



# **Nashua School District**

**AFJROTC**

**NH-20141**

**CADET GUIDE**

**ACADEMIC YEAR**

**2017-2018**

## **AFJROTC Cadet Creed**

**I am an Air Force Junior ROTC Cadet.**

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

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

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

**My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.**

**I will hold others accountable for their actions as well.**

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

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

**I am an Air Force Junior ROTC Cadet**

AFJROTC NH-20141 CADET GUIDE,  
AY 2016-2017  
BY ORDER OF THE  
SQUADRON OPERATIONS  
SENIOR AEROSPACE SCIENCE INSTRUCTOR

Welcome to the exciting world of the Air Force Junior Reserve Officer Training Corp This Cadet Guide will help you become a more effective cadet in the AFJROTC s. program and part of the proud history of the NH-20141. As you learn from this guide, we hope the Wayne High School AFJROTC will become even better because of your participation in the program. The provisions of this Cadet Guide were not established arbitrarily. They come from a number of sources; the U.S. Public Law authorizing and establishing the AFJROTC program, the agreement signed by the Nashua School District Board of Education and the U.S. Air Force, directives prepared by the Air Force ROTC Headquarters of the Air Education and Training Command, and from experience gained from the operation of other AFJROTC units. Although these provisions form the foundation for the operation of the cadet group, each provision of the Guide was written in consideration of the academic and developmental objectives of Nashua School District contribution to the reputation of our program will depend greatly upon you and the spirit in which you abide by the provisions in this Guide. May each of you enjoy success and derive personal satisfaction from your participation in the Nashua School District AFJROTC program.

Maj. Brian Newton  
Senior Aerospace Science Instructor  
NH-20141 AFJROTC  
Nashua School District

CMSgt Bruce Kimball  
Aerospace Science Instructor  
NH-20141 AFJROTC  
Nashua School District

***“Building tomorrow’s leaders today”***

**AFJROTC MISSION STATEMENT**

***TO DEVELOP CITIZENS OF CHARACTER DEDICATED TO SERVING  
THEIR NATION AND COMMUNITY .***

**AFJROTC MOTTO**

***BUILDING BETTER CITIZENS FOR AMERICA.***

**CADET HONOR CODE: .**

***WE WILL NOT LIE, CHEAT OR STEAL, NOR WILL WE TOLERATE  
ANYONE AMONG US WHO DOES.***

**OUR CORE VALUES:**

Core values are the foundation upon which a truly quality Air Force Junior ROTC Program is built. Core values are also a fundamental set of guidelines that can serve you throughout your life. These are:

***-INTEGRITY FIRST -***

Integrity means devotion to honesty, truthfulness, doing one's duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job.

***-SERVICE BEFORE SELF -***

Service is the giving of self to provide for the welfare of others. Personal desires are not considered in the concept of service.

***-EXCELLENCE IN ALL WE DO -***

Excellence means doing the very best you can in each job you perform regardless of how large, small, difficult, or easy it is to accomplish.

NH- 20141 AFJROTC CADET HANDBOOK  
BY ORDER OF THE SQUADRON OPERATIONS  
SENIOR AEROSPACE SCIENCE INSTRUCTOR

This handbook establishes NH- 20141 Air Force Junior Reserve Officer Training Corps (AFJROTC) leadership education/ aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform, personal appearance standards, and the cadet corps organization, operation, and extracurricular activities. This handbook is a supplement to Air Force and HQ AFJROTC directives. All cadets will read this handbook, maintain a copy, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Squadron Commander will review this handbook at least annually and recommend changes to the SASI/ASI.

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Chapter 1  
MISSION, ENROLLMENT, VALUES, CODES, AND ORGANIZATION

SECTION I - MISSION, GOALS AND OBJECTIVES

1.1.1. Mission. Develop citizens of character dedicated to serving their nation and community.

1.1.2 Goals. Our program goals are to instill values of citizenship, service to the community, personal responsibility, and a sense of accomplishment in high school students.

SECTION II - ENROLLMENT AND DISENROLLMENT

1.2.1. Enrollment Eligibility. To be eligible for enrollment, membership and continuance in the AFJROTC Program, each cadet must be:

1.2.1.1. Enrolled and attending 9<sup>th</sup>-12<sup>th</sup> grade a regular course of instruction at Nashua High School North or Nashua High School South

1.2.1.2 Physically fit to participate in AFJROTC training.

1.2.2. Continued Enrollment. To continue in AFJROTC, students must have successfully completed the previous Aerospace Science course. The SASI will establish enrollment standards with concurrence of the principal for AFJROTC course/classes dealing with student enrollment limits and quality standards.

1.2.3. Disenrollment. Being in AFJROTC is a privilege. AFJROTC cadets must be enrolled voluntarily and membership in the cadet corps must be limited to those cadets who meet and maintain all program requirements. Program Requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards. Cadets who are consistently deficient in one or more of the areas or demonstrate a negative pattern of behavior are disruptive to the overall corps operations and must be disenrolled. Students will be disenrolled from the AFJROTC program by the SASI for the following:

1.2.3.1. Failure to maintain acceptable standards including behavior.

1.2.3.2. Inaptitude or indifference to training.

1.2.3.3. Failure to maintain personal appearance (hair and grooming) and uniform standards after being identified by the SASI, ASI, or senior cadets.

1.2.3.4. Failure to abide by Nashua School District student rules of behavior. A history of suspensions and any expulsions may be reasons for disenrollment.



1.2.3.5. Failure to comply with classroom rules and procedures, or to maintain self control (disrupting the class).

1.2.3.6. Parental request.

1.2.3.7. Disenrollment procedures

1.2.3.7.1. Failure to show up on or to wear the uniform on required days, even as a reserve cadet, and a pattern is formed, the cadet will be given a Memo For Record and if the pattern continues the cadet will be considered for disenrollment.

1.2.3.7.2. Drugs, Alcohol, Violent or inappropriate behaviors will result in an immediate disenrollment from the program to be determined by the SASI

1.2.3.8. The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause.

### SECTION III - CORE VALUES, CODE OF CONDUCT, HONOR CODE, AND CODE OF ETHICS

1.3.1. Core Values. The Air Force core values are: Integrity First, Service Before Self, and Excellence In All We Do! These core values are the basis for the self-discipline that will allow us to achieve our mission and goals.

1.3.1.1. Integrity First. Integrity is the willingness to do what is right, even when no one is looking. It is the “moral compass” - our inner voice, the voice of self-control and the basis for trust.

1.3.1.2. Service Before Self. “Service” refers to our duties, and “before self” tells us that professional duties take precedence over personal desires.

1.3.1.3. Excellence In All We Do. Excellence doesn’t mean just good enough, it means doing your best. at all times.

1.3.2. Cadet Code of Conduct, Honor Code, and Code of Ethics. These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets should strive to instill these values in themselves and their fellow cadets to the best of their ability at all times.

1.3.2.1. Cadet Honor Code. **“We will not lie, cheat, or steal nor tolerate anyone among us who does.”** These simple words are the basis for a code to live by the remainder of your life. These are simple but tough rules to live by as reflected by the troubling and alarming number of students who freely admit they cheat in school. A cadet should be HONEST in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet Corps goals. Trustworthiness is not only noble but also necessary for the welfare and continued existence of our civilized society. This code requires hard work for long-term success.

### 1.3.2.2. Code of Ethics. Cadets will

- 1.3.2.2.1. Respect your parents, school officials, staff, teachers, and community leaders.
- 1.3.2.2.2. Refrain from any act or derogatory word(s) or acts which would discredit your family, school, Corps, or yourself. Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker.
- 1.3.2.2.3. Dedicate yourself to succeed in academics, athletics, extracurricular activities, and work.
- 1.3.2.2.4. Perform all assigned duties and meet all obligations in a timely manner.
- 1.3.2.2.5. Maintain self-respect, self-control, and good behavior.
- 1.3.2.2.6. Be honest and understand that honorable failure is better than success through unfair means.
- 1.3.2.2.7. Be proud of your uniform and the commitment to AFJROTC that sets you apart from others.
- 1.3.2.2.8. Be an exemplary role model with high standards of conduct.
- 1.3.2.2.9. Respect other cadets and follow the directions of senior cadet officers.
- 1.3.2.2.10. Place the good of the Corps ahead of personal gain.
- 1.3.2.2.11. Having responsibility for showing up to events on time, or early is needed.

## SECTION IV – ORGANIZATION

1.4.1. Cadet Corps Organization. The NH-20141 Cadet Corps is organized as a Cadet Squadron shown in Figure 1.1. The cadet leaders will run the Corp organization to the maximum extent with guidance and supervision of the SASI and ASI. The cadet leaders will hold regular staff meetings to disseminate information, receive progress reports, discuss Cadet Corps activities and present recommendations and suggestions. These meetings will be conducted in a formal atmosphere and led by the Squadron Commander. Attendance for all Cadet Staff Officers is mandatory unless prior arrangements for excuse have been made with the SASI/ASI.

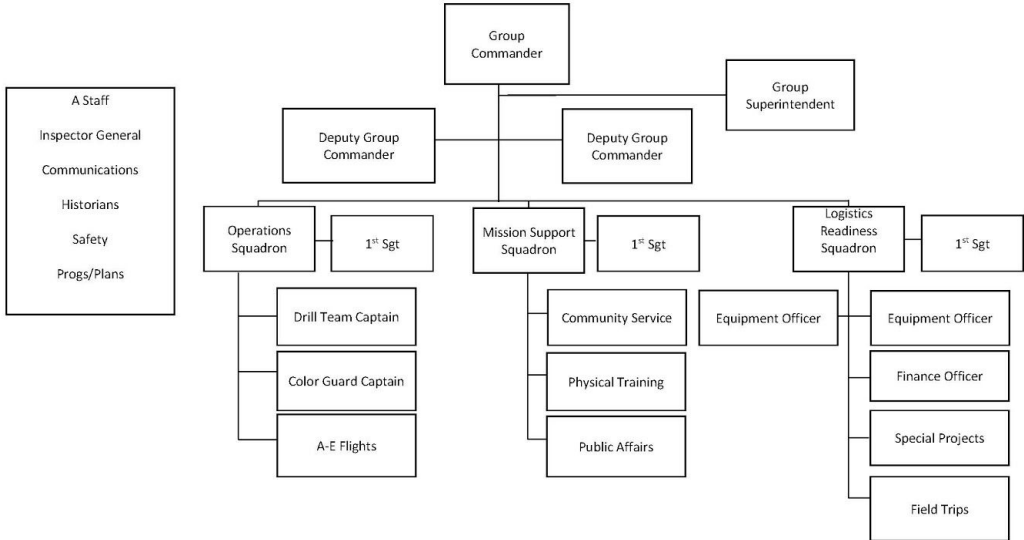
1.4.2. Job Descriptions. Job descriptions for cadet corps staff positions are contained in Figure 1.2. Like the Air Force, job responsibilities and duties increase with each promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

1.4.3. Unit Manning Document. The Unit Manning Document (Fig 1.3) is a document that shows the number of positions authorized within the Cadet Corps and the highest rank authorized for the each position. Cadets assigned to the various staff positions initially will not normally be awarded the highest authorized rank to allow for promotion based upon superior performance in their assigned duties.

1.4.4. Chain of Command. Each cadet will know the Chain of Command and the names of the people assigned to the positions contained in Figure 1.4. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations, promotions, cadet awards, extracurricular activities, and class rules and procedures. Cadets should ask their questions, or ideas, to the next highest ranking cadet so that they may either answer the question or continue passing the question down the Chain of Command.

1.4.5. Staff Meetings. The cadet Squadron Commander will hold regular staff meetings to determine the status of on-going projects and activities. These meetings will be the key for the commander and staff officers to establish their goals and priorities for the cadet corps. This is where they will have the greatest opportunity to learn and practice their leadership skills. All senior staff officers and/or their NCOs will be required to attend. If the staff officer cannot attend, it is his/her responsibility to have their NCO attend or coordinate with the Squadron Commander prior to the meeting. Failure to attend may result in removal from a leadership position.

**Figure 1.1. Cadet Organization Chart**



### Figure 1.2 Job Descriptions.

#### Group Commander

- Serve as the Program's Cadet Commander
- Advise the SASI/ASI on corps operations policies and procedures
- Manage the cadet corps senior staff and conduct regular staff meetings
- Ensure all cadets have opportunities to develop their leadership qualities
- Chair Cadet Evaluation Board
- Establish and enforce appearance, discipline, training, and conduct standards
- Performs duties as assigned by SASI and/or ASI

#### Deputy Group Commanders

- Inform/assist the Commander as requested.
- Takes on other projects assigned by the SASI/ASI.
- Command of the flight in the absence of the flight commander.
- Assist flight commander with flight conduct and discipline.
- Assist flight commander in teaching drill and ceremonies.
- Prepare flight for inspection and accomplishing inspection records.
- Maintain cleanliness of classroom area.

#### Superintendent

- Serve as the highest enlisted cadet.
- Helps supervise and improve the morale of the enlisted cadets.
- Represents the enlisted members of the Corps at staff meetings.
- Enforce Discipline and AFJROTC Standards.
- Maintain program policies.
- Advises the Squadron Commander on matter affecting the enlisted corps.
- Takes on other projects as assigned by the SASI/ASI.

#### Operations Readiness Squadron Commander

- Serves as one of the top ranking cadets in the program and works closely with the commander.
- Helps manage and instruct the color guard and drill teams.
- Manage the Flight v. Flight competitions.

### Logistic Squadron Commander

- Serves as one of the top ranking cadets in the program and works closely with the commander.
- Is in charge of the back room, uniforms, and all of the inventory.
- Manages finances, and field trips as well.

### Mission Support Squadron Commander

- Serves as one of the top ranking cadets in the program, and works closely with the commander.
- Manages the community service hours, as well as the fundraising events.
- Manages the physical training activities.
- manages the public affairs.

### Community Service Officer

- Keeps track of and manages the cadet Community service hours.
- Makes up community service events.

### 1st Sergeant

- Work closely with the squadron commanders.
- Complete tasks the squadron commanders need accomplished.

### Drill Team Captain

- Establish rules, objectives, procedures and routines for performances.
- Create and publish bi-weekly Drill Op-orders.
- Keep records for attendance at practices and performances.
- Train Drill Team members for all routines.
- Train Deputy in all duties.
- Coordinates with SASI/ASI for competition participation.

### Color Guard Captain

- Establish rules, objectives, procedures and routines for performances.
- Keep records for attendance at practices and performances.
- Train Color Guard members for all routines.
- Train Deputy in all duties.
- Coordinates with SASI/ASI for competition participation.

### Community Service Officer

- Keep records of community service hours and events.

## PT Officer

- Assist SASI/ASI in conducting the Cadet Health & Wellness program.
- Advises the c/Sq/CC on Corps Health & Wellness activities.
- Establish and lead bi-weekly exercise plan.
- Create and publish bi-weekly PT Op-orders.
- Record cadet performances to determine eligibility for H&W ribbon or certificates.
- Coordinate with Director of Personnel for input format and requirements.
- Train NCOs in all duties.
- Recommend cadets for jobs, awards, and promotions.
- Takes on other projects as assign.

## Public Affairs Officer

- Creates opportunities for the program to get publicized.
- Takes pictures of cadets to document events.

## Equipment Officer

- Supervises the Logistics NCOs.
- Organizes and supervises cadet equipment.
- Keep track of all Program inventory with spreadsheet on Google Drive.
- Manage the issue and accountability of uniforms.
- Assures all cadets have proper uniform items.
- Train Logistics NCOs in all duties.
- Recommend cadets for jobs, awards, and promotions.
- Takes on other projects as assigned by the SASI/ASI.

## Financial Officer

- Keep records of financial resources.

## Special Projects Officer

- Completes projects designated by the SASI/ASI.

## Field Trip Officer

- Creates,organizes and executes unit or class field trips.

## Flight Commander

- Command flight in classroom and informal formations.
- Report in to Instructors with attendance after the bell.
- Enforces discipline, dress and appearance standards.

- Ensure compliance with classroom rules and procedures.
- Instill teamwork/esprit-de-corps within the flight.
- Supervise cadets and write evaluations on performance, conduct, leadership/promotion potential.
- Inspect flight members during uniform and personal appearance inspections, as directed
- Maintain cleanliness of classroom area.
- Train Flight Sergeant to assume duties in their absence.

#### Flight Sergeant

- Assists the flight commander.
- Takes charge of flight commander when he/she is absent.

#### Element Leader

- Reports attendance for their element to the flight commander.

#### PT NCO

- Lead training exercise left for the class by PT Officer.

#### Logistics NCO

- Help issue uniforms and ranks for their Flight.

#### Inspector General

- Ensures the program meets and follows all standards and regulations.
- Knows and understands all regulations.
- Advises SASI, ASI and commander,

#### Historian

- Keep records of the cadets activities throughout the academic year.

#### Safety Officer

- Keep records of medical supplies at all times.
- Advises plans for safety in case of emergency.
- Invite guests to brief cadets on safety scenarios and situations.

#### Projects & Plans Officer

- Track of the progress of the program.
- Advise plans for the future of the program.
- Create procedures to minimize confusion within the corps.

Communications Officer

- Maintain Program Google Drive.
- Maintain Program Website.
- Maintain Cadet Social Media (Instagram, Facebook, YouTube, etc...).
- Create and publish Program Newsletter each quarter.
- Coordinate and maintain connections with school newspaper.



**Figure 1.3 UNIT MANNING DOCUMENT**  
 NH- 20141 AFJROTC CADET GROUP  
 Nashua School District  
 Nashua, New Hampshire

<u>POSITION TITLE</u>	<u>QUANTITY</u>	<u>GRADE</u>
Group Commander	1	C/Col
Deputy Group Commander	2	C/Lt Col
Group Superintendent	1	C/CMSgt
Squadron Commander	3	C/Maj
1st Sergeants	3	C/MSgt
Drill Captain	1	C/Capt
Color Guard Captain	1	C/Capt
Community Service Officer	1	C/1LT
Physical Training Officer	1	C/1LT
Public Affairs Officer	1	C/1LT
Equipment Officers	2	C/1LT
Financial Officer	1	C/1LT
Special Projects Officer	1	C/1LT
Field Trip Officer	1	C/1LT
Flight Commander	1 Per Class	C/2LT
Flight Sergeant	1 Per Class	C/TSgt
Element Leader	4 Per Class	C/SSgt

PT NCO	1 Per Class	C/TSgt
Logistic NCO	1 Per Class	C/TSgt
Inspector General	1	C/Maj
Communications Officer	1	C/Capt
Historian	1	C/Capt
Safety Officer	1	C/Capt
Projects & Plans	1	C/Capt

#### NCOs

- *NCOs: Non-Commissioned Officers (E-5 Staff Sergeant & E-6 Technical Sergeant)*
- *SNCOs: Senior Non-Commissioned Officers (E-7 Master Sergeant ~ E-9 Chief Master Sergeant)*
- NCOs will be one (1) cadet rank grade above their permanent enlisted grade unless they are 400s.
- Flight Commanders will be two (2) cadet rank grades above their permanent enlisted grade unless they are 400s.
- All 400 Flight NCOs will stay their permanent grade of Master Sergeant, only the Flight Commander may be a Senior Master Sergeant.
- All Cadet Enlisted promotions will be reviewed and approved by the Cadet Evaluation Board.

#### Officers

- *Company Grade Officers (O-1 Second Lieutenant ~ O-3 Captain)*
- *Field Grade Officers (O-4 Major ~ O-6 Colonel)*
- Officers will be given the Minimum Cadet Officer Grade for their position.
- Officers will not exceed their Maximum Cadet Officer Grade for their position.
- All Cadet Officer promotions will be reviewed and approved by the Cadet Evaluation Board.

**Figure 1.4 Chain of Command**

President of the United States  
Secretary of Defense (Sec Def)  
Secretary of the Air Force (Sec AF)  
Chief of Staff, USAF (CSAF)  
Commander, Air Education and Training Command (AETC/CC)  
Commander, Air University (AU/CC)  
Commander, Holm Center  
Director, AFJROTC  
Senior Aerospace Science Instructor (SASI)  
Aerospace Science Instructor (ASI)  
Cadet Corps Group Commander  
Cadet Corps Deputy Group Commander  
Group Superintendent  
Squadron Commander  
Flight Commander  
First Sergeant  
Flight Sergeant  
Element leader

## Chapter 2

## CLASSROOM RULES/PROCEDURES AND GRADING SCALE

## SECTION I – CLASSROOM CONDUCT

2.1.1. Classroom Rules. All cadets will abide by the following class rules to receive AFJROTC course credits **CADETS WILL NOT:**

- 2.1.1.1. Chew gum, eat food, have beverages in the classroom except water.
- 2.1.1.2. Talk when the instructor or a guest speaker is talking unless recognized.
- 2.1.1.3. Throw objects of any kind in the classroom
- 2.1.1.4. Litter.
- 2.1.1.5. Sit on tables or sit on desks inappropriately.
- 2.1.1.6. Write on the board, or on any other visual aid without the instructor's permission.
- 2.1.1.7. Sleep or put head down on the desk without permission.
- 2.1.1.8. Be loud, disruptive, or participate in any form of "horseplay".
- 2.1.1.9. Forget to address the instructor or guest speaker as "Sir" or "Ma'am".
- 2.1.1.10. Forget to address cadet officers when in uniform or information as "Sir" or "Ma'am".
- 2.1.1.11. Come to class unprepared. Cadets will bring pencil(s), pen(s), and an applicable notebook.
- 2.1.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity.
- 2.1.1.13. Use any AFJROTC equipment without instructor's permission.
- 2.1.1.14. Handle or tamper with grade books, attendance books, and/or cadet personnel files.
- 2.1.1.15. Remove materials from instructor or cadet staff in-boxes or other storage containers.
- 2.1.1.16. Wear hats in the classroom in any JROTC classrooms.
- 2.1.1.17. Use graphic or suggestive language.
- 2.1.1.18. Wear headphones while wearing the uniform.
- 2.1.1.19. Put hands in pockets while wearing the uniform.
- 2.1.1.20. Use phones, or other electronic devices, during instruction.

2.1.2. Classroom Procedures. Daily classroom procedures follow.

- 2.1.2.1. Enter the classroom and proceed directly to your desk.
- 2.1.2.2. Place books and backpacks to the right of your desk.
- 2.1.2.3. When the bell rings or at the signal of the instructor, the Flight Commander/Sergeant will call the flight to "ATTENTION". Cadets will come to the position of ATTENTION at the left side of their desk and await further instruction.
- 2.1.2.4. At the sound of the bell the flight commander/flight sergeant will call the class to "Attention" then lead the class in the Pledge of Allegiance.
- 2.1.2.5. After the pledge the flight commander/flight sergeant will receive the report.
- 2.1.2.6. The flight commander/flight sergeant will give the SASI/ASI the report.
- 2.1.2.7. After roll, the Flight Commander then place the cadets in their seats with the command "At Ease Take Your Seats".

2.1.2.8. The SASI/ASI will "DISMISS" the flight. Cadets can then retrieve their personal belongings and depart the classroom.

## SECTION II - GRADING SCALE

2.2.1. Grading Scale. AFJROTC Instructors will maintain grading system in accordance with Nashua School Board requirements. Instructors will maintain grades in the school systems program, which may be reviewed on line at any time. Parents or guardians will be notified by phone or letter or e-mail of any grade and/or behavior concerns. The course includes evaluation in academics, leadership, military bearing, wellness (physical fitness) and program participation. Uniform wear is a major portion of a student's grade, which includes the PT uniform as well. Each cadet will be given a course expectation guide at the beginning of the semester that the parent/guardian and cadet will have to sign.

### Chapter 3

## CUSTOMS AND COURTESIES

### SECTION I - COURTESIES

3.1. Saluting. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their "3-comer" hats to greet others and show them respect. Saluting is a way of saying "Hello" while showing respect to officer's senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand/ on left shoulder to free the right hand for saluting.

3.1.1. When wearing the uniform anywhere outside, cadets should salute:

3.1.1.1. The President

3.1.1.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.

3.1.1.3. Cadet officers senior in grade when in uniform.

3.1.2. Cadets will not render hand salutes indoors EXCEPT when formally reporting to SASI/ASI and in uniform.

3.2. Cadet Etiquette. Proper etiquette is "the customary rules of conduct or behavior in polite society". Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets.

Cadets should:

3.2.1. Use “Please” and “Thank You”.

3.2.2. Use “Mr., Ms., or Mrs.” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel. Use “Yes Sir/Ma’am” or “No Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, visitors and senior officer cadets at all times.

3.3. Position of Honor. This military courtesy began centuries ago, when warriors fought with swords. Since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders.

3.3.1. While in uniform, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT. The position of honor also applies to displaying the US flag. That is, the US flag is positioned at the highest point or on the far right when displayed with other flags on poles of equal height.

3.4. Calling rooms to Attention. Calling a room to attention is a way to show respect for Officers and high ranking/distinguished visitors. When any officer enters a room, the room is called to attention. The exception is when a person of an equivalent rank or higher is already in the room, then the room will not be called to attention. In our learning environment, this courtesy of calling the room to attention will also be extended to the principal, AFJROTC instructors from other schools, and guest speakers. The first person in the room to notice the high ranking/distinguished visitor entering will call the room to attention and everyone inside will rise to attention and remain in the position until the person entering says “At Ease”, “As You Were” etc.

## Chapter 4 PERSONNEL

### SECTION I — CADET GRADES

4.1. Cadet Grade (Rank). All references to cadet grade will have the word “Cadet” as part of the grade, e.g. Cadet Captain Stan Smith. Standardized AFJROTC insignia (SEE appendix A-1) are worn on the cadet uniform and represent cadet grade. Cadets must also know and recognize active duty Air Force insignia. Cadets should also be familiar with our Army, Navy, Marines, and Coast Guard military service grades. There are two grades a cadet may hold; permanent grade and temporary grade.

4.1.1. Permanent Grade. This grade is commensurate with the number of years/terms of successful AFJROTC completion and will be awarded at the end of each semester, provided satisfactory progress has been made. Retention of the permanent grade is contingent upon satisfactory performance and behavior.

4.1.2. Temporary Grade. Cadet special orders will award a cadet a temporary grade based on their cadet job and performance. Since the grade is temporary, it will not necessarily be carried over from year to year; performance determines achievement and retention. Officer grades are

difficult to achieve and will normally be awarded to seniors and some junior cadets only. The SASI determines if officer grades will be awarded and retained by closely scrutinizing a cadet officer's entire academic record and conduct. A cadet will wear the insignia of the cadet temporary grade. Cadets will not hold a temporary grade higher than the maximum grade authorized for their job as listed in the Unit Manning Document (UMD).

## SECTION II — CADET OFFICER AND NCO AUTHORITY AND LIMITATIONS

4.2.1. Authority. Cadet officers and noncommissioned officers are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC Leadership Training. They will judiciously enforce military discipline at all times and will never demean, belittle, harass or use obscene language or physical force. In addition, physical punishment will not be used by any member of AFJROTC at any time. Proven abuse of cadet officer or NCO authority will result in disciplinary action of the individual concerned.

4.2.1.1. Limitations. Cadets will not attempt to use AFJROTC rank or position in order to obtain personal gain or favor. They will never ask a teacher or administrator for special consideration because of their cadet status. Cadet rank is an AFJROTC Leadership training tool; therefore, cadet rank exists only in authorized AFJROTC activities.

4.2.1.2. Hazing. Hazing is defined as “the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm.” ANY TYPE OF PHYSICAL/MENTAL ABUSE OR PUNISHMENT IS STRICTLY PROHIBITED. The SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in any behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This prohibition includes directing a cadet to perform any activities that can be interpreted as threatening, demeaning, or containing prejudicial or sexual comments or overtones.

## SECTION III — CADET EVALUATION BOARD

4.3.1. Cadet Evaluation Board. The SASI may convene a Cadet Evaluation Board, chaired by the Cadet Squadron Commander, to recommend

4.3.1.1. Cadets for promotion/ demotion.

4.3.1.2. Cadet for senior staff positions.

4.3.1.3. Cadet for annual and quarterly awards.

4.3.1.4. Cadet promotions and demotion policies.

4.3.1.5. Cadet evaluation policies and procedures.

4.3.1.6. Cadet corps operations policies and procedures.

#### 4.3.1.7. Cadet guide revisions.

4.3.2. Cadet Evaluation board consists of the Squadron Commander, Directors of Personnel, Operations, Logistics, and Communications, Executive Officer, and Senior Enlisted Advisor. Upper staff members may be used to replace board members if absent.

### SECTION IV — CADET JOB ASSIGNMENTS AND CADET PROMOTIONS

#### 4.4.1. Job Assignment Policies.

4.4.1.1. Cadets, who are seniors and/or fourth year cadets, receive priority for assignment to senior cadet staff, commander, and officer positions. If there is a lack of qualified seniors, than any other qualified junior cadets can receive the position.

4.4.1.2. Cadets initially assigned to cadet jobs will normally be awarded a grade below the maximum authorized for the job in the cadet UMD. To be eligible for promotion to the position's highest authorized grade, the cadet must perform satisfactorily in that position.

4.4.1.3. The SASI will select the Group Commander, Deputy Commander and other "top staff" positions with a recommendation from the ASI. The SASI may also seek out recommendations from the principal, his/her assistants and teachers, and counselors.

4.4.1.4. The Cadet Squadron Commander and all other key staff members and commanders will normally serve in their positions for the whole school year unless they are unfit to serve.

4.4.1.5. The remaining cadet positions will be recommended by Corps Commander and his/her staff to the SASI for approval. Corps staff as a minimum will solicit recommendations, conduct interviews and review other factors when making their recommendations.

#### 4.4.2. Promotion System.

4.4.2.1. Objectives. The cadet promotion system promotes cadets to permanent grades commensurate with the number of terms of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers on a quarterly basis. The cadet job assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership positions where a cadet can make and learn from their mistakes. Promotion cycles occur upon the release of marking period grades.

4.4.2.2. Responsibilities- The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from NH-20141 AFJROTC UMD positions on cadet orders. The incoming and outgoing cadet squadron commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.



4.4.3. Promotion Selection Eligibility Criteria is based on the “whole person” concept, which includes excellence in academics, conduct, teamwork, cooperation, uniform wear/personal appearance, AFJROTC, school, and community involvement. Doing well in one area and failing in another is unacceptable, One must excel in all areas.

4.4.3.1. Academic and Leadership Performance. How well does the cadet perform in all their AFJROTC and academic studies? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?

4.4.3.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership positions?

4.4.3.3. Co-curricular Activities. To what degree do they participate in cadet activities within constraints of after school employment and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they seek out and assume leadership positions?

4.4.3.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and for cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet accept responsibility for training other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

4.4.3.5. Uniform Wear. A cadet must wear the uniform when required. Improper uniform wear and/or failure to wear the uniform two or more times as required by program directives may disqualify the offending cadet from promotion consideration for that quarterly grading period. If the infraction occurs after a promotion cycle, the cadet will be ineligible for promotion the next promotion cycle. Continued discrepancies may result in demotion and/or disenrollment from AFJROTC

4.4.3.6. Promotion Standards. Through cadet/Senior Airman, promotions are based on a “fully qualified” basis. “Fully qualified” promotions are based upon a positive attitude and successful completion of the required number of courses. For higher ranks, cadets will be evaluated on the “Whole Person” concept that will include requirements for successful completion of specified course.

4.4.3.6.1. Cadet Airman First Class. Completion of 1 semester of Aerospace Science

4.4.3.6.2. Cadet Senior Airman. Completion of Aerospace Science I.

4.4.3.6.3. Cadet Staff Sergeant. Completion of 1 semester of Aerospace Science II

4.4.3.6.4. Cadet Technical Sergeant. Completion of Aerospace Science II (AS-II)

4.4.3.6.5. Cadet Master Sergeant. Completion of Aerospace Science III (AS-III).

4.4.3.6.6. Cadet Senior Master Sergeant- Completion AS-I plus satisfactorily holding a staff NCO position for one semester

4.4.3.6.7. Cadet Chief Master Sergeant. Reserved for Senior Enlisted Advisor.

4.4.3.6.8. Cadet Officers. Completion of at least one AFJROTC class, be a junior or senior, and able to command 30-step drill sequences.

4.4.3.6.9. Cadet officers(O-1 through O-6) and senior noncommissioned officers (E-7 through E-9) must maintain at least a “C” average in AFJROTC and an overall 2.0 GPA.

4.4.3.6.10. For promotion at the midterm (one semester) cadets must have a “B” average in their AFJROTC class, have not missed more than one uniform wear date and demonstrated a commitment to the values of AFJROTC. Cadets failing to meet these requirements will be eligible for promotion upon successful completion of the course.

4.4.3.6.11. All other cadets (E-1 through E-6) must maintain a “B” average in AFJROTC and no failing grades on their report card to be eligible for temporary promotion. A “D” in an AFJROTC course makes a cadet ineligible for promotion. Cadets achieving a final course grade of “D” may request continuance in the program at the discretion of the SASI. Cadets failing AFJROTC will not be permitted to continue in the program.

4.4.3.6.12. Cadets transferring from another JROTC program may temporarily assume the permanent and temporary grades, they had earned in their last unit. The students should request their cadet records from the losing unit. Upon receipt of their cadet records, the SASI/ASI will evaluate the cadet’s record and permanently award on orders the appropriate grade and position. For cadets transferring from the Nashua School District, the SASI will generate a record file of classes completed, permanent grade, positions held and awards received.

## SECTION V — AWARDS AND RECOGNITION

4.5.1. Awards and Recognition Programs are designed to acknowledge individual and group superior performance. Appendix A-13 to A-15 identifies the awards that the cadets can compete for and the type recognition earned.

4.5.1.1. Cadet of the Quarter Award- This quarterly award program promotes personal excellence and teamwork within each of the AFJROTC course. The SASI and ASI will designate the outstanding cadets in each active course. The award is based on the “whole person” concept, as described in paragraph 4.6 above.

4.5.1.2 Outstanding Flight Ribbon. Recognizes the flight that works as a team to excel in AFJROTC ideals, academics, uniform wear and personal appearance, and drill competition. The overall conduct, academics, uniform wear and personal appearance, and participation in fundraising, co-curricular and extracurricular activities will be averaged for all flight members. The SASI and ASI will select the honor flight at the end of each semester. Note:

Each member of the flight who is in good standing in that class will receive the outstanding flight ribbon.

4.5.1.3. Certificates of Completion & Training. The Aerospace Science Program is a voluntary four year elective course. Upon completion of two or more years of the program there are several benefits to any cadet who may be interested in military service or college ROTC. The SASI certifies to the armed services that the cadet has earned and deserves training credit.

4.5.1.3.1. Certificate of Completion (AFJROTC Form 310)- Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. A cadet must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive the following training credit:

4.5.1.3.1.1. Excused from one year of the General Military Course (GMC) in the college AFROTC program. Must contact the Professor of Aerospace Science (PAS) at the college university, where the cadet is enrolled to receive training credit.

4.5.1.3.1.2. Enlistment pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps (Active Duty or Reserves) after completion of basic training. Provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who entered active duty at the same time.

4.5.1.3.2. Certificate of Training (AF Form 1256)- Presented to a senior cadet in good standing who successfully completes two years of AFJROTC. The cadet must have the certificate in their possession to receive the following training credit:

4.5.1.3.2.1. Excused from one semester of a college AFROTC program- The PAS must be contacted upon enrollment in a college or university with the AFROTC program.

4.5.1.3.2.2. Enlistment pay grade of E-2 in the Army, Navy, Air Force or the Marine Corps (Active Duty or Reserves) after completion of basic training. Again this provides immediate monetary benefit and accelerated promotion ahead of other enlistees who entered active duty at the same time.

4.5.2. AFJROTC SCHOLARSHIP. The scholarship program is broken down into different types and durations. High school seniors can receive either a 3 or 4 year scholarship. All scholarships include full or partial tuition, fees, textbook allowance, and a monthly tax-free allowance during the academic year. Type 1 pays full college tuition, most fees and a book allowance. Approximately five percent of four-year scholarships are Type 1—mostly in technical fields as deemed needed by the Air Force. Type 2 pays college tuition and most fees up to \$18,000 and a book allowance. Approximately 15 percent of four-year scholarship winners will be offered a Type 2 scholarship (again, mostly in technical fields). If a student attends an institution where the tuition exceeds \$18,000 per year, then he/she pays the difference. Type 7 pays college tuition up to the equivalent of a public school's in-state rate and a book allowance. If a student receives a Type 7 offer but wishes to attend a college/university where they do not qualify under the

guidelines, the student can convert the four-year Type 7 scholarship to a three-year Type 2 scholarship. You cannot activate a Type 7 scholarship at a non qualifying school and pay the difference. The SASI may nominate qualified individuals annually for AFROTC scholarships. Students must meet the “whole person” concept to be competitive for these scholarships. In addition to strong academics, students must demonstrate excellent leadership ability, be active in their community service, and be physically fit.

## SECTION VI- RESERVE CADET STATUS, REQUIREMENTS, AND RESPONSIBILITY

4.6.1. All reserve cadets must wear the uniform on every uniform day designated by the SASI. They will follow the same rules, requirements, and criteria as all other AFJROTC currently enrolled cadets, with the exception of weekly PT. Failure to wear the uniform or follow the rules set in the cadet guide will lead to permanent disenrollment from AFJROTC. Reserve cadets who meet criteria set in the cadet guide will be invited back by the SASI. And may attend CIA trips, community service events and other JROTC sponsored events.

### Chapter 5

## UNIFORMS, EQUIPMENT, BOOKS AND PERSONAL APPEARANCE

### SECTION I - ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1.1. Cadet Uniforms. The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance of the uniform by cadet is closely scrutinized. Wear it proudly and correctly! Cadets must keep the uniform clean, neat and in good condition at all times, with badges, ribbons, insignia, and other metallic items properly maintained. **UNIFORM DAY FOR NH-20141 is TUESDAY!** Only the SASI may grant exceptions to this policy. All cadets will wear the uniform the entire school day, from when the first bell rings until the final bell rings dismissing Nashua High School students. Students involved in Gym or Culinary Arts, or any strenuous physical movement class, must request a one period exemption to the uniform wear policy from the SASI or wear the uniform as required. Cadets are expected to change back into the uniform at the end of the period.

5.1.2. Receipt for Uniform(s), Books and Other Equipment. When a cadet is issued a uniform, they will sign a Uniform Receipt Form. Cadets will also sign for books and course materials that are issued to them on a textbook issue form or other receipt form showing quantity and control number. Each item then becomes the temporary property of the cadet, who is responsible for its care. If an item is lost or willfully or negligently destroyed beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI must authorize any item substitution.

5.1.3. Uniform Issue and Maintenance. Cadets will be issued one complete, clean uniform with all accessories, insignia, and one blue and one silver Air Force nametag. The nametags are a one-time issue item that must last the entire time a student is in AFJROTC. If lost the student must pay for a replacement. Cadets are required to keep uniforms clean. Payment must be made to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by the Air Force Clothing Sales Store. This includes coats, shirts, or blouses with stains, including “ring-around-the-collar” which cannot be removed.

5.1.4. Turn-in of Uniform and Other Issued Items. Cadets will return all items issued (except for name tags, t-shirts, shoes, socks, belt and buckle before the end of the semester, before transferring to another school or upon disenrollment or dropping out from the class.) Service dress coat, skirts, pants, ties, tabs, flight caps, lightweight jackets are DRY CLEAN ONLY. Books must be returned in the same condition that they were issued, minus normal wear and tear. GRADES AND CERTIFICATES OF COMPLETION OR TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED AND ALL OTHER MISCELLANEOUS DEBTS ARE PAID IN FULL. MATERIALS ARE U.S. GOVERNMENT PROPERTY.

5.1.5. Recommendations for taking care of Uniforms/Other Issued Items. To prevent paying for lost/damaged uniforms, books, and equipment, we encourage cadets to:

5.1.5.1. Follow all care and cleaning instructions for uniforms and do not alter any uniform item without permission from the SASI/ASI.

5.1.5.2. Secure all uniform items at all times. Do not leave uniform items unattended.

5.1.5.3. Do not lend items to other cadets or anyone else.

5.1.5.4. Each cadet is responsible for turning in THEIR accountable issued items. No cadet should turn in someone else's accountable issued items unless it was a lost item.

5.1.5.5. When indoors, neatly tuck the flight cap under the belt on the left side with the insignia facing forward.

5.1.5.6. Using a piece of masking tape, place their name inside their hat, service dress coat and lightweight jacket.

5.1.5.7. Turn in any lost-and-found uniform items to an AFJROTC instructor.

5.1.5.8. Return all uniform items that become worn, don't fit, or otherwise unserviceable. If unserviceable due to normal wear and tear, items will be replaced at no cost. If a uniform item does not fit properly, return it promptly for a replacement.

5.1.6. Uniform Wear Standards. Cadets will wear the uniform as prescribed in Air Force Instruction 362903 and AFROTC Instruction 36-2001. Refer to appropriate Appendix for proper uniform wear and combination standards. If authorized and prescribed by the SASI, a utility uniform may be worn while participating in designated cadet activities. When participating in orientation flights or field trips, the SASI will prescribe the uniform to be worn.

5.1.7. Weekly Uniform Wear Day Criteria. Cadets will wear the service dress uniform when prescribed in advance by the SASI/ASI on uniform day. Cadets will be inspected on uniform wear and personal appearance using the inspection sheet depicted in Appendix 10. Each cadet will

ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. The SASI will prescribe in a special order which cadets may wear specialized uniform items such as cords, berets, and ascots. The SASI will also prescribe when those items may be worn, and how they will be worn and maintained. Failure to wear the uniform three times will make the cadet ineligible for all extra-curricular activities and may result in disenrollment from the program.

5.1.8. Excused Uniform Wear. If a cadet has an excused absence for the week (Monday through Friday), the cadet is excused from uniform wear for that week. Uniform wear at extracurricular activities may count as a substitute for weekly uniform wear requirements at the discretion of the SASI/ASI. Remember, Service Before Self.

5.1.9. Uniform Wear Make-Up Policies. “The uniform is in the cleaners, it’s too small, my little brother threw up on me, I forgot, or I am missing uniform items, etc...” are not acceptable excuses for not wearing the uniform. Cadets not wearing the uniform when prescribed will receive a grade of zero unless otherwise approved by the SASI/ASI. Cadets will wear the uniform for the entire school day to receive uniform credit. Failure to wear the uniform as directed seriously jeopardizes the course grade. Changing out of the uniform before the end of the school day will result in a reduced grade for that uniform inspection grade, unless pre-approval by the SASI.

5.1.10. Uniform and Civilian Clothing- Cadets will not mix uniform and civilian clothing without the expressed permission of the SASI. If due to medical conditions a cadet is unable to wear the uniform or any uniform item, they must present medical documentation to receive a SASI waiver.

5.1.11. Name Tags- Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on plastic, secured with clutch-type fasteners on both the long or short sleeve shirt. Name Tag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. Males wear it over the right breast pocket, centered and grounded on the top seam of the pocket. Females place it on the right side of the blouse, even with to 1 ½ inches above or below the first exposed button and even with the bottom row of ribbons and parallel to the ground. The AF silver name tag is only worn on the service coat on the right hand side for men and women. This nametag will only be given out once so it must be maintained properly. Name tags are to be worn at all times while in uniform. The blue nametags must be worn on the shirt even when wearing the service coat.

5.1.12. Prohibited Activities While Wearing the Uniform- Cadets will not hitch hike, perform manual labor, engage in sports activities, or do anything that would degrade the uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, NASHUA High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet wearing the uniform and enhances the Corps’ image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

## SECTION II - MALE UNIFORMS

5.2.1. Coat, Service Blue. With arms hanging naturally, sleeves should end 1 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned. Flat items may be carried in the inside pockets. The coat may be removed in a classroom when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned when worn. When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have an AFJROTC patch on the left sleeve as prescribed in AFJROTCI 36-2001.

5.2.2. Belt. Dark blue with silver tip and matching buckle, 1 ½' inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.2.3. Cap, Blue Service. Male Service cap is an optional item and may be purchased at the Cadet's own expense. Only cadet senior staff members are authorized to wear this cap. It can be worn with the Service Dress or Standard uniforms with the proper insignia.

5.2.4. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with the vertical crease at center of the forehead in a straight line with the nose and approximately a two-finger spacing between the bridge of the nose and the bill of the cap. The crown will not be crushed. The flight cap will not have officer silver braid.

5.2.5. Lightweight Blue Jacket ("Windbreaker"). This jacket may be worn as an optional garment, when specified by the SASI/ASI. When worn, it must be zipped at least halfway up. Officers will wear regular size hard insignia on the epaulets, 5/8" from the end seam and centered. Airmen and NCOs will wear grade insignia on the right and left collar.

5.2.6. Shirt, Light Blue, Short Sleeve with Epaulets- With arm at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a plain white "V" neck tee shirt must be worn so that the top of the tee shirt is not exposed. All buttons must be button when wearing a tie. When not wearing a tie, all buttons except the top button are buttoned. The shirttail is always pulled down into the trousers tightly and tucked at the sides to make it nearly for fitting. The only creases on the shirt are down the sleeves. Nothing will be carried in the shirt pockets.

5.2.7. Socks. Socks must be black or dark navy blue.

5.2.8. Tie. Blue, Either a Windsor or four-in-hand knot secures the tie. The tip of the tie will extend no more than 1 ½" inches above or below the belt line. It is worn outside the shirt and is not tucked in. AF approved tie tacks or tie bars can be purchased at the Cadet's own expense. Tie tacks or bars are worn centered on the tie.

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

5.2.10. Shoes. Black male oxfords. Shoes will be highly shined and laced to the top. Only the soles and heel edges may be coated with sole and heel dressing. Optional high-gloss black corfam shoes or patent leather are authorized and are purchased at the Cadet's own expense.

5.2.11. Undergarment. Conservative, commercial style undergarments MUST be worn with the uniform. A plain white V-neck or athletic style tee shirt is required with any uniform configuration.

5.2.12. The Semi-Formal Uniform. The semi-formal uniform is only worn for formal occasions such as the Military Ball. The semi-formal uniform consists of the service dress uniform (coat, pants and tie) worn with a plain white collared shirt. Buttoned down collared shirts are not permitted.

### SECTION III - MALE PERSONAL APPEARANCE

5.3.1. General. Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of issued headgear. The hair must not touch the ears or collar or protrude below the front band of the headgear. Hair will not be worn in an extreme or fad style to include braids. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns must be straight and even in width and will not extend beyond the bottom of the ear opening and end with a clean-shaven horizontal line. Cadets may wear conservative sunglasses, except while in formation.

5.3.2. Jewelry. Male cadets may not wear earrings while in uniform. One watch and one bracelet (not wider than ½ inch) may be worn; they must not detract from the military image or be a safety hazard. No more than three rings may be worn at any one time. Fingernails will be neat, clean and, trimmed. Male cadets will not wear or place pencils, pens, or handkerchiefs in uniform shirt pockets.

### SECTION IV - FEMALE UNIFORM REQUIREMENTS

5.4.1. Service Coat. Blue, should follow the contours of the figure but allow ease of movement without pulling in back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed when it becomes uncomfortably warm. It will not be worn unbuttoned in school public areas such as hallways, common areas, or the cafeteria. When



removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom.

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

5.4.3. Cap, Blue Service. Female Service cap is an optional item and may be purchased at the Cadet's own expense. Only cadet senior staff members are authorized wear of this cap. It may be worn with the Service Dress or Standard uniforms with the proper insignia.

5.4.4. Flight Cap, Blue. The cap is worn with the crease straight with the nose, with insignia over the left eye, and approximately a two-finger spacing between the bridge of the nose and the bottom of the cap- The Flight cap will not have officer silver braid.

5.4.5. Hose. Commercial sheer, nylon hose in black, off black, dark blue, dark brown, or neutral which complements the uniform and/or the cadet's skin color may be worn. Patterned or white hosiery is not permitted. Hosiery is mandatory when wearing the skirt.

5.4.6. Socks. Black or navy blue socks without design may be worn with slacks and oxfords. Socks must be worn if not wearing hose.

5.4.7. Lightweight Blue Jacket(Windbreaker). It may be worn as an optional garment when specified by the SAS /ASI. When worn, it must be zipped at least halfway up. Officers may wear regular size hard insignia on the epaulets, 5/8 from the end seam and centered. Airmen and NCOs will wear grade insignia on the right and left collar.

5.4.8. Blouse, Light Blue, Short Sleeve, and Pointed Collar. The blouse may be worn with a tab or open collar. The tab is always worn with Service Dress Coat. The blouse is always worn tucked in. If worn with an open collar, and if a tee shirt is worn, a white V neck or athletic style tee shirt may be used so that the top of the tee shirt is not exposed.

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

5.4.10. Skirt, Blue. Skirts if worn will hang naturally over the hips with a slight flare. The length will be not shorter than the top of the kneecap nor longer than the bottom of the kneecap. The skirt may be worn with or without belt loops. A belt must be worn if the skirt has belt loops. Hosiery is required when wearing the skirt.

5.4.11. Undergarments. Conservative, commercial style undergarments will be worn with the uniform.

5.4.12. Shoes. Black oxford shoes will be issued and will be worn with uniform. Shoes will be highly shined and laced to the top. Optional scotch grained black leather or high gloss finish pumps are authorized but are purchased at the cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized for female cadets at their own expense. Heel height must not exceed 2 ½” inches. Shoes will have plain closed toe and heel and will not have any ornamentation such as bows, buckles, or straps.

5.4.13. Purse. Females may carry a small, black purse. The standard Air Force purse may be purchased at the cadet’s expense.

5.4.14. The Semi-Formal Uniform. The semi-formal uniform is only worn for formal occasions such as the Military Ball. The semi-formal uniform consists of the service dress uniform (coat, pants and tie tab) worn with a plain white blouse with a small pointed collar.

## SECTION V - FEMALE PERSONAL APPEARANCE

5.5.1 Jewelry. One watch and one bracelet (not wider than one half inch) may be worn; they must not detract from the military image or be a safety hazard. Gold, silver or pearl ball or diamond stud type earring may be worn. Earrings must be spherical and of plain design. Exposed jewelry such as ankle bracelets may not be worn. Cadets may wear no more than three rings at any one time. Female cadets will not place pencils, pens or handkerchiefs or other items in uniform shirt pockets. Fingernails will be neat, clean and, trimmed.

5.5.2. Hair. Must be styled to not exceed 3 inches in bulk and permit wear of any military headgear. Exaggerated styles with excessive fullness or extreme heights are prohibited. Hair will not be worn in any style longer than at the back the neck at the bottom of the collar edge. Hair ornaments such as ribbons or scrunchies will not be worn. Pins, combs hair bands, or barrettes VERY SIMILAR in color to the individual's own air may be worn to keep hair in place. Ornamentation is prohibited.

5.5.3. Cosmetics. Cosmetics must be conservative and in good taste.

5.5.4. Fingernails. Fingernails must be clean and neat. Nail polish, if worn, must be conservative in color and not contain any ornamentation

## SECTION VI - GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.6.1. Buttons. Replace buttons promptly. Buttons on the service dress are oxidized silver, DO NOT polish them.

5.6.2. Uniform Loose Strings. Trim loose strings (“cables”) and frayed seams on the uniform. Do not try to pull or tear them off.

5.6.3. Jewelry. Necklaces, pendants, and other visible ornaments are prohibited. Necklace and pendants may be worn if concealed. Conservative sunglasses are authorized, except in military formations.

5.6.4. Ribbons. All authorized ribbons must be worn on the service dress coat and are optional on the standard uniform. Ensure they do not become soiled, frayed or worn; replacement ribbons and devices must be purchased by the cadet. Cadets may wear ribbons earned while enrolled in other JROTC programs. Five Civil Air Patrol ribbons. Can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved.

5.6.5. Vocational/Physical Education Dress-Out Policy. Vocational/Physical Education teachers will determine whether cadets in uniform are excused from dressing-out for class on AFJROTC uniform day. When necessary cadets will change into proper clothing at the beginning of their class and change back into their uniform at the end of the class. Cadets are responsible to notify the SASI/ASI of classes that require changing out of uniform for a period.

5.6.6. Smoking and Portable Music Players. SMOKING or use of any tobacco product and wearing headphones as well as the use of portable tape recorders, stereos, and CD players are prohibited while in uniform. Wear of headphones while traveling (on a bus) during field trips will be permitted.

5.6.7. Sweater Wear. Cadets may wear only the Air Force long sleeve wool V-neck pullover sweater or cardigan sweater as an optional item at their own expense.

5.6.8. Umbrellas. Optional, commercial, plain solid dark blue or black without ornaments is authorized when weather conditions dictate.

5.6.9. Utility Uniform. The Utility Uniform (also referred to as the PT Uniform) consists of a gray short sleeve AFJROTC tee-shirt (Or other authorized Unit shirts), and dark blue or gray gym shorts and/or gray sweatshirt and pants, and conservative athletic/running shoes.

5.6.10. Air Battle Dress Uniform (ABU)- With permission of the SASI, only the Top 7 may be allowed to wear the ABU. It will be worn in accordance with this handbook, AFJROTCI 36-2001 (see Appendix A-9). The ABU is not a substitute for the blue uniform on designated uniform days. Only authorized on the last uniform day of the month/ or when the Raider Team Commander & SASI establishes said date for the team. The ABU consists of an ABU shirt, ABU pants, plain tan tee shirt, plain ABU cap, and boots. None of these are issue items, and Air Force/unit funds will not be expended for purchase or to maintain these items. Cadets may purchase ABU, caps, tee-shirt, and boots at their option.

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THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER.....WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES.

Chapter 6  
DRILL AND CEREMONIES

6.1. Drill and Ceremonies are an important part of AFJROTC training. The primary reference that all cadets will become familiar with during leadership training is the Drill and Ceremonies manual. First year Aerospace Science cadets will learn basic drills and how to follow commands. Second, third and fourth year cadets will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequence, commands, and basic drill fundamentals.

6.2. 30-Step Drill Sequence Commands. Flight Commander will report in stating: “Sir/Ma ‘am. Cadet (Rank and Last Name) reporting for drill evaluation Sir/Ma ‘am.”

Fall In	. Forward March	. Ready Front
Open Ranks March	. Right Flank March	. Column Right March
Ready Front	. Left Flank March	. Forward March
Close Ranks March	. Column Right March	. Change Step March
Present Arms	. Forward March	. Column Right March
Order Arms	. To the Rear March	. Forward March
Parade Rest	. To the Rear March	. Flight Halt
Attention	. Column Right March	. Left Face
Left Face	. Forward March	. Right Step March
About Face	. Eyes Right	. Flight Halt

Flight Commander will salute the evaluator to signify completion and report out stating: “Sir/Ma ‘am. Cadet Rank and Last Name requests permission to use/leave the drill area “

**Drill Terminology**

- **Element:** The basic formation, the smallest drill unit comprised of at least 3 but usually 8 to 12 cadets, one of whom is designated as the element leader

- **Flight:** At least two but not more than four elements
- **Interval:** The space between cadets placed side by side - a normal interval is an arm's length
- **Distance:** The space between cadets (40 inches) as measured from their chests to the backs of the cadet to their immediate front while in formation
- **Dress:** Alignment of elements side by side or in line while maintaining proper interval
- **Cover:** Cadets aligning directly behind the person to their immediate front while maintaining proper distance
- **Alignment:** Dress and cover
- **File:** A single column of cadets place one behind the other
- **Rank:** A single line of cadets placed side by side
- **Flank:** The extreme right or left (that of the troops) side of a formation
- **Step:** The distance measured from heel to heel (24 inches) between the feet of an individual marching
- **Pace:** A 24 inch step - this is the length of a full step in quick time
- **In Column:** The arrangement of units side by side with element leaders at the head
- **In Line:** The arrangement of units one behind the other with the element leaders at the extreme right flank
- **Quick Time:** The rate of marching 100 to 120 steps, 24 inches in length, per minute
- **Half Time:** The rate of marching 100 to 120 steps, 12 inches in length, per minute
- **Mark Time:** Marching in place at 100 to 120 steps per minute, raising feet 4 inches
- **Slow Time:** The rate of marching at 60 steps per minute (used in funeral ceremonies)
- **Double Time:** The rate of marching 180 steps, 30 inches in length, per minute
- **Adjutant's Cadence:** 140 steps per minute

### General Rules for Drill Command

- When giving commands, the leader is always at the position of attention
- While marching, the leader must be in step with the formation at all times
- The leader faces the cadets when giving commands
- The command used to revoke a command is < "As You Were" >
- If a command is given improperly, the cadets execute the movement to the best of their ability

### Characteristics of a Drilling Command Voice

- **Loudness:** The volume used in giving commands
- **Projection:** The ability of your voice to reach whatever distance is desired without undue strain
- **Distinctness:** Clear enunciation
- **Inflection:** The change in pitch of the voice
- **Snap:** The extra voice quality that demands immediate response - expresses confidence and control

### **Saluting Privileges**

- The junior member initiates the salute in time to allow the senior officer to return it
- A superior carrying articles in both hands need not return the salute but should nod or verbally acknowledge
- Salutes are not rendered indoors, with the exception of formal reporting
- Cadets will not salute or return a salute in formation unless given the command to do so - the cadet in charge salutes for the whole formation
- In groups not in formation, the first cadet that notices a senior officer approaching calls the group to attention, and all cadets face the officer and salute
- At public gatherings such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between cadets/officers need not be rendered
- Cadet workers in detail do not salute - the person in charge salutes for the entire group
- The salute must be rendered to officers moving in marked military vehicles

### **Formation of a Flight**

- A flight forms in at least two but not more than four elements in line formation
- A line formation is the only formation used for open ranks inspections
- A formation in column of at least two but not more than four elements is the formation used for marching
- The flight marches in line formation only for minor changes in position
- To leave ranks in line formation, the command is (Rank/Last Name), (pause), <“Front and Center”>
- Upon hearing his or her name, the cadet assumes the position of attention
- On the command <“Front and Center”>, the cadet takes one step backward, faces to the left or right, proceeds to the closest flank, and proceeds to the front of the formation by the most direct route
- The cadet halts one pace in front of and facing the person in command, salutes, and reports as directed
- To return to ranks, the cadet salutes, faces left or right, and returns by the same route to the same position in ranks

#### **2-11: How To: Perform an Open Ranks Inspection**

- Position:
  - Six paces in front of and centered on the flight
  - Give the command <Open Ranks March>. Proper distance is 70 inches between ranks. The flight automatically executes <Dress Right Dress> and remains so until the flight has been aligned.
- Align the flight:
  - This is a formality. Go quickly. Do proper facing movements. After aligning elements, march three paces past the flight and execute a <Left Face>.

- Ready front: Give the command <Ready Front>. Take one pace, execute a <Right Face>, salute, and report to the inspector as appropriate. For example: “(Sir/Ma’am), the flight is prepared for inspection.” You will then be inspected and then asked to accompany him/her during the inspection.
- Prepare the flight:
  - After you are inspected, execute a <Left Face> and give the command
  - (Second/Third/Fourth Elements) <Parade Rest>. Now execute a <Half-Left Face> as in marching and halt one pace to the right and one pace behind the instructor
- Inspection:
  - The flight commander and the flight sergeant must follow the inspector through the ranks. The flight commander must step off with the left foot and execute an in place halt as the inspector moves from cadet to cadet. The flight sergeant follows the inspector and records all discrepancies. At the end of each element, the flight sergeant follows the inspector. Element leaders must call their elements to <Attention> and give their elements <Parade Rest> at the proper times. Element leaders must assume the position of <Attention> prior to calling their respective elements to <Attention>.
- Post inspection:
  - After the last element has been inspected, the inspector will march off. The flight sergeant then marches to a position one pace to the right and three paces past the flight, executes a <Left Face> and calls the flight to <Attention>. The flight sergeant then takes one pace forwards and executes a <Right Face>. The flight sergeant will receive comments from the inspector and salute the inspector upon departure.
- Close ranks:
  - Immediately after the inspector departs, the flight sergeant executes a <Left Face> and gives the command <Close Ranks March>. The flight sergeant then marches by the most direct route to a position six paces in front of, centered on, and facing the flight. The flight sergeant will give feedback to the flight and await further instructions from the flight commander.

## Chapter 7

### AFJROTC NH- 20141 CLUBS AND EXTRACURRICULAR ACTIVITIES

7.1. General. There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, and are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values we teach and live by. The SASI and/or ASI will monitor all activities and will serve as advisors. The

following description of activities is not all-inclusive and may change depending on what activities the cadets want to support.

7.2. Other Events/Activities. There will be many activities for the cadets to participate in throughout their time in the AFJROTC program. Some will be required while others will be optional and at the individual's own expense. The following are some being considered. The final determination will be based on cadet interest and their participation in planning and organizing of the events/activities.

7.2.1. National Awards Ceremony. Will be held every year in the spring.

7.2.2 Color Guard. This specialized team presents the flag at school sports events and other ceremonies, to include POW/MIA table Ceremony.

7.2.3. Drill Team. This team may compete with other teams in local drill meets.

7.2.4. Parades. Our unit may participate in local parades

7.2.5. Community Service Events. Relay for Life, Toys for Tots, mentoring program are just a few examples.

7.2.6. Fund raisers to raise money for field trips, award banquet, military ball and other activities.

7.2.7. Kitty Hawk Air Society. Kitty Hawk Air Society (KHAS) is an honor society exclusively for AFJROTC cadets regardless of year after their second class is completed, experience, or rank with a minimum GPA of 3.0. Cadet members must be active in the corps, school, and community, and be of good moral standing. Membership is on a strictly volunteer basis. The purpose of the KHAS is to improve fellow cadets' grade point average through peer tutoring, to promote esprit de corps, and to improve the school and community through service projects that promote cadet leadership and unit teamwork. All members are issued a Kitty Hawk Air Society badge that will be worn on the uniform.

7.2.8. Rocketry Club. Build, launch, study, and fly model rockets

7.2.9. RC Club. Fly remote control drones.

7.2.10. PT Extra. A chance for cadets to physically challenge themselves after school.

7.2.11. J-Lab. academic bowl. All cadets, with the exception of seniors, are allowed to participate in this event. Everyone must do the the practice test to see who will make it to the first round and this is all done on the computer. Next after you pass the practice you move to a first round where you compete to get all the way to the final round. In J-Lab you have a team of six people, four main people then two substitutes. If you make it to the final round you get an all expensed paid trip to Washington D.C. To compete in the final round against other schools.

7.2.12. Stellar Explorers. Cadets learn how to use programs that are designed to observe satellites as well as plan their orbits. Competitions are then held in three stages, a preliminary stage, a primary stage, then finals which are held in Colorado.

7.2.13. Geocaching. Cadets will go out into minefalls, and other hiking areas, and find specific coordinates to find a geocache.



7.2.14. PT Olympics. Held at the end of each semester, each each participates as a team to earn as many points as they can for their team in a wide variety of events, if a cadet earns a gold medal they will receive a rainbow ribbon, no device for subsequent awards.

7.2.15. Flight V. Flight. This is a competition between the flights in the program in which they compete in a wide variety of competitions.

## Chapter 8

### CADET HEALTH AND WELLNESS PROGRAM

#### SECTION I - PHYSICAL FITNESS PROGRAM

8.1.. General. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all other activities.

#### SECTION II - PHYSICAL FITNESS PROGRAM POLICIES

8.2.1. Policies. The PT Officer will outline the Wellness Program for cadets. As in other parts of the AFJROTC class performance will be recognized. There are four Individual awards are available including a Most Improved Cadet. In addition, each cadet who achieves the program's objectives will be awarded the AFJROTC Physical Fitness Ribbon. Categories of awards based on performance are described below.

8.2.1.1. Medical Evaluation. It is always advisable to consult your physician prior to initiating any regimented exercise program. Parental permission will be obtained prior to participation in the AFJROTC Wellness Program.

8.2.1.2. Establishing Cadet Performance. This physical fitness training program will include numerous activities and a personal fitness regimen with obtainable objectives. The Physical Fitness NCO will input cadet information into WINGS to track wellness program progress as well as to identify those cadets who are eligible to receive superior awards for their performance. Individualized training programs are based on national standards by age and gender. Areas of improvements as well as how to reach program goals will be identified for each cadet.

8.2.1.3. Competitions During the year. physical fitness and athletic competitions may become a part of field days, flight, and other corps competitions.

8.2.1.4. Physical Fitness Test. Physical Fitness NCO will lead students in the Wellness activities. The SASI/ASI will review and approve the training program.

8.2.1.5. Cadet PT uniform. The uniform for physical training includes the gray Air Force shirt and sweatshirt, and blue Air Force shorts or the gray Air force sweatpants. The SASI is authorized to add other unit shirts deemed appropriate. The shirt will be tucked in at all times during PT .

## Chapter 9 AWARDS AND DECORATIONS

### Forward

AFJROTC cadets wear the same basic uniform as the active duty Air Force, and they should be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

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

### ACCOUTREMENTS (GENERAL)

#### 9.1 Insignia Placement.

Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Holm Center/JROS is the review/ approval authority for waivers and for situations not specifically addressed by this guide.

#### 9.2 Badges

9.2.1 Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. To Order the badge go to WINGS | Logistics | Create Display Orders.

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

9.2.3 Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either or non-powered aircraft. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the Cadets Flight solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Certificate Badge.

9.2.4 Awareness presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team should be published in the Cadet Guide or the Unit Operating Instructions. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the Cadets Flight solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Awareness presentation Team Badge.

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

9.2.6. Academy Modeling of Aeronautics (AMA) Wings. Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badges for qualifying cadets.

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

9.2.7.1 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 | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the badge from a vendor. The recipient should hold the following awards prior selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

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

9.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR: Holm Center/ JROSL.

9.2.10. Other Badges or Pins.

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

9.2.11. Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

### 9.3 Shoulder Patches.

9.3.1. AFJROTC Patch. wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

9.3.2 Unit Patch. Optional. If worn, must be on the right shoulder only at 1 1/2 inches down and in line with the AFJROTC patch.. Unit patches are paid for by non-AF Funds. Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

9.4. Shoulder cords. Cadets are authorized to wear **one shoulder cord** on the left shoulder. Wear the shoulder cord only on the light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

9.5. Shoulder Tabs. Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g. drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn no lower than 1 inch below the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

### 9.6 Awards and Decorations.

9.6.1. The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets Awards sponsored by national organizations are funded by 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 may not create local awards for wear on the uniform.** See attachment 11 for Award POC's.

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

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

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

earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or unit Operating Instructions.

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

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

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

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

9.7.1.1. Special awards

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

9.7.1.2. National Awards

1. Air Force Association Award
2. Daedalian Award
3. American Legion Scholastic Award
4. American Legion General Military Excellence Award
5. Daughters of the American Revolution Award
6. American Veterans Awards
7. Reserve Officers Association Award
8. Military Order of World Wars Award
9. Military Officers Association Awards
10. Veterans of Foreign Wars Awards
11. National Sojourners Award
12. Sons of the American Revolution Award
13. Scottish Rite, Southern Jurisdiction Award
14. Military Order of the Purple Heart Award
15. Air Force Sergeants Association Award

16. Sons of Union Veterans of the Civil War Award
17. Sons of Confederate Veterans H.L. Hunley Award
18. Tuskegee Airmen Incorporated AFJROTC Cadet Award
19. The Retired Enlisted Association Award
20. The Celebrate Freedom Foundation Award
21. National Society United States Daughter of 1812
22. Air Commando Association Award
23. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in the *Units Cadet Guide or Operation Instruction*)

#### 9.7.1.3.

1. Distinguished Unit Award with Merit
2. Distinguished Unit Award
3. Outstanding Organization Award
4. Outstanding Flight Award
5. Top Performer Award
6. Outstanding Cadet Ribbon
7. Leadership Ribbon
8. Achievement Ribbon
9. Superior Performance Ribbon
10. Academic Ribbon
11. Leadership School Ribbon
12. Special Teams Competition
13. Orienteering Ribbon
14. Co-curricular Activities Leadership Ribbon
15. Drill Team Ribbon
16. Color Guard Ribbon
17. Saber Team Ribbon
18. Marksmanship Ribbon
19. Good Conduct Ribbon
20. Service Ribbon
21. Health and Wellness
22. Recruiting Ribbon
23. Activities Ribbon
24. Attendance Ribbon
25. Dress and Appearance Ribbon
26. Longevity Ribbon
27. Bataan Death March Memorial Hike Ribbon
28. Patriotic Flag Ribbon

#### 9.7.1.4. Civil Air Patrol (CAP) Awards

1. General Carl Spaatz Award
2. General Ira C. Eaker Award

3. Amelia Earhart Award
4. General Billy Mitchell Award
5. General J.F. Curry Achievement Award

9.7.2. AFJROTC cadets are **not Authorized** to wear ribbons/medals earned/issued from the United States Army, United States Navy, or United States Marine Corps AFJROTC programs unless they were previously enrolled in a sister service JROTC program. When authorized, AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

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

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

## 9.8. Descriptions and Criteria.

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

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

9.8.2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk of life requirements of the Gold Valor Award. Forward recommendations for valor awards through [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) distributes the citation, medal, and ribbon for presentation.

9.8.3. **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 humanitarian awards to [Q-OpsSupport@afjrotc.com](mailto:Q-OpsSupport@afjrotc.com) for review and approval within 6 months of the incident. Include

a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

**9.8.4. Silver Star Community Service with Excellence Award.** Award consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

- The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.
- "Countable" hours must be logged into WINGS and be accomplished IA W published guidance (AFJROTCI 36-2001, Part 7)
- Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award.
- Instructors at the Top 5% units will determine which of their cadets have

contributed

to the unit earning the new award.

**9.8.5. 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 HQOpsSupport@afirotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.

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

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

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

**9.8.7. Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque



discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

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

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

9.8.7.2. 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 11 for list of award points of contact.

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

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

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

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

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

9.8.9.1. 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 general military excellence. Each cadet must:

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

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

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

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

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

9.8.10.2. 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 6-11 for list of award points of contact.

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

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

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

9.8.11.2. 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 should make the presentation if a participating local post or department representative is available. See Attachment 6-11 for list of award points of contact.

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

9.8.12.1. 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:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.
- Rank in the top 1 0% of their AS class.

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

Association. See Attachment 6-11 for list of award points of contact.

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

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

9.8.13.2. 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.

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

9.8.14.1. 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.

9.8.14.2. 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.

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

9.8.15.1. This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership.

Each cadet must:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.
- Be active in student activities.

- Not have been previous recipients of this award.

9.8.15.2. 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.

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

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

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

9.8.17.2. The SASI selects the recipient subject to the final approval of the sponsoring Nation Sojourners chapter. The SASI request 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.

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

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

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

9.8.18.2 The SASi and the Principal select the recipient of the award not later than MArch. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter.

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

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

- Contribute the most to encourage Americanism by participation in Co-Curricular 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 participation.

- Not have been previous recipients of this award.

9.8.19.2 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.

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

9.8.20.1. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth- year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

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

9.8.20.2. 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.

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

9.8.21.1. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

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

9.8.21.2. 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.

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

9.8.22.1. 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 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

9.8.22.2. 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 to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

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

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

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

**9.8.25. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate.

9.8.25.1. 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.

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

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

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

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

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

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

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

9.8.32. **Distinguished Unit Award (DUA).** 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.

9.8.33. **Outstanding Organization Award.** 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.

9.8.34. **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight determined by the flight v. flight competition.

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

9.8.35.1. All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of 2% of their cadets to their Region Director based on a cadet's performance in the

following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Co-Curricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self-improvement. Community involvement. Other accomplishments.

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

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

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

9.8.39. **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

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

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

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

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

9.8.44. **Co-curricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

9.8.45. **Drill Team Ribbon.** This ribbon will be awarded to cadets after completion of 2 or more drill competitions with attendance of at least 90% of practices. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.



- 9.8.46. **Color Guard Ribbon.** This ribbon will be awarded to cadets after completion of 2 or more color guard events with attendance of at least 90% of practices. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 9.8.47. **Saber Team Ribbon.** This ribbon will be awarded to cadets after completion of 2 or more saber team events with attendance of at least 90% of practices. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 9.8.48. **Marksmanship Team Ribbon.** This ribbon will be awarded to cadets after completion of 2 or more Marksmanship team event with attendance of at least 90% of practices. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 9.8.49. **Good Conduct Ribbon.** This ribbon will be awarded to cadets who receive no disciplinary actions per school year.
- 9.8.50. **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons)) unless community service hours are also awarded.
- 9.8.51. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test 75-84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)
- 9.8.52. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instruction.
- 9.8.53. **Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction.
- 9.8.54. **Attendance Ribbon.** A cadet must attend 95% of all JROTC classes and have no more than 2 unexcused absences.
- 9.8.55. **Dress and Appearance Ribbon.** This ribbon will be awarded to cadets who wear their AFJROTC Uniform (PT and Blues) according to Cadet guide throughout the school year.
- 9.8.56. **Longevity Ribbon.** Awarded for completion of each AS year.
- 9.8.57. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may

conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

9.8.58. **Patriotic Flag Ribbon.** May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations.

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

9.8.60. **PT Olympics Award.** A ribbon awarded to the recipient of a gold medal in the unit's biannual PT Olympics competition. A different ribbon is awarded every year. Ribbon design TBD yearly by cadet leadership.

9.8.61. **Top Gun Award.** A ribbon awarded to any cadet who achieves the unit's monthly Top Gun Award. The SASI, ASI, and top cadet leadership decide on one cadet who went above and beyond in the previous month to receive this award. Ribbon design TBD by cadet leadership.

# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

## CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

## AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA




OFFICERS  
SERVICE CAP  
INSIGNIA




MODEL ROCKETRY  
BADGE




ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS




KITTY HAWK  
AIR SOCIETY  
BADGE




DISTINGUISHED  
CADET BADGE




SHOULDER TAB  
METAL OR CLOTH




GROUND SCHOOL  
BADGE




FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



AEF BADGE  
(OLD)



AEF BADGE  
(NEW)



Marksmanship  
Shield



AWARENESS  
PRESENTATION  
TEAM BADGE



Cyber Patriot  
Badge

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



MARKSMANSHIP



SHARPSHOOTER

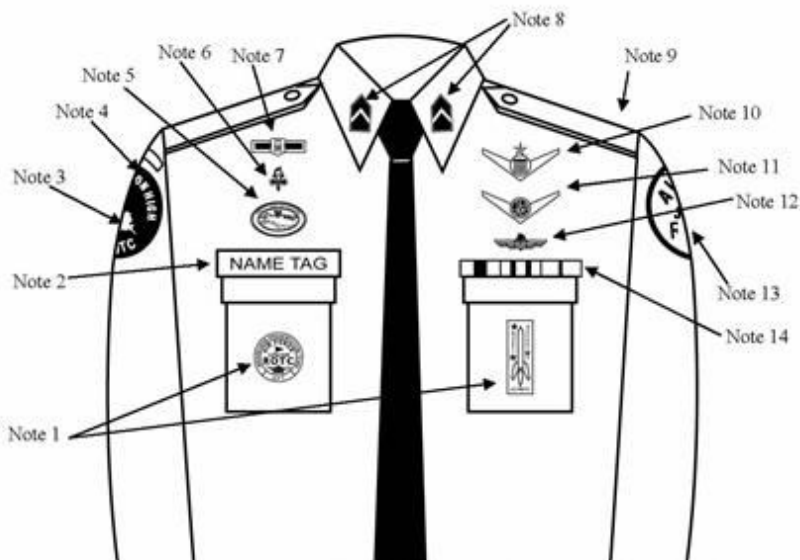


EXPERT

(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

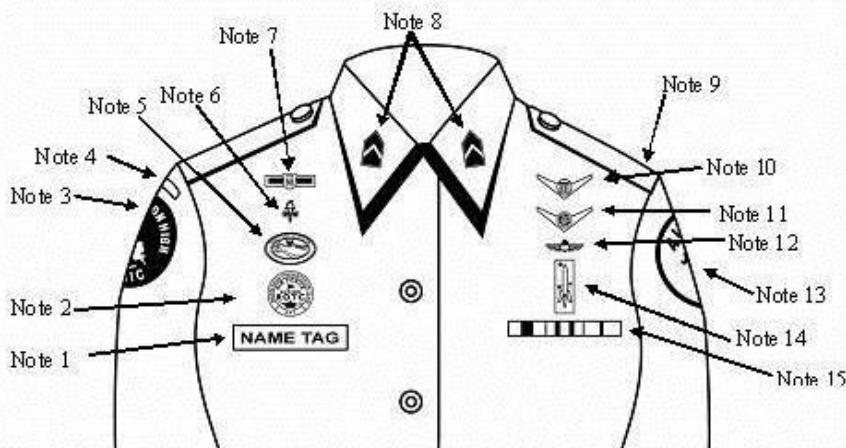
Badges/Insignia/Pins not listed here are unauthorized

## CADET MALE BLUE SHIRT



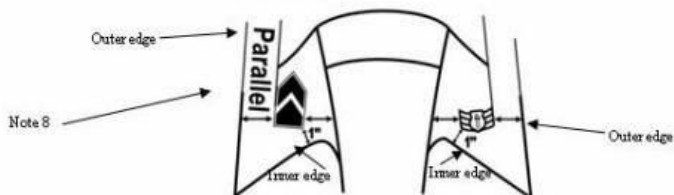
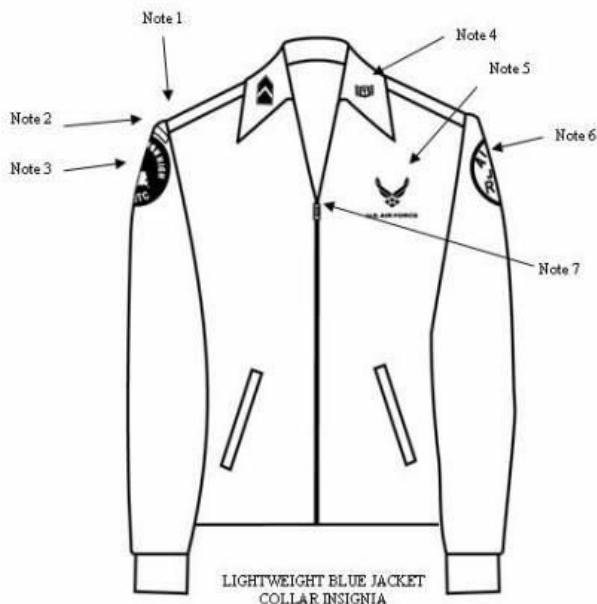
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

## CADET FEMALE BLUE SHIRT



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

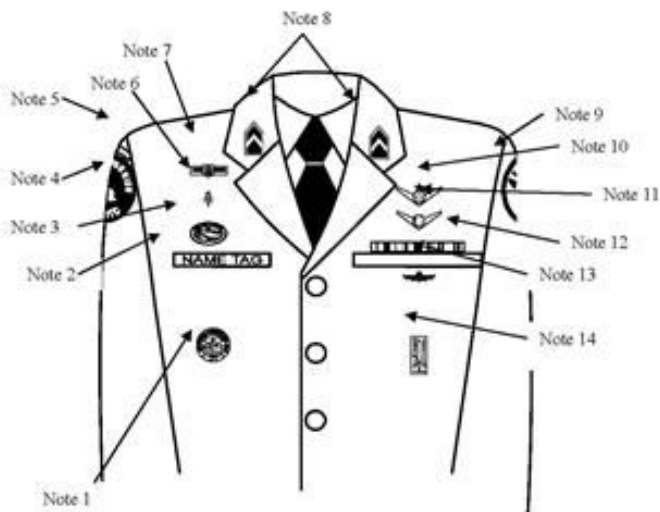
## CADET LIGHTWEIGHT BLUE JACKET



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

## CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

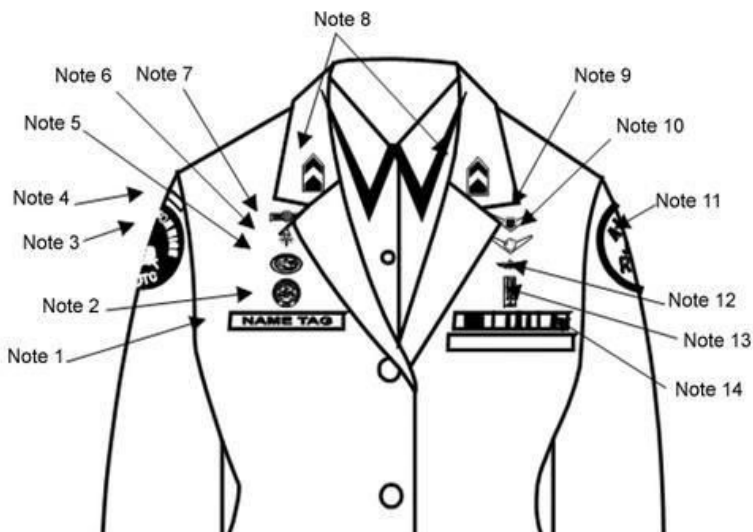


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.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



## CADET FEMALE 1620 SERVICE DRESS

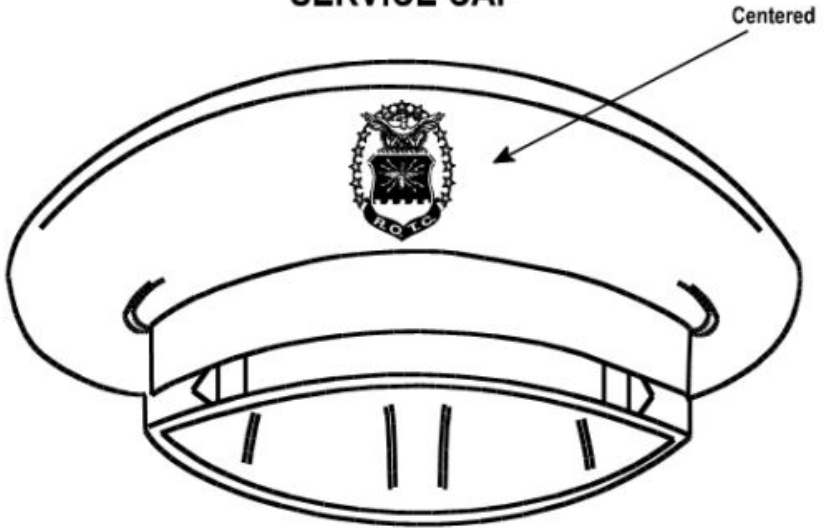
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



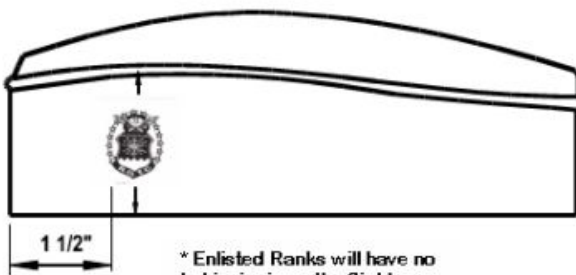
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder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

## CADET MALE HEADGEAR

### SERVICE CAP



### FLIGHT CAP



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

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

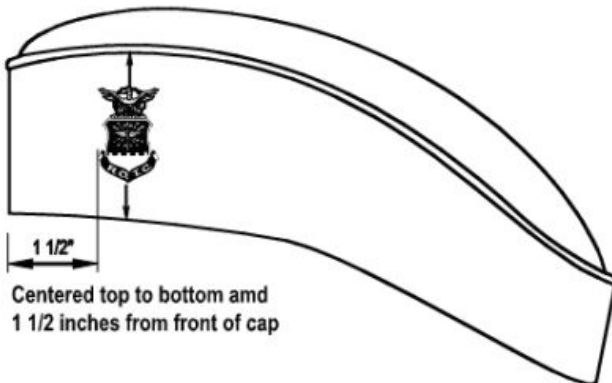
Officers wear hat insignia with stars

## CADET FEMALE HEADGEAR

### SERVICE CAP



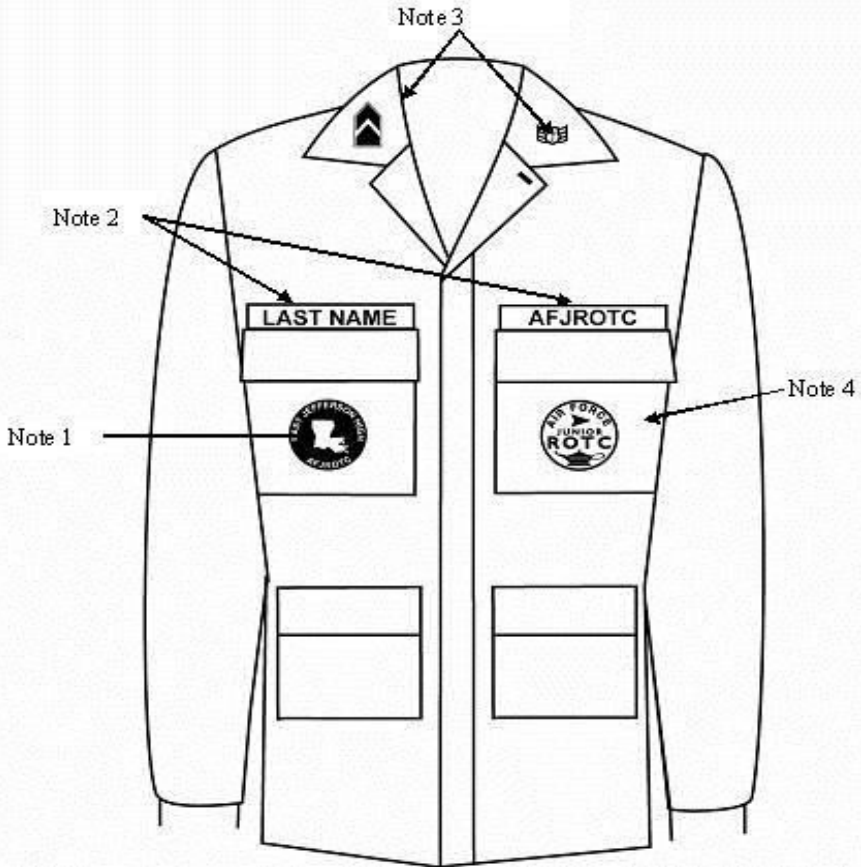
### FLIGHT CAP



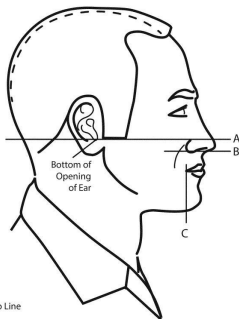
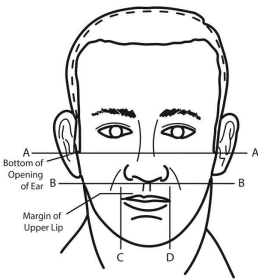
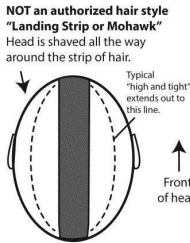
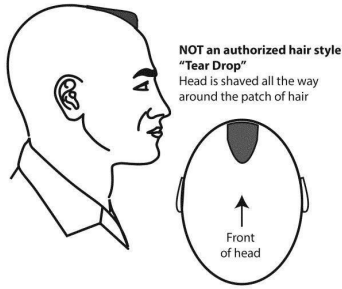
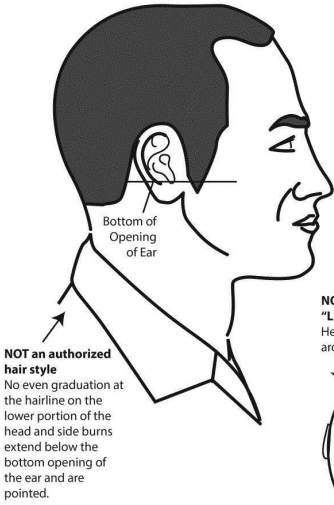
Centered top to bottom and  
1 1/2 inches from front of cap

Officers wear hat insignia with stars  
Insignia without stars is worn by enlisted

## CADET BATTLE DRESS UNIFORM (BDU) Male and Female

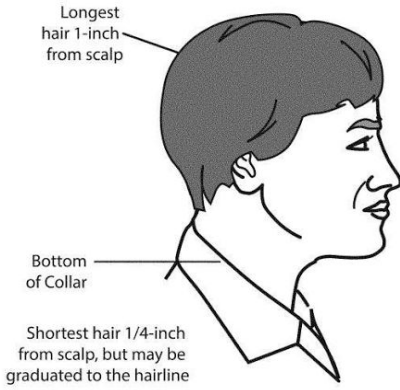


1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airmen Basic have no collar insignia.
4. AFJROTC patch worn on left pocket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

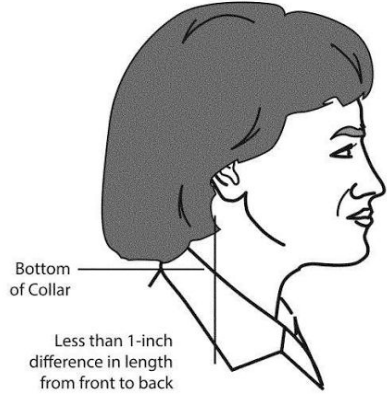


----- Scalp Line

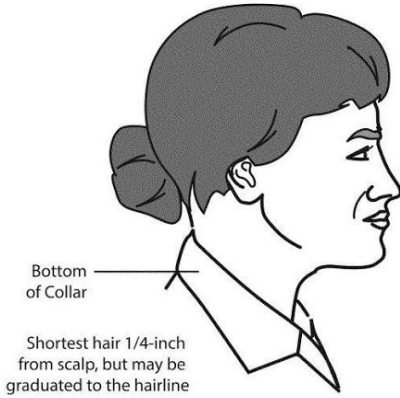
**Short Hair Length**



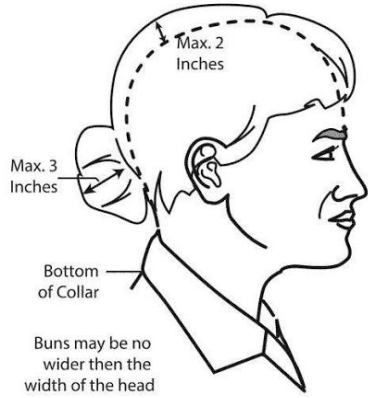
**Medium Hair Length**



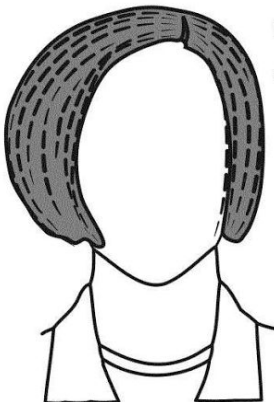
**Long Hair Length**



**Bulk of Hair**

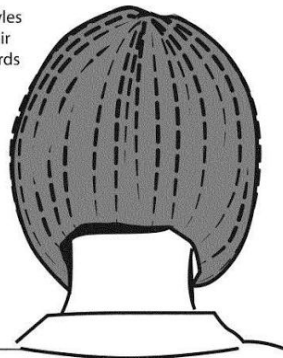


Braids or fashionable styles must conform to all hair and appearance standards



Less than 1-inch difference in length from front to back

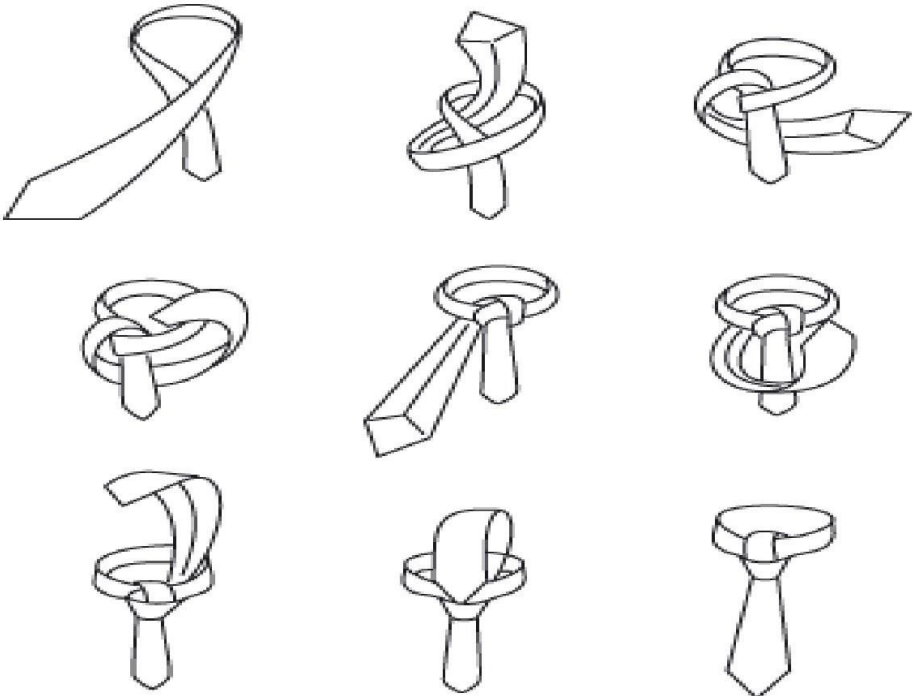
Bottom of Collar



**Windsor Knot (Right)**

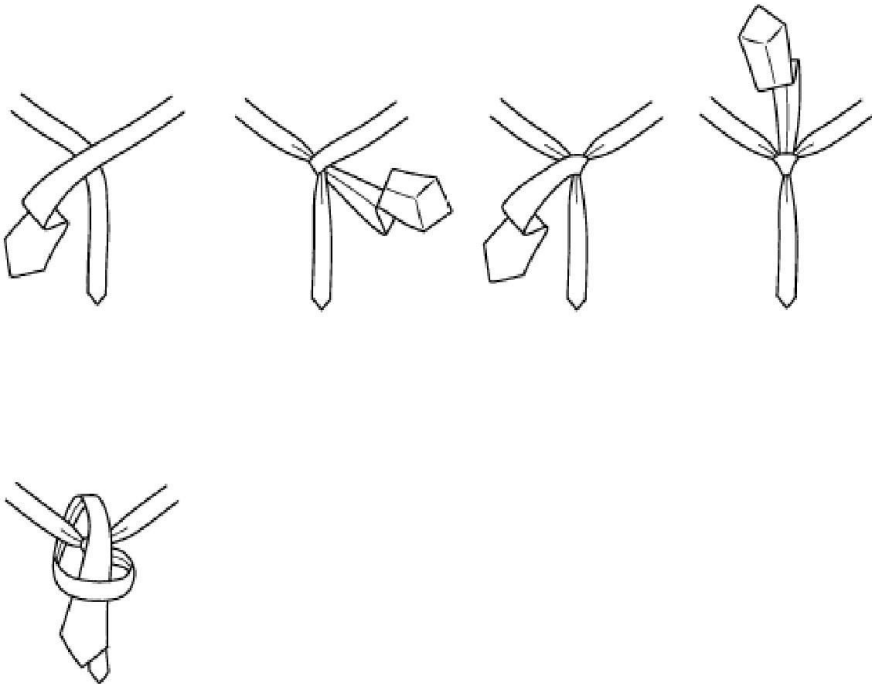
1. With the wide end 12 inches longer than the narrow end
2. Make a loop as shown
3. Bring the wide end around and behind the narrow end
4. Turn the wide end up and put it through the loop of the tie
5. Pull the wide end through and shape carefully

**Note: There are several good knot tutorials on YouTube.**




**Four-In-Hand Knot**

1. With the wide end of the tie on the right side
2. Then cross the wide end over in back and to the left bring it completely around the front to your right
3. Bring it back and up through the center
4. Pass it through the loop in front
5. Tighten the knot neatly, forming a "dimple" with your index finger. **Note:** There are several good knot tutorials on YouTube.




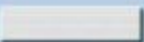

















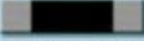



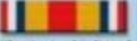


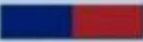
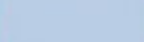



















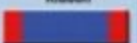















			
AFJROTC Gold Valor Award	AFJROTC Silver Valor Award	Cadet Humanitarian Award	Community Service with Excellence Award
			
Air Force Association Award	Daedalian Award	American Legion Scholastic Award	American Legion General Military Excellence Award
			
Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award	The Military Order of World Wars Medal
			
Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award
			
Scottish Rite, Southern Jurisdiction Award	Military Order of the Purple Heart	Air Force Sergeant Association	Sons of Union Veterans of the Civil War
			
Tuskegee Airmen Inc. AFJROTC Cadet	The Retired Enlisted Association Award	The Outstanding Cadet Ribbon	Leadership Ribbon
			
Achievement Ribbon	Superior Performance Ribbon	Distinguished Unit Award	Aerospace & Technology Honors Camp Ribbon
			
Top Performer Award	Academic Ribbon	Outstanding Flight Ribbon	Leadership School Ribbon
			
Drill Competition Ribbon	Orienteering Competition Ribbon	Cocurricular Activities Leadership Ribbon	Drill Team Ribbon
			
Color Guard Ribbon	Sabre Team Ribbon	Service Ribbon	Extreme Excellence Challenge Ribbon
			
Recruiting Ribbon	Activities Ribbon	Attendance Ribbon	Good Conduct Ribbon
			
Dress & Appearance Ribbon	Longevity Ribbon	Gen Carl Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)
			
Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)	Gen J.F. Curry Achievement Award	





































# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!









					
Air Force JROTC Gold Valor Award	Air Force JROTC Silver Valor Award	Cadet Humanitarian Award	Silver Star Community Service with Excellence Award	Community Service with Excellence Award	Air Force Association Award
					
Deedalian Award	American Legion Scholastic Award	American Legion General Military Excellence Award	Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award
					
Military Order of World Wars Medal	Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award	Scottish Rite, Southern Jurisdiction Award
					
Military Order of the Purple Heart	Air Force Sergeants Association	Sons of Union Veterans of the Civil War	Sons of Confederate Veterans H.L. Hunley Award	Tuskegee Airmen Inc. AFJROTC Cadet Award	The Retired Enlisted Association Award
					
Celebrate Freedom Foundation Award	National Society United States Daughters of 1812	Air Commando Association Award	Non-Funded National Award	Distinguished Unit Award With Merit	Distinguished Unit Award
					
Outstanding Organization Award	Outstanding Flight Ribbon	Top Performer Award	Outstanding Cadet Ribbon	Leadership Ribbon	Achievement Ribbon
					
Superior Performance Ribbon	Academic Ribbon	Leadership School Ribbon	Special Teams Competition	Orienteering Ribbon	Co-Curricular Activities Leadership Ribbon
					
Drill Team Ribbon	Color Guard Ribbon	Sabre Team Ribbon	Marksmanship Ribbon	Good Conduct Ribbon	Service Ribbon
					
Health and Wellness Ribbon	Recruiting Ribbon	Activities Ribbon	Attendance Ribbon	Dress and Appearance Ribbon	Longevity Ribbon
					
Bataan Death March Memorial Hike Ribbon	Patriotic Flag Ribbon	Gen Carl A. Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)	Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)
					
		Gen J. F. Curry Award (CAP)			

Version: 10 February 2016

## JROTC Insignia - Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9		
ARMY										
no Insignia										
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)
MARINES										
no Insignia										
Private (PV1)	Private First (PFC)	Lance Corporal (LCol)	Corporal (Col)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	First Sergeant (1stSgt)	Sergeant Major (SgtMaj)		
NAVY										
no Insignia										
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)		
AIR FORCE										
no Insignia										
Airman Basic (AB)	Airman (Arm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)		

## JROTC Insignia - Officers

O-1	O-2	O-3	O-4	O-5	O-6
<b>ARMY</b>					
					
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)
<b>MARINES</b>					
					
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LTCol)	Colonel (Col)
<b>NAVY</b>					
					
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)
<b>AIR FORCE</b>					
					
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)



# Insignia of the United States Armed Forces – Enlisted

E-1    E-2    E-3    E-4    E-5    E-6    E-7    E-8    E-9

## ARMY

no insignia												
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SJM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)	

## MARINES

no insignia												
Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSGt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MMSGt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)	

## NAVY

no insignia												
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCP0)	Master Chief Petty Officer (MCPO)	Force or Fleet Chief Petty Officer (FFCPO)	Command Master Chief Petty Officer (CMCPO)	Master Chief Petty Officer of the Navy (MCPON)	

## AIR FORCE

no insignia														
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-8)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)	

## COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCP0)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCP0-CG)

## Warrant

### ARMY

Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

### NAVY

Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)

### MARINES

Warrant Officer (WO)	Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)	Chief Warrant Officer (CWO5)

### COAST GUARD

Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)











## Insignia of the United States Armed Forces – Officers

O-1   O-2   O-3   O-4   O-5   O-6   O-7   O-8   O-9   O-10   SPECIAL

### ARMY

										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

### MARINES

										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

### NAVY

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

### AIR FORCE

										
										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	

### COAST GUARD

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	

## Phonetic Alphabet

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

Military time is based on a “24 hour clock”.

<b>am = 0100 hours</b>	<b>pm = 1300 hours</b>
<b>am = 0200 hours</b>	<b>pm = 1400 hours</b>
<b>am = 0300 hours</b>	<b>pm = 1500 hours</b>
<b>am = 0400 hours</b>	<b>pm = 1600 hours</b>
<b>am = 0500 hours</b>	<b>pm = 1700 hours</b>
<b>am = 0600 hours</b>	<b>pm = 1800 hours</b>
<b>am = 0700 hours</b>	<b>pm = 1900 hours</b>
<b>am = 0800 hours</b>	<b>pm = 2000 hours</b>
<b>am = 0900 hours</b>	<b>pm = 2100 hours</b>
<b>am = 1000 hours</b>	<b>pm = 2200 hours</b>
<b>am = 1100 hours</b>	<b>pm = 2300 hours</b>
<b>2 pm = 1200 hours</b>	<b>2 am = 2400 / 0000 hours</b>

## Replacement Price List

## Male

<b>Item</b>	<b>C post</b>
Flight Cap, Male Shade 1620_____	\$10.61
Coat, Service Dress Male Blue 1620_____	\$112.65
Jacket, Lightweight Male Blue 1605_____	\$82.55
Shirt, Male Light Blue Short Sleeve Shade 1550____	\$13.92
Trousers, Male Blue Shade 1620_____	\$43.41
Belt/Blue_____	\$ 7.45
Necktie, Blue Male_____	\$ 5.77

## Female

<b>Item</b>	<b>Cost</b>
Flight Cap, Female Airman Shade 1620_____	\$ 9.50
Slacks, Female, Blue Shade 1620_____	\$42.02
Coat, Female Service Dress Blue Shade 1620_____	\$102.62
Coat, Lightweight Female Blue 1605_____	\$77.62
Blouse, Female Light Blue Short Sleeve Shade 1550_	\$12.59
Belt/Blue_____	\$ 7.45
Tab, Blue Female_____	\$ 7.10

## Miscellaneous Uniform Items

<b>Item</b>	<b>Cost</b>
Ribbons_____	\$ 0.48
Ribbon Bars_____	Price varies by size
Devices (Oak leaf clusters, stars, etc.)_____	Price varies
Insignia, Flight Cap, Officer_____	\$ 7.95
Insignia, Rank, Metal, Miniature, Officer _____	Price Varies
Insignia, Rank, Metal, Large, Officer _____	Price Varies



Insignia, Rank, Metal, Airman _____	Price Varies
Rank, Cloth, Officer _____	Price Varies
Name Tag, Blue Plastic _____	\$ 2.50
Name Tag, Silver _____	\$ 6.00
Uniform Cord/Rope _____	\$12.00

Note: All are unit prices unless otherwise noted and all prices are subject to change.

## The Air Force Song

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

Minds of men fashioned a crate of thunder  
 Sent it high into the blue  
 Hands of men blasted the world asunder,  
 How they lived God only knew!  
 Souls of men dreaming of skies to conquer  
 Gave us wings ever to soar.  
 With scout before and bomber galore,  
 Nothing can stop the US Air Force!

Here's a toast to the host of those who  
 love the vastness of the sky,  
 To a friend we send this message  
 of his 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 men we boast  
 The US Air Force!

Off we go into the wild sky yonder  
 Keep the wing level and true  
 If you'd live to be a gray haired wonder  
 Keep the 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 US Air Force!

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