the uniform on the make-up day, it will result in a zero for the uniform inspection grade. Extended absences will be handled on a case-by-case basis. An excused absence is the only acceptable reason you can earn a make-up grade. A uniform that is clean and pressed is not an acceptable exception to wearing the uniform. You will not wear the uniform to non-AFJROTC activities without the consent of one of the instructors. If you have any question about whether it is proper to wear the uniform or not, ask an instructor first.

UNIFORM COMBINATIONS

Cadets will wear the service uniform or the service dress uniform. Special Teams (drill team, Color guard, orienteering, etc.) may be authorized special non-traditional combinations. The instructors will designate the appropriate uniform combination to be worn on a uniform day or special event.

Generally, only AFJROTC issued items will be worn as or on the uniform, whether basic or special. You may not wear any uniform item bought from Military Clothing Sales Stores, mail order catalogs, military surplus stores, or any other authorized or unauthorized source without the express consent of the instructors or as authorized in this

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Cadet Guide. With the exception of socks/hose undergarments. if we don't issue it to you, you can't wear it. ALSO, civilian clothing items will never be worn with, on, or over the AFJROTC uniform.

GENERAL UNIFORM STANDARDS

The uniform will always be neat, clean, pressed, proper fit, in good condition, zipped, snapped, or buttoned when worn. All loose strings and threads will be trimmed. All missing or loose buttons will be replaced. No bulky items will be placed in uniform pockets which bulge or protrude in any manner causing an unprofessional appearance. Pens and pencils concealed (not visible) in pockets and never tucked behind ears. However, it is recommended you not put pens or pencils in your shirt or pants pockets, as they can leak or stain and will destroy the uniform item. You will be financially responsible for ink damage to uniform items.

JEWELRY AND ACCESSORIES

A single conservative wristwatch may be worn. A single bracelet may be worn, but must be conservative and no wider than one inch. A maximum of three rings at any time may be worn (counting both hands). Thumb rings are NOT allowed. Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part visible through the uniform. Earrings--Females may wear one small spherical or square, conservative diamond, gold, white pearl, silver pierced or clip earring per earlobe, and the earring worn in each earlobe must match. They will fit tightly without extending below the earlobe. **Males are prohibited from wearing earrings** AFJROTC uniform and during AFJROTC activities. Eyeglasses and sunglasses will be free of ornamentation on frames and lenses. Eyeglasses will have clear, slightly tinted, or photosensitive lenses indoors or in formation. Sunglasses if worn will have conservative frames and lenses (faddish styles and mirrored lenses prohibited) and may be worn only outdoors. but never in formation. Necklaces, including religious medallions. if worn must be concealed under the uniform collar or undershirt. Headphones and earphones. are prohibited while in uniform. Cell phones can be worn/ clipped on the left side of the belt while in uniform. Umbrellas will be plain, solid colored black and carried only in the left hand. Attached cases, gym bags, and backpacks will only be carried in the left hand or over the shoulders. Books and other items will only be carried in the left hand. This is required for saluting purposes.

TATTOOS AND BRANDS

Tattoos or brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos or brands prejudicial to good order and discipline or of a nature that tends to bring discredit upon

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the Air Force are prohibited in and out of uniform. Any cadet obtaining unauthorized tattoos or brands will be immediately disenrolled from the AFJROTC program. (Excessive tattoos or brands will not be exposed or visible through the uniform) while in uniform. Excessive is defined as any tattoo or brand exceeding one-fourth of the exposed body part and any that are above the collarbone and readily visible when wearing an open-collar uniform.

<i>Item</i>	<i>Male Requirements</i>	<i>Female Requirements</i>
Facial Hair	Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.	Not allowed.
Cosmetics	Not Allowed	Will be conservative and in good taste.

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Hair	<p>Will be clean, well-groomed. if dyed, will be of one natural color. will not contain an excessive amount of grooming aids. will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. 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 cadets hair so that it conforms to the shape of the head, curving inward to Natural termination point. block cut is permitted with tapered appearance. will not be worn in an extreme or bad style or in such a way that exceeds length or both standards or is a safety hazard. 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 2 1/2 in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. will not have any visible foreign items attached to it.</p>	<p>Be clean, well groomed and neat. if dyed, will be of one natural color. will not contain an excessive amount of Grooming aids. will not touch eyebrows when groomed or protrude below the front band of most properly worn headgear. maybe visible in front of the women's flight cap. will be styled to present a professional appearance. will not include ornamentation such as ribbons or jeweled pins. plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the cadets hair color or black are permitted to keep hair in place. will not be worn and an extreme or bad style or be a safety hazard. will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the blouse collar at the back of the neck. will not exceed 4 inches in Bulk or prevent proper wear of headgear. locks, braids, twist, micro braids, French braids, dutch braids and cornrows are authorized.</p>
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Nail Polish	Not allowed.	Will be conservative, single color, and in good taste. Will not contain any ornamentation
Shirt (Attachment 7-10 & 7-11)	The blue shirt is required for All Uniform combinations, unless otherwise stated. The name tag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress code. the shirt will be fully tucked in with a “military tuck” (no creases or tucks in front). with arms bent at a 90° angle, sleeves should barely touch or come within 1 inch of the forearm. the shirt will have a tapered fit. The only presses will be on the sleeves; “military” presses on the front and back of the shirt are prohibited. all buttons on the shirt must be buttoned, except the top neck button if worn without tie.	The blue short sleeved blouse is required for All Uniform combinations, unless otherwise stated. The name tag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress code. the tuck in blouse (has shirt tails). the overblouse (has no shirt tails) will not be tucked in. with arms bent at a 90° angle, sleeves should barely touch or come within 1 inch of the forearm. the blouse will have a tapered fit. the only pressed creases will be on the sleeves; “military” creases on the front and back of the blouse are prohibited. all buttons on the blouse must be buttoned, except the top neck button if worn without tab.
Tie/Tab	Tie is optional unless worn with the service dress uniform. when worn, the tie must never be loosened or the top button of the shirt unfastened.	Tab is optional unless worn with the service dress uniform. when worn, the tab must never be loosened or the top button of the blouse unfastened.

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Pants	<p>Trousers will be trim fitted with no bunting at the waist or bagging at the seat. knee and bottom leg will not be altered Beyond current specifications. The waistband will be worn around the waist and the front of the trouser legs rest on the front of the shoe with a slight break in the crease and the back of the trouser leg will be approximately 7/8 inch longer than the front. The trousers will be full cut, straight hanging and without pleats and cuffs.</p>	<p>Slacks fit naturally over the hips, no bunching at the waist or bagging at the seat. They are tailored, straight hanging, and no flare at bottom. The waistband will be worn around the waist and the front of flat legs rest on the front of the shoe with a slight break in the crease and the back of the slack leg will be approximately 7/8 an inch longer than the front. Trousers will be full cut, straight hanging and without pleat or cuffs.</p>
Belt	<p>The blue belt and Silver Buckle are mandatory. The silver tip end of the belt extends beyond the buckle facing the wearers left with no blue fabric showing. you will establish and maintain a “gigline” by lining up the leading edge of the shirt, the right edge of the belt buckle, and the leading edge of the trouser fly to form one straight line down the front of the uniform.</p>	<p>The blue belt silver buckle are mandatory on slacks with belt loops. The silver tip and of the belt extends beyond The Buckle facing the where is right with no blue fabric showing. you must establish and maintain a “gigline” by lining up the leading edge of the slack fly to form one straight line down the front of the uniform.</p>

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Shoes	For first- and second year Cadets, Oxford lace-up style shoes issued by AFJROTC are the only choice authorized for wear with the service uniform. they will always be black, clean, and highly shined including the edge of the soles.Ensure the laces are tucked away conservatively. This will require a considerable amount of work on your part to get a shine with a brand new pair of military issue leather shoes. never use liquid cleaner, polish, or floor wax because they will cause the leather to dry and crack severely, ruining the shoes..	
Socks/Hose	Socks are mandatory. Only black plain socks without design are authorized.	Hose or socks are mandatory. Only black plain socks without design are authorized.Hose must be sheer,nylon in neutral, dark brown, black or off black, or dark blue shades that compliment the uniform and the cadets skin tone. Do not wear patterned Hose.
Lightweight Blue Jacket (Attachment 7-7)	Will be zipped up at least half way. Not authorized for wear with service dress uniform. Insulated liner is optional. Rank insignia and shoulder patches are the only items to lightweight jacket.	
Flight Cap (Attachment 7-3)	Worn tilted slightly to your right with a vertical crease of the cap in line with the Center of your forehead, in a straight line with your nose. Cap rests about 1 inch of eyebrows in front. but not worn, tuck it under the belt on the left side, between first and second belt loops, but the cap will not fold over the belt. Cap Insignia is required for officers.	Worn tilted slightly to your right with a vertical crease of the cap in line with the Center of your forehead, in a straight line with your nose. The cap rests about 1 inch above eyebrows and front. When not worn, tuck it under the belt on the left side (with slacks with belt loops), between first and second belt loops, but the cap will not fold over the belt. cap

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		insignia is required for officers.
Undergarments	Undershorts and undershirts (white V-neck, U-neck, or athletic style only) are mandatory.	Bra and underwear are mandatory. You may wear other appropriate undergarments as necessary, provided they are not visible at the neck when worn with an open collar.
Service Dress Coat (Attachment 7-8 & 7-9)	All buttons must be fastened when wearing the coat. When worn, name tag and AFJROTC rank insignia, badges, and ribbons you have earned are worn on the coat instead of the shirt or blouse. A tie or tab is always worn with any service dress code. you are allowed to remove the service dress code in a classroom. however, the coat will be put back on and all buttons fastened before leaving the classroom. This rule applies to all classes attended in uniform, not just your AFJROTC class.	

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CHAPTER EIGHTEEN

AWARDS & DECORATIONS

Chapter 7 of this Operational Supplement (Ops Sup) describes how *Air Force Junior ROTC (AFJROTC) and Space Force Junior ROTC (SFJROTC) cadets* will wear the uniform and maintain Air Force grooming standards while in uniform. Incorporating Change 3 to DAFI 36-2903, dated 3 December 2021, describes how to properly wear the Air Force uniform and this Operations Supplement describes how AFJROTC and SFJROTC cadets will wear rank, ribbons, medals, and other accouterments. Cadets are wearing the same basic uniform as the active duty Air Force, and they will be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC and SFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

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

Summary of Changes: Specifically, 1) allows hands in pockets while standing or walking and beverage consumption as indicated while walking; 2) changes male hair bulk standard to 2.5 inches; 3) authorizes female hair accessories up to a 2-inch width; 4) regulates female eyelash extensions to natural eyelash color, not to exceed 14 millimeters in length; 5) authorizes permanent cosmetics for men, scalp only; 6) authorizes wear of transparent piercing spacers (for ears only, not for eyebrows lip or nose piercing); 7) authorizes a ring to be worn on the thumb; 8) authorizes use of cell phone while walking; 9) authorizes females optional wear of hosiery with dress uniforms; 10) authorizes physical training gear short and long sleeve shirts to be worn tucked or untucked; 11) clarified instructions for beards allowed for medical reason; 12) clarified instruction regarding authorized male and female hair color; 13) added seven new Leadership Development Requirement (LDR) ribbons; 14) removed Cyber Patriot and StellarXplorers pins/badges (replaced with ribbons); 15) added prohibitive guidance on gauge plugs for holes in ears, 16) extended the wear date for the COVID-19 Ribbon from 1 March 2020 to 30 June 2022, 17) added guidance on wear of black Space Force JROTC (SFJROTC) Lamp of Knowledge Patch, 18) added visual aids for SFJROTC cadets service dress and semi-formal dress uniform and 19) publication was updated to reflect AFJROTC and SFJROTC cadets and units.

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ACCOUTREMENTS (GENERAL)

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

7.2. Aviation Badges and Flight Suits. Cadets will wear one of the following badges in rank order: (lowest to highest) Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. Flight Suits are authorized for those cadets who meet all requirements listed in paragraphs 7.2.1. – 7.2.4. Purchase flight suits through WINGS/FEDMALL. Flight Suits are accountable uniforms items and must be issued/returned via WINGS. (See Attachment 7-13).

7.2.1. Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or unpowered aircraft. Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

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

7.2.2. Unmanned Aircraft Badge. Awarded for successful completion of the Remote Pilot Certification Test. Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge.

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

7.2.3. Aviation Ground School Badge. Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider). Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge.

7.2.4. Flight suits are authorized for cadets enrolled in Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who passed the written test, and/or have been awarded the aviation ground

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school/unmanned aircraft badge. Otherwise, flight suits will be returned to the unit's logistics inventory via WINGS. (See Attachment 7-13).

7.2.5. Flight Certificate Badge. The Flight Certificate Badge is the highest aviation badge awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non- powered aircraft. Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's Flight Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge.

7.2.5.1. Flight suits are authorized for cadets that have earned the private pilot's flight certificate badge or have successfully completed the Flight Academy program. (See Attachment 7-13).

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

7.2.7. Kitty Hawk Air Society Badge. Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Air Society Badge.

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

The certificate is used to present the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

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

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

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

7.2.11. Other Badges or Pins. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC and SFJROTC uniform combination. Pins given to CyberPatriot and Stellar Explorer cadets will not be worn on the AFJROTC and SFJROTC uniforms).

7.2.12. Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC and SFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.

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

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

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

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

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

7.2.14.1. Badges are earned through CMP and units can visit www.thecmp.org for additional information on how to qualify for the badges.

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

7.3. Shoulder patches, cords and tabs.

7.3.1. AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge). Wear of the AFJROTC and /SFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat. White/Black Lamp of Knowledge patch will be worn on the

ABUs front left pocket and on the left shoulder of OCPs/affix with Velcro. Flight Suit – the white/black, Lamp of Knowledge patch (white/black circular AFJROTC and SFJROTC patches), will be worn on the right sleeve (shoulder); see para 7.3.3 if the unit has an approved Unit Patch. All flight suit patches will be displaced utilizing Velcro or may be sewn onto the flight suit. (See Attachment 7-13, Note 2). Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC and SFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

7.3.2. The American Flag patch – Flight Suit, is mandatory and will be worn on the left shoulder and will be full color (cloth) centered at the top of Velcro. (See Attachment 7-13, Note 3).

7.3.2.1. The American Flag patch - OCPs is mandatory and will be worn on the right shoulder and will be full color (cloth) centered at the top of the Velcro. (See Attachment 7-6b, Note 2).

7.3.2.2. The American Flag patch will not be worn with any other uniforms other than those in paragraphs 7.3.2 and 7.3.2.1.

7.3.3. Unit Patch. Optional. If worn, must be on the right shoulder only (ABU on front right pocket and for OCPs the unit patch on the right shoulder (affixed with Velcro) below the American Flag patch; if no unit patch is available leave blank. Flight Suit – if a unit patch is available, the Unit Patch may be worn on the right sleeve (shoulder) replacing the white/black Lamp of Knowledge patch. All flight suit patches will be displaced utilizing Velcro (or may be sewn onto the flight suit). Unit patches must be approved by HQ AFJROTC via the waiver's module in WINGS prior to purchase or use.

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

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

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

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the tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, the shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each in the Cadet Guide or Unit Operating Instructions. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.

7.6. Awards and Decorations.

7.6.1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, esprit- de-corps, and recognizes achievements of AFJROTC and SFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons. (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.,). Only medals specifically designated within this Operational Supplement (para 7.6.3.2) and depicted on the AFJROTC and SFJROTC Ribbon Chart are approved.

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

7.6.1.2. Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).

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

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

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

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

7.6.2.2. Awards have been categorized into four categories

7.6.2.2.1. Authorized to present and wear (Paras 7.6.3.1, 7.6.3.2. and 7.6.3.3.)

7.6.2.2.2. Authorized to present and unauthorized to wear (Paras 7.6.3.5 and 7.6.3.6)

7.6.2.2.3. Unauthorized. Host organizations may submit a package to present (Para 7.6.6.)

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

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

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

7.6.2.5. Local organizations such as banks, local businesses, military Top 3 organizations, Chiefs' Groups, etc., may present awards to cadets. Only the

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awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

7.6.3. Order of Precedence of medals and ribbons.

7.6.3.1. Authorized Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and SFJROTC and may not receive the same National-level award twice during their AFJROTC and SFJROTC career (this does not apply to National competition awards). Medals will not be worn on regular uniform days.

7.6.3.2. Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case-by-case basis. Unit must uphold the “spirit of intent” of an award.

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Organization of America (ROA) Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)

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21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Joint Service Academic Bowl (JLAB) Team Ribbon
47. CyberPatriot Team Ribbon
48. StellarXplorers Team Ribbon
49. Raider Team Ribbon
50. Military Model Building Team Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotic Club/Team Ribbon
53. Good Conduct Ribbon
54. Service Ribbon
55. Health and Wellness Ribbon
56. Recruiting Ribbon
57. Activities Ribbon
58. Attendance Ribbon

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- 59. Dress and Appearance Ribbon
- 60. Longevity Ribbon
- 61. Bataan Death March Memorial Hike Ribbon
- 62. Patriotic Flag Ribbon
- 63. COVID-19 Ribbon

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

- 64. General Carl Spaatz Award
- 65. General Ira C. Eaker Award
- 66. Amelia Earhart Award
- 67. General Billy Mitchell Award
- 68. General J.F. Curry Achievement Award

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

7.6.3.5. The following National-level organizations may present awards to AFJROTC and SFJROTC cadets, but ribbons are not authorized for wear on the cadet uniform. Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

- 1. National Society Daughters of the American Colonists (NSDAC)
- 2. National Society, Daughters of Founders and Patriots of America (NSDFPA)
- 3. Military Order of Foreign Wars of the United States (MOFW)

7.6.3.6. Congressionally chartered Veterans Service Organization (VSO), recognized by the Department of Veteran Affairs; may present awards to cadets. However, unless authorized on the AFJROTC and SFJROTC Ribbon Chart these awards may not be worn on the cadet uniform.

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

1. African American Post Traumatic Stress Disorder Association
2. American Ex-Prisoners of War
3. American GI Forum of The United States
4. The American Legion (approved on Ribbon Chart)
5. American Red Cross
6. American Veterans Association (AMVETS) (approved on Ribbon Chart)
7. Army and Navy Union, USA, Inc.
8. Blinded Veterans Association
9. Catholic War Veterans, USA, Inc.
10. Disabled American Veterans
11. Fleet Reserve Association
12. Gold Star Wives of America, Inc.
13. Italian American War Veterans of The United States
14. Jewish War Veterans of the USA (sent in a package this year to be included)
15. Legion of Valor of the USA, Inc.
16. Marine Corps League
17. Military Officers Association of America (MOAA) (approved on AFJROTC Ribbon Chart)
18. Military Order of The Purple Heart of the USA, Inc. (approved on Ribbon Chart)
19. National Association for Black Veterans, Inc.
20. National Association of County Veterans Service Officers, Inc.
21. National Veterans Legal Services Program
22. National Veterans Organization of America (NVOA)
23. Paralyzed Veterans of America
24. Polish Legion of American Veterans, USA
25. Swords to Plowshares: Veterans Rights Organization
26. The Retired Enlisted Association (TREA) (approved on Ribbon Chart)
27. Veterans of Foreign Wars of the United States (approved on Ribbon Chart)

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

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64. Eighth Air Force Historical Society
65. Enlisted Association of the National Guard of the US
66. Help Heal Veterans
67. Homeless and Disabled Veterans
68. Iraq/Afghanistan Veterans of America
69. Japanese American Veterans Assoc.
70. Korea Veterans of America
71. Marine Corps Reserve Association
72. The Mission Continues
73. NAM-POWS Corporation
74. National American Indian Veterans
75. National Alliance on Mentally Illness
76. National Association of Atomic Veterans
77. National Association of American Veterans
78. National Association of Black Military Women (NABMW)
79. National Association of Fleet Tug Sailors, Inc.
80. National Association of State Veterans Homes
- New Mexico Veterans Center
81. National Coalition for Homeless Veterans
82. National Disabled Veteran Business Council
83. National 4th Infantry (IVY) Division Association
84. National Guard Association of the US
85. National Gulf War Resource Center, Inc.
86. National League of Families
87. National Military Family Association
88. National Veterans Foundation
89. National Society Daughters of the American Revolution (approved on Ribbon Chart)
90. Naval Enlisted Reserve Association
91. Navy League of the United States
92. Navy Nurse Corp. Association
93. Navy Seabee Veterans of America
94. Reserve Organization of America (ROA) (approved on Ribbon Chart)
95. Society of Military Widows
96. Society of Medical Consultants to the Armed Forces (SMCAF)
97. Student Veterans of America
98. Team Rubicon

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99. Team RWB
100. The Forty & Eight
101. The Red River Valley Fighter Pilot Association
102. TLC Brotherhood, Inc., Veterans of Thailand, Laos, Cambodia in Vietnam War
103. Tragedy Assistance Program for Survivors, Inc
104. Travis Manion Foundation
105. United States Army Warrant Officers Association
106. United States Merchant Marine Veterans of World War II
107. United States Navy Cruiser Sailors Association
108. USCG Chief Petty Officers Association
109. Veterans and Military Families for Progress 110. Veterans for Common Sense 111. Veterans of Modern Warfare, Inc.
112. Veterans of the Battle of the Bulge
113. Vietnam Women's Memorial Foundation, Inc.
114. Women in Military Service for America Memorial Foundation, Inc.
115. Women Marines Association
116. Women Overseas Service Association

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

7.6.5. Badges or insignia from Active Duty, Guard, Reserve, or any other non-JROTC and SFJROTC group are not authorized on the AFJROTC and SFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC and SFJROTC uniform.

7.6.6. External organizations wishing to be recognized by HQ AFJROTC see the HQ AFJROTC Process for External Cadet Award Request worksheet to request recognition. Annually (month of May), a board will convene, composed of the Deputy Director, Division Chiefs and all Regional Directors to review and/or recommend approval/disapproval to the Director on new external awards.

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The Director has sole approval authority of any new external award worn by AFJROTC and SFJROTC cadets. If the new award is approved it will be added to this publication and the ribbon/awards chart.

7.6.7. The Office of the Secretary of Defense in regard to the Sons of the Confederate Veterans, aka the H.L. Hunley Award, and United Daughters of the Confederacy. These awards are not approved and therefore are “not acceptable for presentation or wearing on uniforms in any of the JROTC programs.” This policy applies to all JROTC service programs. If units have presented this award in the past to AFJROTC and SFJROTC cadets do not allow the cadet to wear the ribbon/medal and do not allow these organizations to present these awards.

HQ AFJROTC Process for External Cadet Award Requests

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

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7.7. Descriptions and Criteria of Medals and Ribbons. Ribbons will not be worn with Medals (either the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

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

7.7.1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The



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

7.7.2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The



Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards to the jrotc.jrs.support@au.af.edu mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate

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eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

7.7.3. Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award to the jrotc.jrs.support@au.af.edu mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ



AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

7.7.4. Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished



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IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MILPER funds. For each additional award earned an additional large silver star will be awarded.

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



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

National-level Awards

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

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




once. This AFA- sponsored award 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). Ribbon for this award may be worn on the cadet's ribbon rack

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

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

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

7.7.7. Daedalian Award. Cadets may only receive this award once. The Order of  Daedalians was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

7.7.7.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 7- 17 for list of award points of contact.

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



receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular

uniform days or during any type of competition.

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

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

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

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



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

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

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

7.7.9.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award no later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

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7.7.10. American Legion General Military Excellence Award. Cadets may only



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

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

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

7.7.10.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award no later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

7.7.11. Reserve Organization of American (ROA) Award. Cadets may only receive



this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from ROA)

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

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

7.7.11.2. The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA

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representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Organization of America. See Attachment 7-17 for list of award points of contact.

7.7.12. Military Officers Association of America (MOAA) Award. Cadets may only



receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

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



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

7.7.13.1. This award is 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

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actively engaged in the AFJROTC and SFJROTC program and who possesses individual characteristics contributing to leadership.

Each cadet must:

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

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

7.7.14. National Society United States Daughters 1812 Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



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

7.7.15. National Sojourners Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



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

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.

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- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

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

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



award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type

of competition.

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

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

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

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



award once. Ribbon for this award may be worn on the cadet's

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

7.7.17.1. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC and SFJROTC program and demonstrates leadership ability.

(Seniors are not eligible) Each cadet must:

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

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

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



this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

7.7.18.1. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC and SFJROTC 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 and SFJROTC program.
- Be in the top 10% of their AFJROTC and SFJROTC class.
- Be in the top 25% of their overall class.

7.7.18.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC and SFJROTC units in their state. A

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representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter

7.7.19. Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)

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

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

7.7.20. American Veterans (AMVETS) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



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

- A positive attitude toward AFJROTC and SFJROTC 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).

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- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

7.7.20.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

7.7.21. Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



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

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

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

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



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

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

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

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

7.7.23. The Retired Enlisted Association (TREA) Award. Cadets may only receive



this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC and SFJROTC cadet while serving in an Enlisted Rank. The

selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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7.7.24. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic



Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC and SFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

7.7.24.1. SASI may go online at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

7.7.25. Air Commando Association Award. Cadets may only receive this award once.



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

7.7.26. Distinguished Unit Award with Merit (DAUM). Award consists of a ribbon



awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria

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must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.

7.7.27. Distinguished Unit Award (DUA). Is a ribbon awarded to cadets enrolled



during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.

7.7.28. Outstanding Organization Award (OOA). Is a ribbon awarded to cadets



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

7.7.29. Outstanding Flight Ribbon. Is a ribbon awarded each academic term to



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

7.7.30. Top Performer Award. The award consists of a ribbon and certificate



presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC and SFJROTC.

7.7.30.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

7.7.31. Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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

7.7.32. Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC and SFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



7.7.33. Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC and SFJROTC. Present the ribbon for a single or sustained performance



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of a superior nature. Ensure the award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

7.7.34. Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC and SFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf clusters will be awarded.



7.7.35. Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC and SFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



7.7.36. Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit's Cadet Guide.



7.7.37. Special Teams Placement Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



7.7.38. All-Service National Competition Award. Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams,



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Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

7.7.39. Air Force Nationals Competition Award. Is a medal/ribbon awarded to team



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

7.7.40. Orienteering Ribbon. Is a ribbon awarded to team members for completing a



unit-specific Orienteering program as part of the unit curriculum. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.41. Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon



awarded at the SASI's discretion for leadership in AFJROTC and SFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.42. Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at



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least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.43. Color Guard Ribbon. Cadets must perform at least 5 color guard



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

7.7.44. Saber Team Ribbon. Cadets must perform at least 3 saber team performance



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

7.7.45. Marksmanship Team Ribbon. Cadets must be on the marksmanship team for



an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf clusters will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.46. Joint Leadership Academic Bowl (JLAB) Ribbon. Cadets must be a member



of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

7.7.47. CyberPatriot Ribbon. Cadets must be a member of the CyberPatriot team.

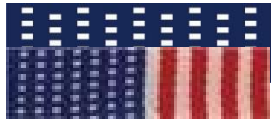


Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf

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cluster will be used for the award of the fifth bronze oak leaf cluster. (This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)

7.7.48. StellarXplorers Ribbon. Cadets must be a member of the StellarXplorers team. 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. (This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)



7.7.49. Raiders Team Ribbon. Cadets must be a member of the Raiders Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



7.7.50. Military Model Building Team Ribbon. Cadets must be a member of the Military Model Building Team. 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 bronze oak leaf cluster.



7.7.51. Unmanned Aircraft Systems (UAS) Ribbon. Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. 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.



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7.7.52. Robotics Ribbon. Cadets must be a member of the Robotics club/team.



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

7.7.53. Good Conduct Ribbon. Cadets must not have received a referral (this



includes no ISS/OSS) for an academic term (cadets may only receive one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.54. Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC and SFJROTC service projects.



Limit to members whose active participation in service projects contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.55. Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit



health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the

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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.) Criteria for this award will be published in the unit's Cadet Guide.

7.7.56. Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of



unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC and SFJROTC . Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf clusters will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.57. Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.58. Attendance Ribbon. Is awarded to cadets who have no more than three school



absences during academic term (cadets may only receive one award annually). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

7.7.59. Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or



higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. For each additional

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

7.7.60. **Longevity Ribbon**. Is a ribbon awarded for successful completion of each AFJROTC and SFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC and SFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



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

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7.7.63. **COVID-19 Ribbon**. Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC and SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated and completed in an on-line, virtual, or on campus in person, AFJROTC and SFJROTC course during this period. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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CHAPTER NINETEEN

RESERVE CADET DEFINITION & PARTICIPATION REQUIREMENTS

7.1.4. Reserve Cadet. A Reserve Cadet is basically a cadet who cannot enroll in 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:

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

7.1.4.2. 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).

7.1.4.3. 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.

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

7.1.4.5. 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 towards minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

CHAPTER TWENTY

WINGS

7.1.5. 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.

7.2. WINGS Utilization. WINGS is the AFJROTC official system of record and its use is mandatory. Instructors and cadets will use WINGS in daily unit operations for obtaining current regulatory guidance, forms, and information, as well as to ensure compliance with all AFJROTC policies.

7.2.1. Each instructor will log into WINGS and the instructor's AFIROTC.com email at least weekly to ensure he/she remains current on all announcements, performs all required system updates, and meets all required suspenses.

7.2.2. Waivers. All waivers, regardless of subject, must be requested and approved in WINGS. Any waiver not residing in WINGS is not a valid waiver. Any prior legacy or verbal waiver (e-mail, letter, etc.) previously approved must be re-accomplished in WINGS for continuance. All dress and appearance waivers must be submitted via WINGS and include two photos (front and side view of a cadet wearing the items requested. This includes waivers for all unique Co-Curricular team uniforms.

7.2.2.1. Curriculum Waivers will be requested in the "Define Unit Courses" module by first building the course as needed and then requesting a waiver via the link entitled "Request Content Waiver for this Course." All curriculum waivers will be boarded and approved by Holm Center JROTC Education & technology Integration.

7.2.3. Events. All Leadership Development Requirements (LDR), community service activities, CIA trips, fundraisers and competitions will be annotated in the WINGS "Events" Module within one week of the event to maintain accurate and up-to-date information throughout the school year.

7.2.3.1. LDRs (aka: Co-curricular) are activities which are a critical component of a successful AFJROTC unit and will be incorporated into the program. Operation and supervision of DR activities are to be considered a shared responsibility between the SASI and ASI(s). LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. Units should offer a sufficient variety of LDR activities (planning committees or teams) to attract maximum cadet participation. Committees plan events such as the Military Ball, parades, award ceremonies, etc. Teams participate in drill competitions, orienteering competitions, Raiders team/competition, Color Guard, marksmanship, Saber Team, model rocketry, multicopter, RC airplane, PT Teams, APT Teams, etc. NOTE: LDR activities does not include CIA Trips, but could include community service (i.e., Color Guard presenting Colors, teams serving the community). Instructors will closely monitor WINGS "events" entries by cadets to ensure each entry is thorough and accurate.

7.2.3.2. Instructors and cadets will be positive AFJROTC ambassadors and perform AFJROTC program outreach to school leadership, school boards, school district leadership, community organizations and leaders, etc.

7.2.3.3. Community Service. Community Service is defined as voluntary, unpaid work intended to help or benefit a person, or persons, in a particular area. AFJROTC Community Service activities are unpaid AFJROTC-sponsored and school-approved events which are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC instructor to help or benefit the school or community. Units will annotate in WINGS only those activities which meet this Community Service criteria within one week of the event. Units will enter only the true community service hours worked in WINGS. Any prior- or post-preparation time (before or after the event) will be documented as a separate co-curricular event in WINGS. Any planning sessions (pre or post event) will be documented as a separate co-curricular event. Additionally, practice sessions (i.e., color guard, saber team. etc.) in advance of an event will not be logged for community service. The unit will not document nor count any community service hours conducted by an individual cadet when the cadet is not operating under the auspice of AFROTC. For example, if the cadet is doing community service projects with their church or boy/girl scout organization, those hours cannot be attributed to AFJROTC due to it not meeting the required criteria.

7.2.3.4. When an AFROTC unit conducts a fundraising activity for the monetary benefit of the unit, it will be annotated in WINGS as a 'Fundraiser.' When a fundraising activity is accomplished solely to raise money for another entity or organization, the event would meet the required criteria for a community service event. NOTE: Units will adhere to uniform guidelines in this instruction and AFJROTC Consolidated Operational Supplement, Chapter 7.

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7.2.4. Instructors will ensure all of their school contact information, including instructors, superintendent, and principal names, as well as all school and unit addresses and phone numbers, are kept current.

7.2.5. Self-Assessments are required annually NLT 15 March or NLT 30 days prior to an external evaluation (whichever comes first). The HQ-AFJROTC representative will review the self-assessment prior to external visits to evaluate the accuracy and thoroughness of the unit's self-assessment, findings and corrective actions. NOTE: Unit-identified findings must be consistent with findings identified during the external evaluation to avoid a potential discrepancy during an external evaluation.

7.2.6. Cadet Access. Instructors will manage cadet access to include entering cadet leaders to the JROTC Cadet Access area of WINGS, as well as monitoring and approving changes made by cadet leaders.

CHAPTER TWENTY ONE

PHYSICAL FITNESS & WELLNESS PROGRAM

The primary objective of the AFJROTC Wellness program is to encourage cadets to exercise regularly, watch their diet, and pursue activities determined to improve their physical health and well-being. The AFJROTC program strives to promote the total fitness concept in its curriculum and activities. At the discretion of the SASI, cadets will be allowed to change into appropriate fitness clothing during physical fitness activities. The AFJROTC PT Uniform may not be mixed with any combination of the Air Force Uniform. Cadets' physical fitness often affects their mental fitness. The AFJROTC curriculum addresses topics that include general health guidelines, stress and time management, and concepts affecting self-esteem. The curriculum, however, does not prescribe a strict and rigorous physical fitness program. Instead, it tries to help you understand the value and methods of good physical conditioning, and then allows you to start and pursue activities which you have determined will best meet your needs.

CADET HEALTH AND WELLNESS PROGRAM

The Cadet Health and Wellness Program Ribbon is awarded by the SASI for participation in the Presidential Physical Fitness Program. All cadets who participate in the Presidential Physical Fitness Program will receive the Health and Wellness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85- 95 they will wear a Silver Star. If they receive a 96-100 percent they will wear the Gold Star on the ribbon. Units will load the initial baseline exercises into WINGS at the beginning of the school year and then again at the end of the school year to get the final baseline. Awarding of the Ribbon is based on the final baseline.

THE YOUTH PHYSICAL FITNESS PROGRAM

The Youth Physical Fitness Program helps assess the current fitness level of youth aged 6–17, and offers awards to encourage them to stay active. Students can try as often as they'd like. Remember – a strong nation begins with healthy individuals! The Physical Fitness Program includes five events that measure muscular strength/endurance, cardio respiratory endurance, speed, agility, and flexibility. Testing Guidelines The Youth Physical Fitness Program recommends fitness testing at least twice each year, in the fall and spring. Testing works best as part of a complete physical education program that supports the assessment with educational and motivational information. Before conducting the President's Challenge, or any youth fitness test, you should review and take into consideration your individual medical status to identify medical, orthopedic, or other health problems/concerns. At the onset of testing, make sure everyone taking the test knows the correct techniques for each event, including proper pacing and running style. There is no limit to the number of tries an individual may have on each event.

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CHAPTER TWENTY TWO
PHONETIC ALPHABET

Phonetic Alphabet

A – Alpha

B – Bravo

C – Charlie

D – Delta

E – Echo

F – Foxtrot

G – Golf

H – Hotel

I – India

J – Juliet

K – Kilo

L – Lima

M – Mike

N – November

O – Oscar

P – Papa

Q – Quebec

R – Romeo

S – Sierra

T – Tango

U – Uniform

V – Victor

W – Whiskey

X – X-Ray

Y – Yankee

Z – Zulu

CHAPTER TWENTY THREE

CUSTOMS & COURTESY

Military customs and courtesies go beyond basic politeness; they play an extremely important role in building morale, discipline, and unit effectiveness.

By teaching respect for the flag, for example, they remind us of the allegiance and sacrifice required of all military personnel, past and present. Customs and courtesies ensure proper respect for the chain of command, and they build the foundation for the self discipline that is important in times of crises. Traditional ceremonies allow us to properly honor those who have served well and faithfully, and the customs and courtesies surrounding mass formation help to develop unit cohesion and synchronize our efforts to achieve a common goal.

A custom is an act or ceremony, stemming from tradition, which is enforceable as an unwritten law. On the other hand, if guidance is in written form, it is a military courtesy.

Basic Etiquette

Etiquette is defined as common everyday courtesy. The world functions more smoothly and pleasantly when citizens practice good manners. Because your actions are part of everyday life, you need to make a conscious effort to analyze your behavior. Your manners are of utmost importance not only because you are representing the Air Force and Junior ROTC but also because you are dealing with human feelings. As you read through this section, take time to make a mental comparison to see how you measure up. This may help you identify areas you need to make a conscious effort to improve upon.

Say “please” and “Thank you”. People respond more enthusiastically when you ask them in a courteous manner to do something. They also appreciate it when you acknowledge their efforts by saying, “Thank you”

Address Adults Properly. As a rule, address all adults with whom you associate as “Mr.” or “Ms.” and a last name. Also, responding with “yeah” or “nah” is disrespectful. Proper responses include, “yes ma’am,” or “No, sir.”

Classroom Courtesy

How you conduct yourself in the school environment will leave a lasting impression (good or bad) on your teachers and fellow students. Ensure these impressions are positive by always being courteous. For example, do not lean or sit on desks, and do not lean back in a chair and put your feet on yours or someone else’s desk. This type of conduct does not present a positive image. In general, your manners in the school environment are pretty much common sense. If you are considerate of other people and conscious of your image, your manners will be above reproach.

Likewise, it is your responsibility to make your fellow cadets aware of any rude behavior on their part.

Don’t Gossip. Discussions of others’ personal habits, problems, and activities real or rumored, often result in quarrels and disputes among people who live and work together. The morale of any Junior ROTC group will suffer because of feuds that arise from gossip. The best policy is not to gossip and to discourage others from gossiping.

“I will not lie, cheat, or steal, nor tolerate among us anyone who does”

Respect for the U.S. Flag

When you offer respect for our flag and our national anthem, you have an opportunity to reflect thoughtfully on the democratic principles that have made our nation great. The meaning of freedom, dignity of the individual, the pursuit of happiness, and national unity all come to mind when you think of our flag. It is the symbol of our nation to the world.

When you salute the flag as it is raised or lowered, **THINK**. Think about the flag flying over Arlington and other national cemeteries. Think about the flag being carried into combat by service members. Think about the freedom Americans enjoy today, freedom without precedent in the history of the world. You project the strength behind the flag to make this freedom possible.

Showing Respect for the Flag. You must use the following procedures when showing respect to the flag and the National Anthem.

- All cadets in uniform, and outdoors, at any ceremony where the U.S. flag is present, come to attention, face the flag in the ceremony, and salute. (see chapter 8, Basic Drill). If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all outdoor occasions, follow the same general principle; come to attention, face the flag (or music if not visible), and salute.
- Indoors (in uniform), when the National Anthem or to the colors is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention, facing the music. Do not salute.
- When in civilian clothes outdoors, take the same action as when in uniform, but use the following manner of saluting. Men remove their hats with the right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women salute by standing at attention and placing the right hand over the heart.
- When in civilian clothes indoors, render the civilian salute by standing at attention and placing the right hand over the heart.

Junior ROTC Customs and Courtesies

Addressing Other Cadets. One of the most frequent custom and courtesy cadets must immediately accept and render is that of addressing or responding to cadet officers with “yes, sir (Ma’am).” or “No, Sir (Ma’am).” While this affectation may seem strange at first, it will quickly become second nature. This is one of the first lessons in “better citizenship” you are exposed to in AFJROTC. Using “Sir” or “Ma’am” is equally correct whether you are addressing a four-star general, your parents or guardians, your boss, or even your neighbor. It demonstrates the kind of positive attitude, self-discipline, and respect every person appreciates in others.

You will always address the SASI as Sir or Rank, and the ASIs as Sir or Rank and last name, respectively.

The SASI or ASI, on the other hand, may address cadets by their first name. This is not being casual or unprofessional. It is common practice within a junior-senior relationship for the

senior member to use the first name of the junior member as a sign of both respect and friendship. It will never be done unless the situation is appropriate.

The junior member, however, will never presume to respond to the senior member in any way other than an appropriate military manner unless invited to do so. Again, this is permitted only when appropriate and never when conducting formal drill practice. This is a common custom and courtesy practiced throughout the world in all military and civilian communities.

Saluting. When saluting another cadet, you are not saluting fellow students you happen to know. You are saluting the uniform, the rank, and the position whether you recognize the individual or not. AFJROTC membership dictates that you render the proper military courtesies to each other whenever appropriate and that you do so in a professional manner.

- The salute is not normally rendered when not in uniform.
- Salutes are exchanged only between enlisted and officer personnel and between officers of a higher grade/rank.
- Enlisted cadets do not need to salute each other or enlisted members of the Armed Forces, except during certain drills and ceremonies.
- When visiting a military installation you will salute all officers, because an active duty or reserve Second Lieutenant still outranks a “Cadet” Colonel..
- Salutes are usually only accomplished when outside and wearing the flight cap, indoors when formally reporting-in, or during other official indoor ceremonies requiring such action
- Most of your salutes will be rendered outdoors and off campus when passing other cadets or the SASI.
- When walking with cadets of higher rank, the highest ranking cadet (officer or enlisted) will walk on the side farthest to the right. The right side is considered by military tradition a position of honor and respect.
- The enlisted cadet or junior cadet officer always initiates the salute. The salute is initiated when the lower ranking individual is approximately three to six paces from the individual being saluted. The salute is held by the junior cadet and the senior cadet or SASI will return the salute before passing. Once the senior cadet or SASI salutes, the junior cadet will drop their salute.
- The salute is also accompanied by a greeting. The junior cadet greets: “Good Morning (Afternoon/Evening), Sir (Ma’am).” The senior cadet responds: “Good Morning (Afternoon/Evening).”
- If you are running outdoors in uniform, slow to a normal walk in order to render or return the salute. The salute is never rendered while running.

Reporting in. Indoors, the salute is rendered whenever you are formally reporting to a more senior cadet officer or the SASI. This is accomplished by approaching the senior cadet officer or SASI in a military manner, stopping approximately 2-3 paces directly in front of the individual being reported to, standing at attention, rendering the salute and stating, “Cadet (Last Name), reporting in as ordered.”

You will remain at attention (Holding the salute) until the salute is returned. If the SASI or senior cadet officer does not state, “At Ease,” when returning the salute, remain at attention after dropping the salute. If the command , “At Ease,” is given, execute a crisp Parade Rest.

When finished, come to attention and render the salute again, without comment. The salute will again be held until SASI or senior cadet officer returns it. Then, drop the salute, execute an About Face, and exit in a military manner, by the most direct route.

CHAPTER TWENTY FOUR MERIT/DEMERIT SYSTEM

MERIT

A **merit** is a credit for something a cadet has done to earn a special recognition for their actions. The merit system is created to boost morale within the corps by offering a way for a cadet to distinguish themselves throughout the corps and attain special achievement such as:

- Cadet promotions
- Field trips/ excursions
- Special uniform wear opportunities
- Cords
- Cadet of the month
- Staff applications
- Awards and decorations
- Flight Leadership

There are a plethora of ways to gain merit. Each cadet may be eligible for the things above based off of the amounts of merits that they carry. The ways a cadet may earn a merit are as followed:

- 1 point for AFJROTC enrollment
- 1 point for completion of each academic quarter in AFJROTC
- 1 point for earning a grade of 100% throughout weekly participation. (Uniform wear, Leadership Lesson, Physical fitness)
- 1 point for each hour of community service participation.
- 10 points for participation in a special team for a full academic quarter. (Color guard, Saber Team, Drill Team, Rocketry, Awareness Presentation Team, etc.)
- 10 points for maintaining a GPA of a 3.0 or higher.
- 10 points for perfect attendance in AFJROTC for a full academic quarter.
- 10 points for cadet recruitment (recruiting another cadet and they stay for a full quarter.)
- 10 points for winning the overall dress and appearance competition
- 10 points for earning cadet of the month
- 15 points for commanding a special team for a full academic quarter.(Color guard, Saber Team, Drill Team, Rocketry, Awareness Presentation Team, etc.)
- 20 points for maintaining a staff position each semester
- 25 points for earning cadet of the quarter.
- 50 points for achieving a position on command staff. (Inspector General, Chief Master Sergeant)
- 50 points for earning cadet of the year.
- 75 points for earning Corps/Vice Corps commander at FI-031

"I will not lie, cheat, or steal, nor tolerate among us anyone who does"

DEMERIT

A **demerit** is a subtraction or loss of points due to an infraction or offense a cadet has committed. The demerit system is created as a last resort system in hopes to reach the cadet and help them work through or fix the problem rather than punish them. There are two types of infractions that would warrant a demerit, **Minor** and **Major** offenses. A few examples of a minor offense would be:

- Disruptions to the class (yelling, disruption during instruction, cell phones during lesson)
- Failure to participate in classroom activities/ drill/ PT
- Vulgarity
- Headphones/Earbuds in the classroom or in uniform.
- PDA in uniform or in AFJROTC classroom
- Disrespecting cadet staff
- Leaving the AFJROTC room untidy/unkempt

Examples of a major discrepancy include:

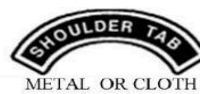
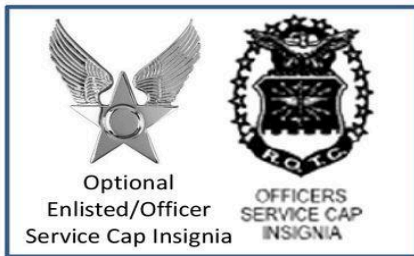
- Failure to wear uniform
- skipping
- suspensions
- referrals
- Disrespecting the SASI/ASI

All demerit deductions are determined by the severity of the situation and the SASI/ASI.

CHAPTER TWENTY FIVE PHOTO REFERENCES

Attachment 7-1

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Choose one only. Follow APT placement criteria.
May NOT wear Marksmanship Shield and a
Marksmanship Badge.



Choose one only. Place directly underneath
ribbons. May NOT wear Marksmanship
Shield and Marksmanship Badge. Do not
wear Marksmanship badges with medals.

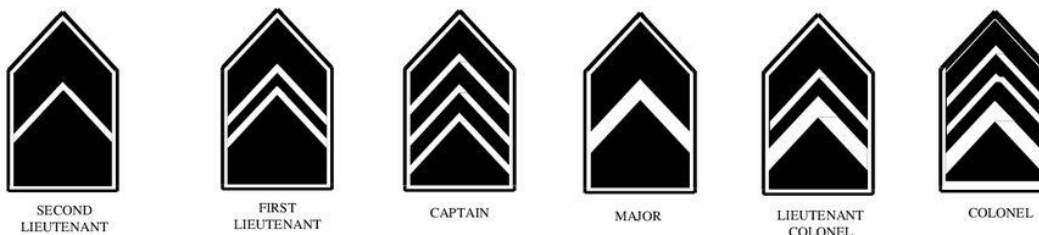
Badges/Insignia not listed here are unauthorized.

"I will not lie, cheat, or steal, nor tolerate among us anyone who does"

Attachment 7-2

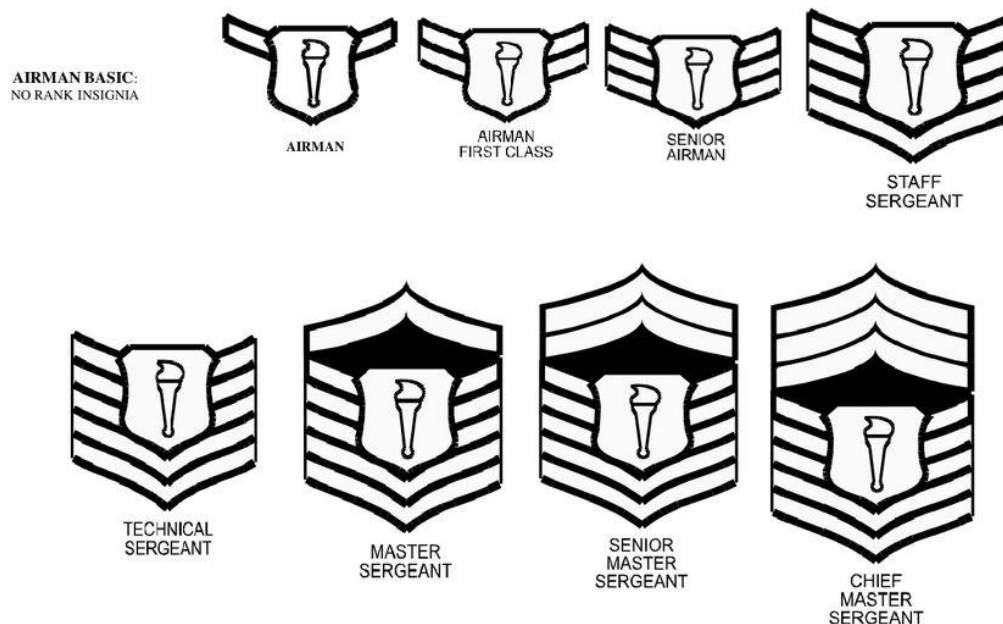
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK

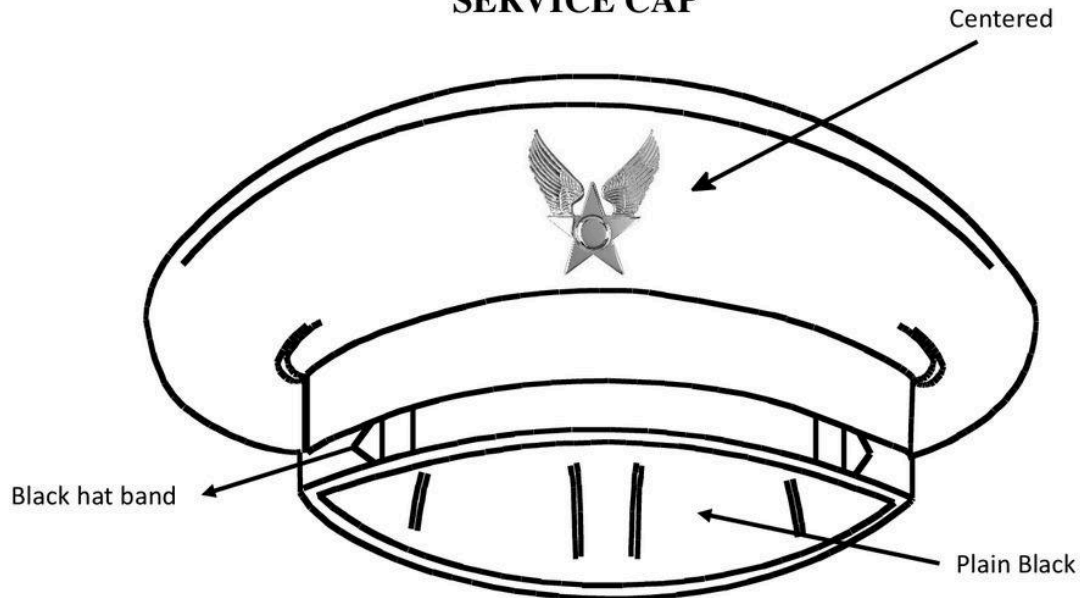


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

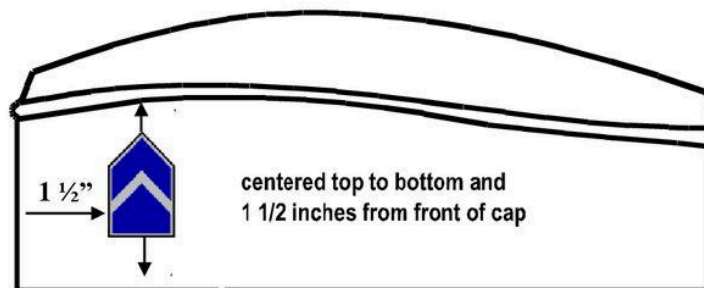
CADET MALE HEADGEAR

SERVICE CAP



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

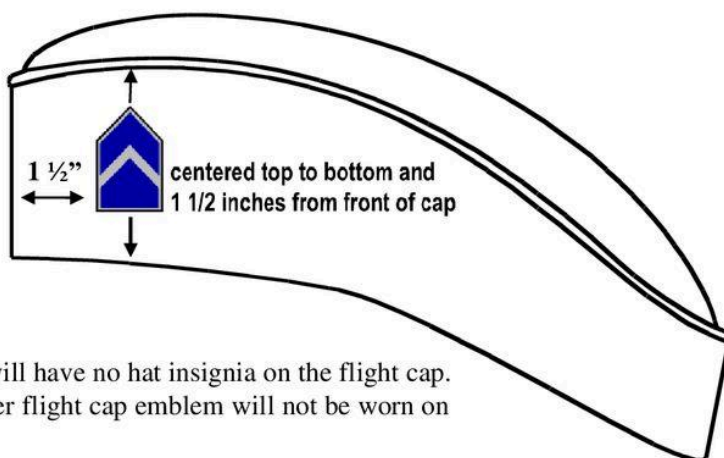
SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

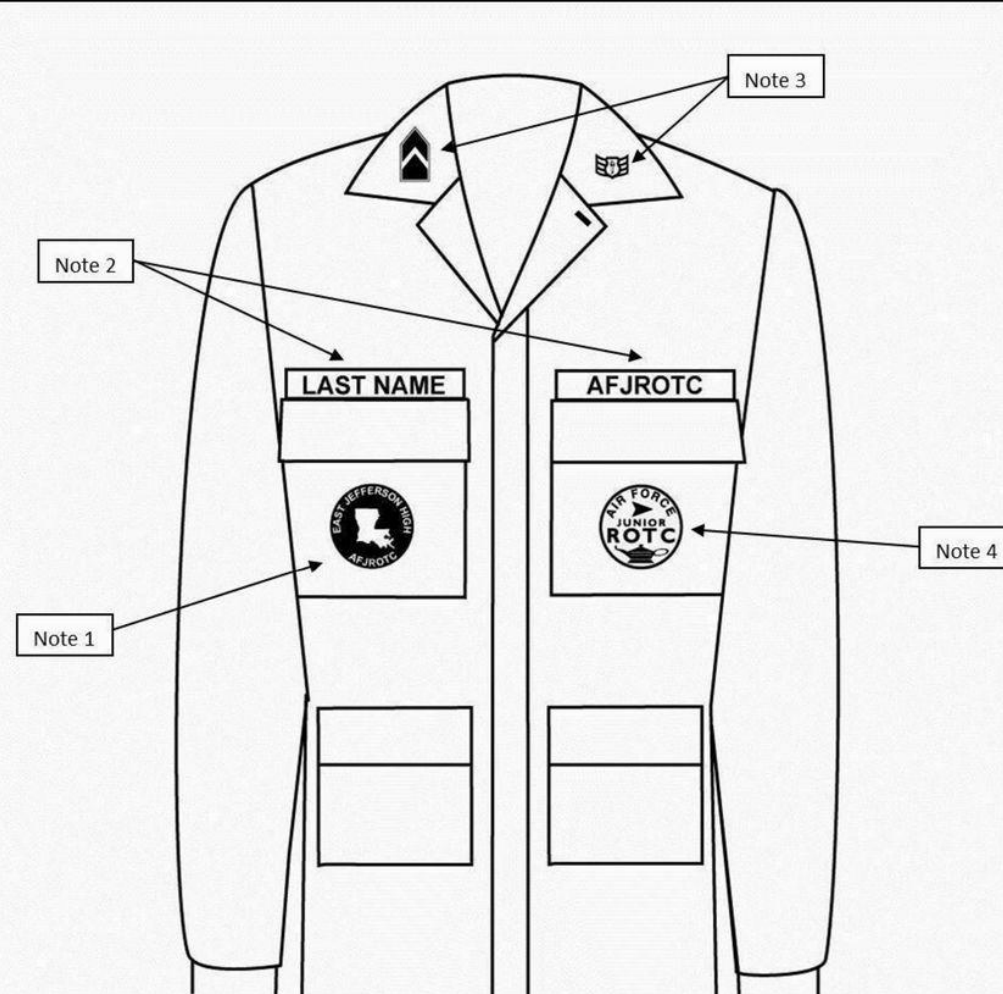
FLIGHT CAP*



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

Attachment 7-5

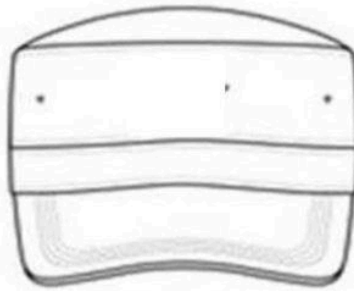
CADET ABU Male and Female



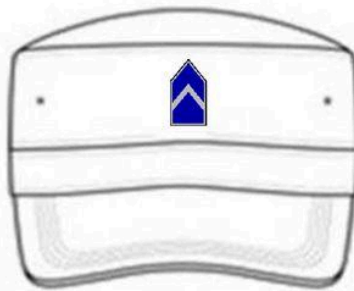
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.

Attachment 7-6

CADET ABU HEADGEAR



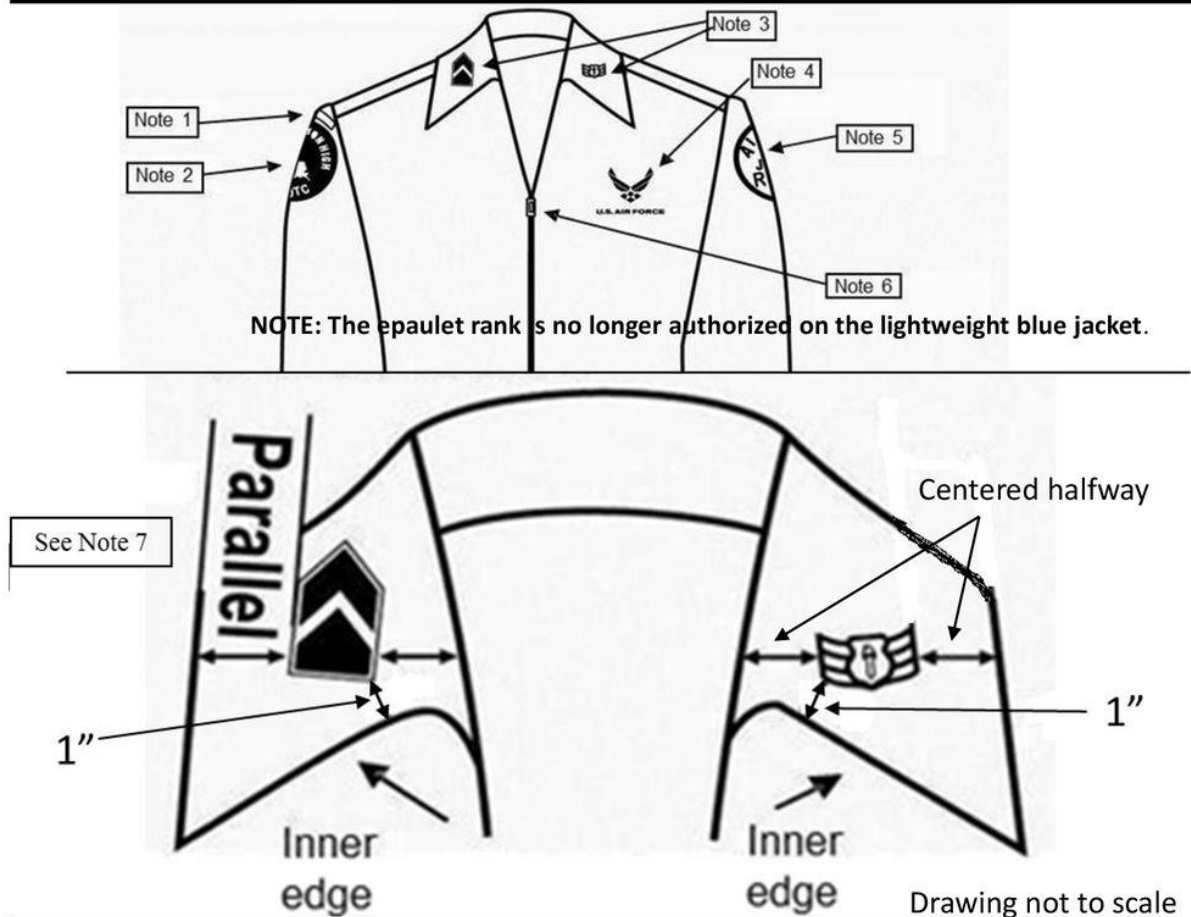
Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

Attachment 7-7

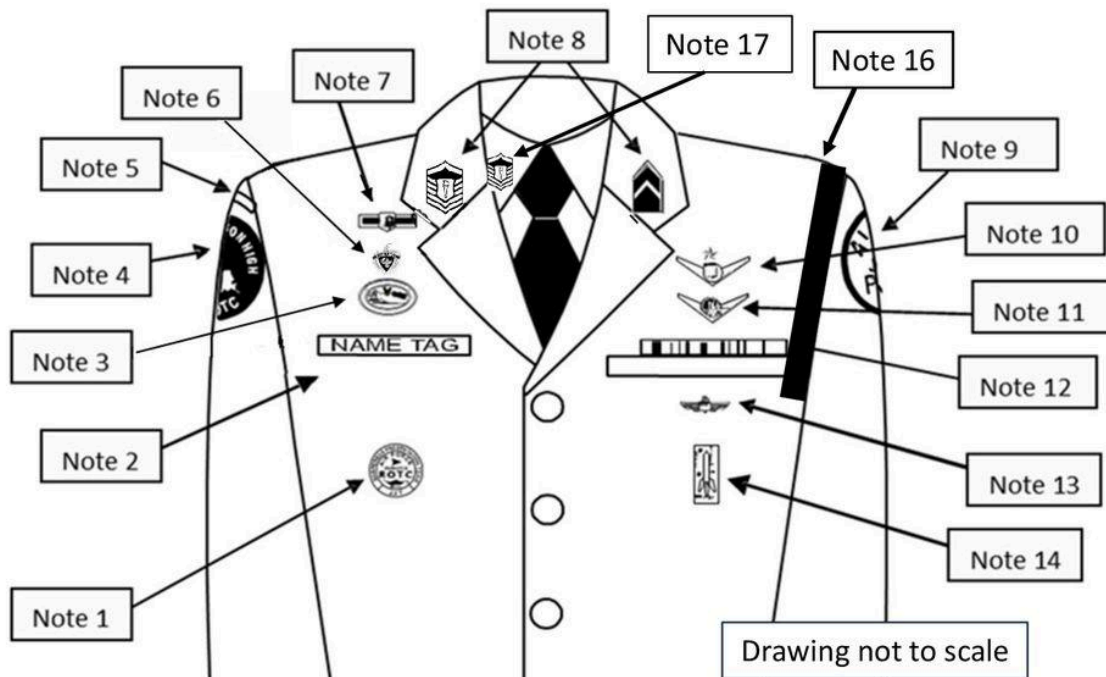
CADET LIGHT WEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

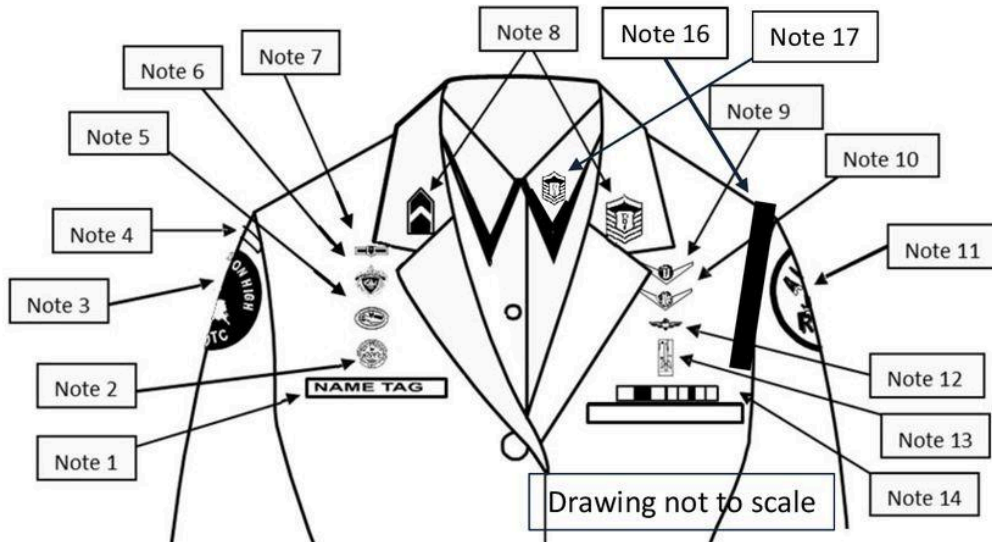
Attachment 7-8

CADET MALE SERVICE DRESS



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

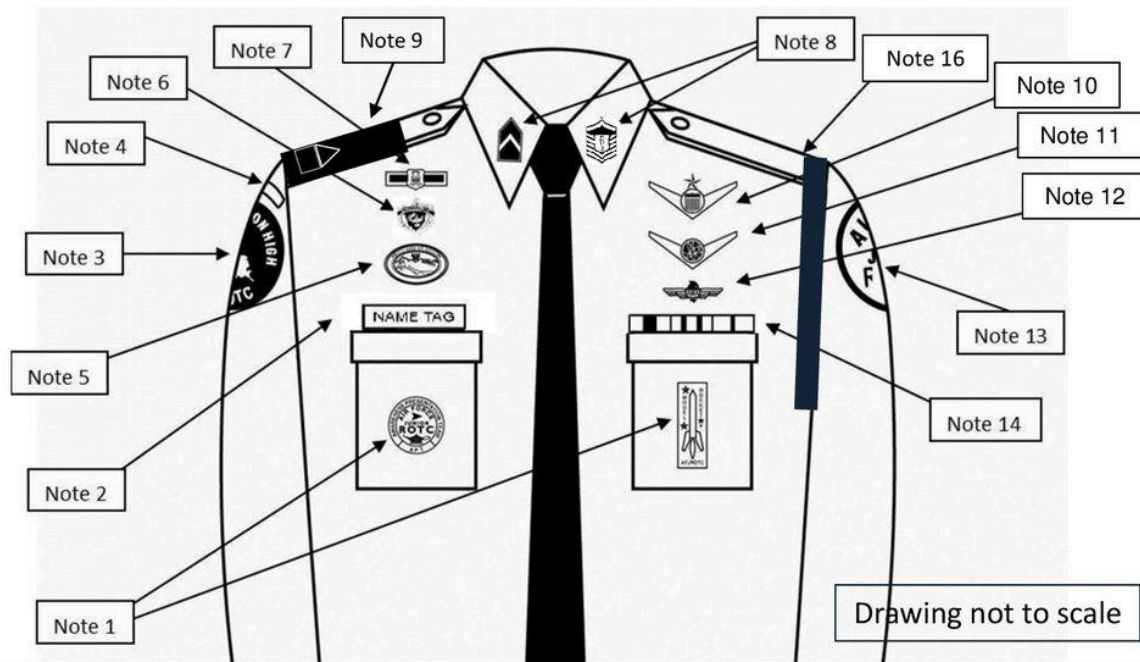
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
- 18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

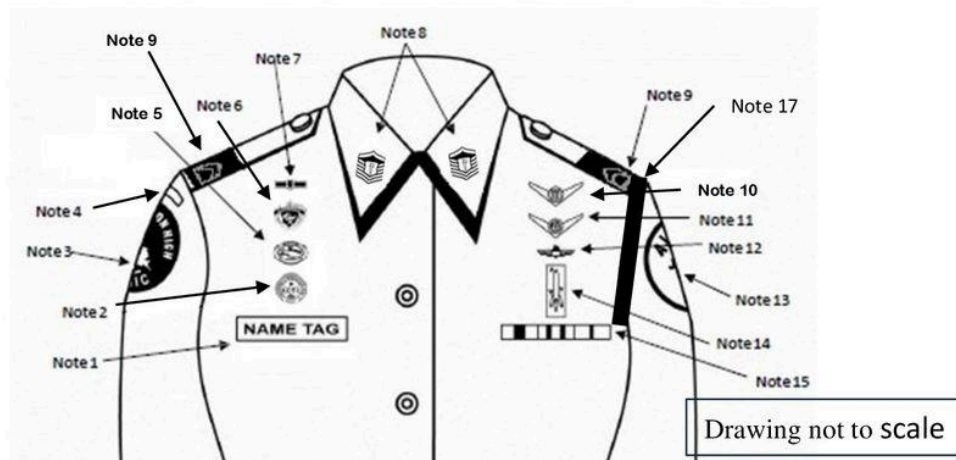
Attachment 7-10

CADET MALE BLUE SHIRT



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

CADET FEMALE BLUE SHIRT



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

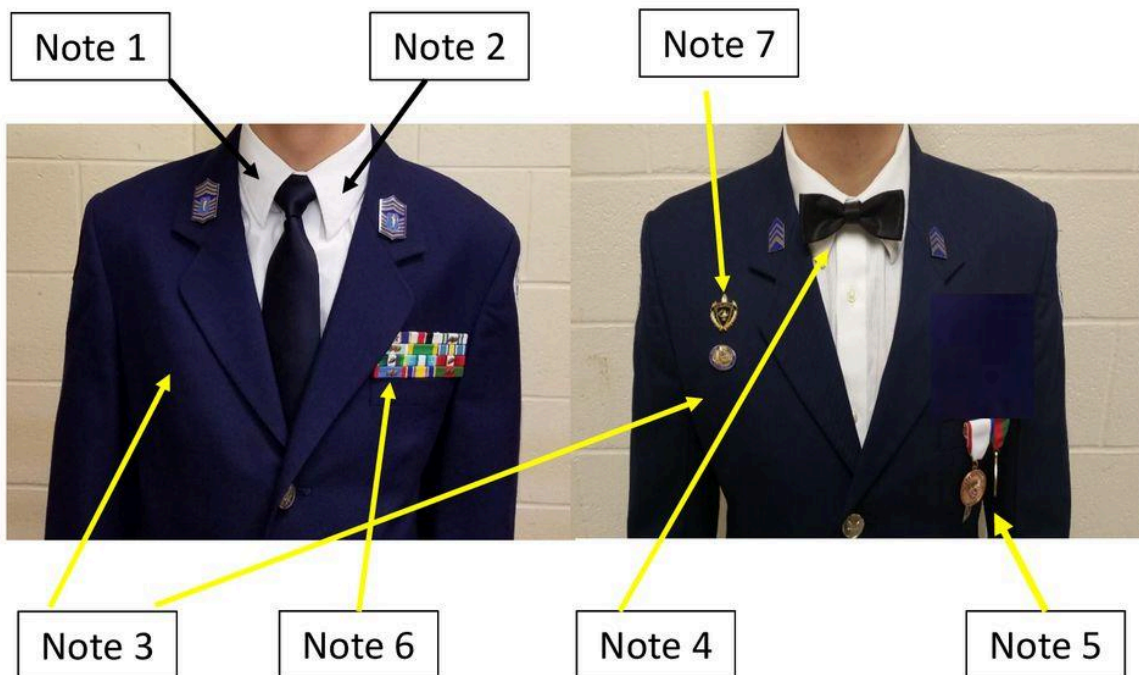
FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patch will be worn Velcro attached.
3. * American Flag Patch (mandatory) on left shoulder. Velcro attached.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. **Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**

* Flight patches may be purchased from a vendor using MilPer funds.

Semi-Formal Dress Uniform



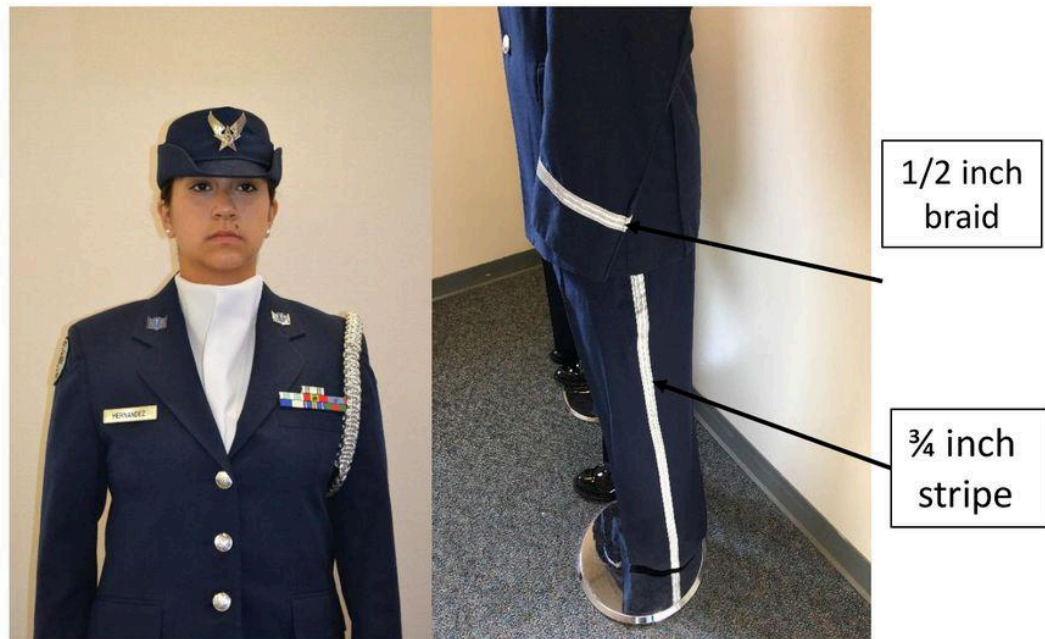
1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress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

Sample Exhibition Uniform



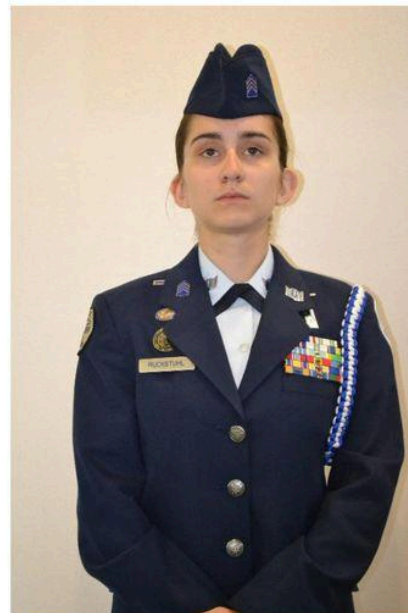
1. Berets. Solid Color, white, dark blue or black ONLY, with AFJROTC officer or enlisted rank insignia or mini-Hap Arnold Insignia. The former officer/enlisted flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam

Sample Exhibition Uniform

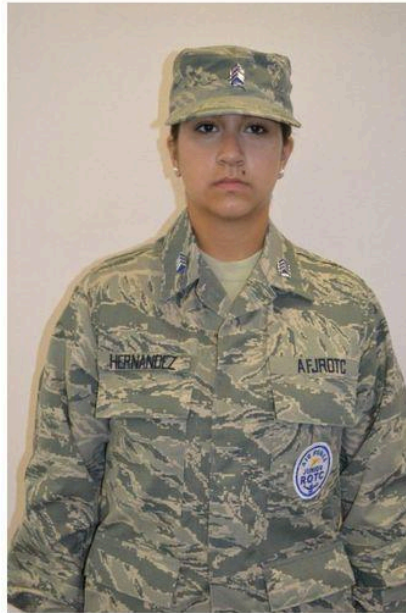


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized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

Sample Uniform Pictures



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

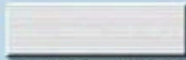


AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!



1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



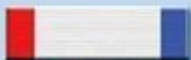
3. Cadet Humanitarian Award



4. Silver Star Community Service w/Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. Daughters of the American Revolution Award



9. American Legion Scholastic Award



10. American Legion General Military Excellence Award



11. Reserve Organization of America (ROA) Award



12. Military Officers Association Award



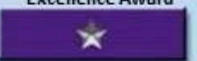
13. Veterans of Foreign Wars (VFW) Award



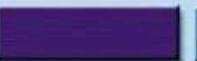
14. National Society United States Daughters of 1812



15. National Sojourners Award



16. Scottish Rite, Southern Jurisdiction Award



17. Military Order of the Purple Heart



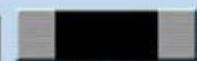
18. Sons of the American Revolution Award



19. Military Order of World Wars Medal



20. American Veterans Award



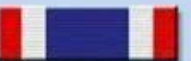
21. Air Force Sergeants Association



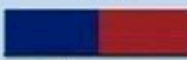
22. Tuskegee Airman Inc. AFJROTC Cadet Award



23. The Retired Enlisted Association Award



24. Celebrate Freedom Foundation Award



25. Air Commando Association Award



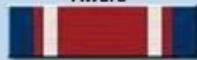
26. Distinguished Unit Award w/Merit



27. Distinguished Unit Award



28. Outstanding Organization Award



29. Outstanding Flight Ribbon



30. Top Performer Award



31. Outstanding Cadet Ribbon



32. Leadership Ribbon



33. Superior Performance Ribbon



34. Achievement Ribbon



35. Academic Ribbon



36. Cadet Leadership Course Ribbon



37. Special Teams Placement Ribbon



38. All-Service National Competition Ribbon



39. Air Force Nationals Competition Ribbon



40. Orienteering Ribbon



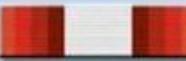
41. Leadership Development Requirement (LDR) Leadership Ribbon



42. Drill Team Ribbon



43. Color Guard Ribbon



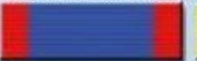
44. Sabre Team Ribbon



45. Marksmanship Ribbon



46. Good Conduct Ribbon



47. Service Ribbon



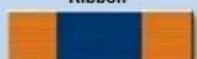
48. Health and Wellness Ribbon



49. Recruiting Ribbon



50. Activities Ribbon



51. Attendance Ribbon



52. Dress and Appearance Ribbon



53. Longevity Ribbon



54. Bataan Death March Memorial Hike Ribbon



55. Patriotic Flag Ribbon



56. COVID-19 Ribbon



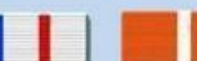
57. Gen Carl A. Spaatz Award (CAP)



58. Gen Ira C. Eaker Award (CAP)



59. Amelia Earhart Award (CAP)



60. Gen Billy Mitchell Award (CAP)



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

Version: 1 August 2021

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"I will not lie, cheat, or steal, nor tolerate among us anyone who does"