

# AFJROTC NC-955 CADET GUIDE



Revised 10 Aug 2023

## Table of Contents

|                                                                                                                  |                           |
|------------------------------------------------------------------------------------------------------------------|---------------------------|
| <a href="#"><u>Chapter 1: Mission, Enrollment, Contract, Codes, and Organization .....</u></a>                   | <a href="#"><u>3</u></a>  |
| <a href="#"><u>Chapter 2: Classroom Rules/Procedures, Grading Scale, Distribution &amp; Curriculum .....</u></a> | <a href="#"><u>11</u></a> |
| <a href="#"><u>Chapter 3: Cadet Etiquette .....</u></a>                                                          | <a href="#"><u>14</u></a> |
| <a href="#"><u>Chapter 4: Personnel Actions .....</u></a>                                                        | <a href="#"><u>16</u></a> |
| <a href="#"><u>Chapter 5: Uniforms and Personal Appearance .....</u></a>                                         | <a href="#"><u>21</u></a> |
| <a href="#"><u>Chapter 6: LDRs and Activities .....</u></a>                                                      | <a href="#"><u>25</u></a> |
| <a href="#"><u>Chapter 7: Physical Fitness Program.....</u></a>                                                  | <a href="#"><u>27</u></a> |
| <a href="#"><u>Chapter 8: Reserve Flight Program .....</u></a>                                                   | <a href="#"><u>28</u></a> |
| <a href="#"><u>Chapter 9: Communication .....</u></a>                                                            | <a href="#"><u>30</u></a> |
| <a href="#"><u>Attachments .....</u></a>                                                                         | <a href="#"><u>32</u></a> |

## **MISSION, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION**

### **SECTION A--MISSION AND OBJECTIVES**

- 1.1. AFJROTC Mission. Develop Citizens of Character Dedicated to Serving Their Nation and Community. NC-955 will also: Develop informed citizens; stimulate interest in aerospace careers; strengthen character and self discipline; encourage completion of high school and pursuit of higher education and vocational goals; promote understanding of the role of the citizen soldier in a democratic society; teach aerospace science; teach leadership skills, promote community service; and teach social values and life skills.
- 1.2. Objectives. Cadets should:
  - 1.2.1. Understand the need for national security, authority, and military in a democracy.
  - 1.2.2. Develop patriotism.
  - 1.2.3. Develop habits of order and discipline using the military training model.
  - 1.2.4. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
  - 1.2.5. Be familiar with the aerospace age, doctrine, and career opportunities.
  - 1.2.6. Be familiar with military customs, courtesies, and traditions.
  - 1.2.7. Graduate from high school and pursue higher education or vocational goals.
  - 1.2.8. Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code.
  - 1.2.9. Participate in community service activities.
  - 1.2.10. Follow the rules of parents, school administrators, teachers, and community officials.

### **SECTION B--ENROLLMENT AND DISENROLLMENT**

- 1.3. Enrollment. Cadets must be a full time student in good standing, be of good moral character, and be able to participate in AFJROTC training.

**THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT. For AFJROTC courses with student enrollment limits and quality standards, SASI will establish, with concurrence of the Principal, enrollment standards.**

- 1.3.1. Disenrollment. Students in the Piedmont High AFJROTC program are expected to be good High School students/citizens and abide by all school rules and AFJROTC class requirements. AFJROTCI 36-2010 states that cadets may be disenrolled for failure to maintain acceptable standards (including uniform wear and grooming), inaptitude or indifference to training, disciplinary reasons, failure to remain enrolled in school or any other reason deemed appropriate by the principal and SASI. The SASI can, with the concurrence of the Principal of Piedmont High School, disenroll with no course credit a cadet who does not:

- 1.3.2. Pass an aerospace science course. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.
- 1.3.3. Failure to wear uniform more than once in a grading period or maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets. Any (unexcused) failure to wear the uniform on the assigned weekly day or the next day in case of absence will result in a "0" grade for uniform inspection and more than one (unexcused) missed uniform wears in a grading period will result in an automatic grading period course failure at the very least.
- 1.3.4. Abide by Piedmont High School student rules of behavior. History of suspensions, referrals, and any expulsion are reasons for disenrollment.
- 1.3.5. Enroll as a full-time student at Piedmont Middle, Piedmont High or Porter Ridge High schools
- 1.3.6. Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, and not be disruptive to the class frequently.
- 1.3.7. Abide by the Cadet Code of Conduct, Honor Code, or Code of Ethics.
- 1.3.8. Reenrollment: The NC-955 SASI's policy is that students who receive more than two discipline referrals in a semester, are reverted to the previous cadet rank and considered for non-continuation in the program. **Cadets who fail to wear their uniform more than 3 times in a semester will not be recommended for reenrollment in future AFJROTC courses** since they distract the morale and discipline of the unit, do not meet the positive good citizenship image that AFJROTC is trying present on the campus and would not have credibility as an upper classman with the lower level cadets. The SASI will make the recommendation and gain approval by the principal. Reenrollment will require a written request to instructor and principal.

## SECTION C--CONTRACT, CODES OF CONDUCT, HONOR, AND ETHICS

- 1.4. Cadet Contract. All cadets will complete annually or upon enrollment the cadet contract (Memorandum of Understanding) which will be filed with all consent forms in the AFJROTC office.
- 1.5. Cadet Honor Code and Air Force Core Values. 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 instill these values in themselves and their fellow cadets to the best of their ability at all times.
  - 1.5.1. Cadet Honor Code. "We will not Lie, Cheat, or Steal nor Tolerate Among us anyone who does." These simple words are the basis for a code to live by that will last the remainder of a cadet's life. These are simple but tough rules to live by as reflected in the troubling and alarming number of students who freely admit they cheat in school. However, these words are specific and clear in their demands and are still relevant in our society. A cadet should be HONEST in both words and deeds. Cadets 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, not just in battle but throughout life, is not only noble but also necessary for the welfare and continued existence of our civilized society. The code requires self-control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long term success. Eventually living by the code will become an ingrained habit and a part of the cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that HONOR is a noble, moral standard that is the essence of not only the Corps but our civilized society.
  - 1.5.2. Air Force Core Values. The core values are a statement of those institutional values and principles of conduct that provide the moral framework for military activities. The professional Air Force ethic consists of three fundamental and enduring values of integrity first, service before self, and excellence in all we do.



## SECTION D--ORGANIZATION

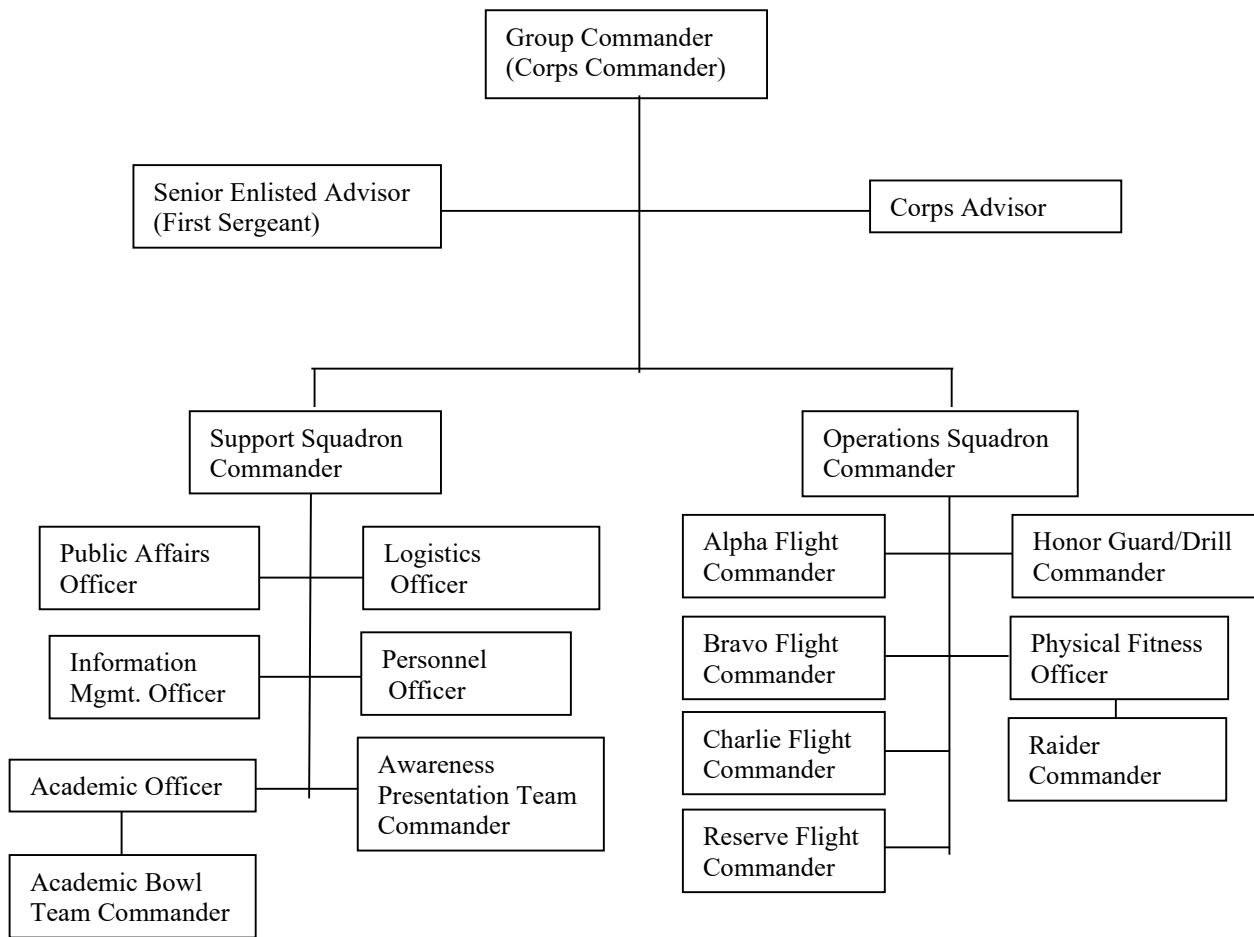
- 1.6. Organization. The AFJROTC NC-955 Cadet Corps is organized as a Cadet Group as shown in Figure 1.2.
- 1.7. Job Descriptions. Job descriptions for the cadet corps staff positions are in Figure 1.3. Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.
- 1.8. Chain of Command. Each cadet will know the chain of command and the names of the people assigned to the positions contained in Figure 1.3. 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 and promotions, cadet awards, extracurricular activities, and class rules and procedures. A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.

Corps Motto. The Corps Motto “**SIMPLY THE BEST**” reflects the cadets' commitment to AFJROTC. The motto will appear on stationery, awards, and symbols.

**Figure 1.2. Chain of Command**

President Joseph Biden  
Secretary of Defense (Lloyd Austin III)  
Secretary of the Air Force (Frank Kendall)  
Chief of Staff, USAF (Gen Charles Brown)  
Commander, Air Education and Training Command (Lt Gen Brian Robinson)  
Commander Air University (Lt Gen Andrea Tullos)  
Director, AFJROTC (Col John McGonigal)  
Principal, Piedmont High School (Mr. Dylan Stamey)  
Senior Aerospace Science Instructor (Maj Chad Richardson)  
Aerospace Science Instructor (MSgt Catrina Colvin)  
AFJROTC NC-955  
Cadet Group Commander  
AFJROTC NC-955  
Cadet Squadron Commanders  
AFJROTC NC-955  
Flight Commander/Leader

**Figure 1.3 Cadet Organization Chart**



## **Job Descriptions**

Cadet 955<sup>th</sup> Group Commander will:

- (1) Establish and enforce appearance, discipline, efficiency, training, and conduct standards.
- (2) Advise the SASI/ASI on corps operations policies and procedures.
- (3) Recommend cadets for jobs, awards, and promotions.
- (4) Manage the cadet corps senior staff to ensure all duties/assignments are accomplished.
- (5) Schedule and conduct weekly officer meetings.
- (6) Sit on the Officer Promotion Boards.
- (7) Participate in weekly Top-3 Stand-up meetings with SASI/ASI.
- (8) Ensure continuity files/binder is updated.

Cadet 955<sup>th</sup> Operations Squadron Commander will:

- (1) Supervise the Honor/Drill Commander, classroom flight commanders, and Physical Fitness Officer
- (2) Enforce appearance, discipline, efficiency, training, and standards.
- (3) Plan squadron activities and formal ceremonies (i.e. promotion, flag retirements, etc.)
- (4) Command group in the absence of group commander.
- (5) Establish a cadet training program to ensure first year cadets learn first year knowledge.
- (6) Manage the enlisted promotion system in accordance with Group CC and SASI guidance.
- (7) Sit on the Officer Promotion Boards.
- (8) Attend weekly officer and Top-3 meetings.
- (9) Ensure continuity files/binder is updated.

Cadet 955<sup>th</sup> Support Squadron Commander will:

- (1) Supervise Personnel, Information Management, Logistics, Personnel, Public Affairs, Academic Officer, and APT Commander.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Ensure Logistics, Public Affairs and financial goals are accomplished.
- (4) Ensure accuracy and timeliness of IM and Personnel data inputs to WINGS.
- (5) Sit on the Officer Promotion Boards.
- (6) Attend weekly officer and Top-3 meetings
- (7) Ensure continuity files/binder is updated

Cadet 955<sup>th</sup> Senior Enlisted Advisor will:

- (1) Establish moral and esprit de corps enhancement objectives.
- (2) Manage the unit mentorship program.
- (3) Advise the Corps Group Commander on the enlisted cadet's morale, training, discipline, etc.
- (4) Plan a morale event for new cadets to take place within first 4 weeks of each semester.
- (5) Attend weekly officer meeting.
- (6) Ensure continuity files/binder is updated

### **Operations Squadron Functions:**

Cadet Honor Guard/Drill Commander will:

- (1) Write operations plans covering membership and operations policies and procedures with permission from operations squadron commander.
- (2) Organize and train team members for competitions and performances.
- (3) Publicize team activities in corps, school, and community publications and news media.

- (4) Take attendance of all practices and log practices into WINGS.
- (5) Develop criteria for award of drill, color guard and saber team ribbons.
- (6) Attend weekly officer meeting.
- (7) Ensure continuity files/binder is updated

Cadet Physical Fitness Officer will:

- (1) Ensure the AFJROTC Physical Fitness Test is administered to all cadets within the first 45 days of each semester and no later than 30 days prior to end of each semester.
- (2) Ensure AFJROTC Physical Fitness Test results are input into WINGS
- (3) Publicize cadet team sports activity for the week on slides and announce cadet team sports and physical fitness accomplishments.
- (4) Supervise Raider Team Commander.
- (5) Attend weekly officer meeting.
- (6) Ensure continuity files/binder is updated.

Cadet Flight Commanders will:

- (1) Command flight in classroom and in formal formations.
- (2) Display and brief daily group slides to class and then consolidate any classroom flight inputs to be passed to group and squadron staffs. Note: Cadets in "AFJROTC Honors Program" may be required to brief slides instead.
- (3) Provide drill and ceremonies training to flight cadets.
- (4) Ensure compliance with classroom rules and procedures.
- (5) Enforce cadet conduct and discipline during class and formal formations.
- (6) Evaluate and recommend enlisted cadets in class for promotion.
- (7) Inspect, as directed, flight members during uniform and personal appearance inspections.
- (8) Record cadet compliance with unit PT program
- (9) Call the room to attention upon entry and exit of the SASI, principal or other distinguished guests.
- (10) Attend weekly officer meeting.
- (11) Make recommendations to the SASI regarding Good Standing List (GSL) for flight members
- (12) Ensure continuity files/binder is updated

Cadet Flight Sergeants (rotated among students in class) will:

- (1) Take roll of flight at the beginning of each class
- (2) Take control of the flight when the flight commander is absence or otherwise unavailable
- (3) Assist Flight Commander with documentation of GSL, attendance, and other documents as requested
- (4) Maintain record of 1<sup>st</sup> year cadet training

### **Support Squadron Functions:**

Cadet Public Affairs Chief will:

- (1) Maintain group photo library and develop semester summary slide show
- (2) Maintain group bulletin boards and pictures after every field trip / significant corps activity
- (3) Handle any protocol activities and recognize birthdays with a card and on daily slides
- (4) Publicize timely newsworthy items about cadets in corps, school, and community publications and news media such as Monroe Enquirer Journal.
- (5) Coordinate with Piedmont and Porter Ridge Yearbook staffs to provide JROTC photos for entry.
- (6) Attend weekly officer meeting.
- (7) Ensure continuity files/binder is updated

Cadet Personnel Officer:

- (1) Maintain accuracy of personnel records on each cadet in WINGS.
- (2) Maintain, publish, and distribute organization chart and unit manning document.
- (3) Ensure all awards and promotions are entered into WINGS within 10 days of presentation.
- (4) Maintain attendance and accomplish and post minutes for Officer Staff meetings.
- (5) Manage enlisted promotion system.
- (6) Develop, reproduce, and distribute cadet personnel forms.
- (7) Attend weekly officer meeting.
- (8) Ensure continuity files/binder is updated.

Cadet Information Management Officer will:

- (1) Maintain accuracy of unit activities within WINGS.
- (2) Ensure all unit events/activities are entered into WINGS within 10 days of execution.
- (3) Establish continuity files/binders are standardized and maintained as required.
- (4) Manage NC-955 Weekly Slide Presentation to ensure all slides are updated as needed no later than 1500 Saturday each week.
- (5) Attend weekly officer meeting.
- (6) Ensure continuity files/binder is updated.

Cadet Logistics Officer will:

- (1) Recommend supply policies and procedures to ASI.
- (2) Recommend and post cadet supply operations hours for uniform support for cadets.
- (3) Help ASI accomplish uniform, book, and accountable equipment supply actions.
- (4) Provide logistics support to cadet staff for cadet activities.
- (5) Forward supply requirements to ASI to support cadet corps operations.
- (6) Maintain a neat and efficient cadet supply area.
- (7) Attend weekly officer meeting.
- (8) Ensure continuity files/binder is updated.

Cadet Academic Officer will:

- (1) Work with flight commanders to establish a standardized approach to teaching new cadets basic AFJROTC knowledge.
- (2) Provide strategies and direction for achieving unit academic goals.
- (3) Make updates to the academic slides contained in the Weekly Slide Presentation by the previous Friday at 1500.
- (4) Provide supervision and oversight to the Academic Bowl Team Commander.
- (5) Attend weekly officer meeting.
- (6) Ensure continuity files/binder is updated.

Cadet Awareness Presentation Team Commander will:

- (1) Develop strategies for achieving unit enrollment objectives.
- (2) Hold APT meetings as necessary.
- (3) Plan and coordinate APT events that contribute to unit enrollment goals.
- (4) Attend weekly officer meeting.
- (5) Ensure continuity files/binder is updated.

Raiders Team Commander will:

- (1) Plan/lead weekly Raiders practices.

- (2) E-mail the weekly plan to the Raiders advisor at least one day in advance of practices.
- (3) Lead/coordinate planning for all Raiders meets hosted at Piedmont High School.
- (4) Coordinate any updates to the Raiders operating procedures for the unit.
- (5) Ensure practices and meets are recorded in WINGS by the IMO
- (6) Ensure continuity files/binder is updated

### **Cadet NCO Positions**

Cadet Officers may nominate enlisted cadets to serve as their positional NCOs, for example Logistics NCO. They must submit their nomination for an NCO in writing to the Corps Commander for approval. In selection of their NCO they should avoid the appearance of favoritism such as selection of family members, boyfriend/girlfriend, etc. They may inquire as to the level of interest a cadet has in filling a position but will not notify the individual until approved by the Cadet Corps Commander. The foremost selection criteria should be in the identification of cadets that have the capability and desire to accomplish the duties required and cadets that have the ability to develop into future leaders in the corps.

## **SHOULDER CORDS**

All ropes are worn on the left shoulder of **Blues Only**, grounded to the shoulder seam with no metal tips, and no wider than 1-inch.

The Corps Commander will present shoulder cords to cadet officers after they have met the following criteria: provided an updated and accurate continuity binder approved by the IM Officer, attended two officer meetings, met other required initial positional duties required as determined by the Corps Commander. If a cadet officer fails to attend Cadet Officer Meetings (or alternative if they have an academic or personal conflict) or accomplish duties as described above the Corps Commander has an obligation to take back their rope and reassign a new cadet to that position.

The Cadet Honor Guard/Drill Commander will identify criteria to receive/wear the Honor Guard/Drill Team rope.

|                        |       |
|------------------------|-------|
| Commands Staff         | Gold  |
| Cadet Officers         | Black |
| Honor Guard/Drill Team | White |

**Cadets may only wear one rope even if they meet the requirements for more.**

## Chapter 2

### CLASSROOM RULES/PROCEDURES, GRADING SCALE, DISTRIBUTION & CURRICULUM

- 2.1. Classroom Rules. All cadets will abide by the following class rules to receive AFJROTC course credit. Cadets will:
  - 2.2. Conduct themselves according to the Core Values and Cadet Code of Conduct
  - 2.3. Be encouraging and respectful to other students both verbally and in actions
  - 2.4. Come to class prepared with proper uniform items and school supplies such as pen and paper
  - 2.5. Respect instructors and guest speakers by not talking until called upon
  - 2.6. Demonstrate respect for instructors, guests, and cadet officers by addressing them as “Sir” or “Ma’am”
  - 2.7. Respect instructors and guests by not putting head down on desks or falling asleep
  - 2.8. Respect the instructor office area by not entering unless given permission to
  - 2.9. Respect the classroom and uniforms by not chewing gum, eating or drinking in class unless given permission do so
  - 2.10. Reflect good order and discipline by keeping books, bags, and personal belongings under their tables and out of the aisles and walkways
  - 2.11. Respect instructors and fellow classmates by keeping cell phones put away and not using unless given instructor permission
- 2.12. **Classroom Procedures.** The following are the daily classroom procedures:
  - 2.12.1. Cadets will stand behind their seat at parade rest with all personal belongings properly secured when the first bell stops ringing.
  - 2.12.2. After the second bell sounds, and upon command from the Flight Commander, the Flight Guidon Bearers will retrieve their Flight's guidon and post it. Note, they will return it to the guidon rack at the end of the class period.
  - 2.12.3. The Flight Sergeant will report to the Flight Commander who will instruct him or her to take roll. When the Flight Sergeant calls a cadet's name that cadet will come to Attention, and say "here sergeant!" and then immediately return to Parade Rest. Once roll is complete the Flight Sergeant will report back to the Flight Commander with completed roll. The Flight Commander will then call the flight to “ATTENTION” and report flight status to the Aerospace Science Instructor by saluting and stating “All PRESENT AND/OR ACCOUNTED FOR EXCEPT \_\_\_\_\_. FLIGHT \_\_\_\_\_ IS READY FOR INSTRUCTION, SIR or Ma’am”. The instructor will then take control of the flight.
  - 2.12.4. After attendance is completed, cadets with admission forms will raise their hands and bring them to the instructor when asked to come forward. Cadets must bring in an excused absence within three school days to be allowed to make up work. Instructors will change absences to excused absences in the AFJROTC Attendance Book and sign the student's admission form.

- 2.12.5. Unexcused absences and excessive tardies will negatively affect Outstanding Flight competition and the cadet's course grade. Being on time and attending school are qualities that will ensure success in school and later in the job market. (See Tardy and Absence Policy at Figure 2-1)
- 2.12.6. When the bell rings or at the signal of the instructor, the Flight Commander will call the flight to "ATTENTION". Cadets will come to the position of ATTENTION at the left side of their desk and wait further instructions.
- 2.12.7. As the bell sounds, the Flight Commander will check that all trash is picked up and the desks are aligned. The Flight Commander will then "DISMISS" the flight. Cadets can then retrieve their personal belongings and depart the classroom in an orderly fashion.
- 2.12.8. To show respect to Superintendents, principals, and any (O-5 or above) military officers the cadet who first recognizes the visitor will in a confident, authoritative voice, call the class to ATTENTION. All cadets will come to the position of ATTENTION, facing forward, and remain standing silently until directed to take their seats by the instructor. No action will be taken if other visitors come to the classroom, unless no instructor is present.
- 2.12.9. Cadets must request permission to go to the restroom or leave class once the bell rings. If given permission cadets will sign out the restroom log and take the hall pass. Cadets will sign back in upon return. The Flight Sergeant will sit near the door to ensure cadets sign in and out as required and open the locked door.
- 2.12.10. Cadets requesting entrance to AFJROTC SASI/ASI office area will knock once loudly on the door and await an instructor response. If there is no response, the cadet will wait a minimum of two minutes before knocking again once loudly. If an instructor voices permission to enter the office, the cadet will enter the office come to attention and state reason for requesting entrance to office area. As example, "Request permission to use snack bar", or "Request permission to speak to MSgt Colvin about uniform items".
- 2.12.11. The Flight Commanders are responsible for the conduct of their flight during the class period. All cadets will abide by Flight Commander instructions so long as the instructions are ethical, comply with the Honor Code and the Air Force Core Values and does not put any cadet in danger.
- 2.13. Grading Scale. NC-955 will use the Piedmont grading criteria to determine grades. Normally, students will receive a uniform inspection grade, Physical Training grade and a grade relating to the block of instruction for the week. Parents/guardians will be notified by phone of any grade and/or behavior concerns. Cadets should review their grades in PowerSchool and immediately identify any discrepancies to their instructor. Cadets can request extra credit work, which will be weighted into the academics' category.
- 2.13.1. Homework Policy. Cadets must accomplish and turn in all assigned homework on time to successfully complete an AFJROTC course. Late assignments will not be accepted and graded as ZERO. If cadets are absent on the day homework is due and have been excused in accordance with school policy, homework and exams are due in accordance with school policy with the exception of the uniform wear which is due on the day of return if a uniform day has been missed during the absence. It is the cadets' responsibility to make up any missed work. Only the instructor can make exceptions to the above policies.
- 2.14. Cadet Upcoming Activities & Announcements. All cadets will review weekly the cadet upcoming activities & announcements slides briefed at the beginning of class on the first school day of the week. Failure to read and comply with any instructions will impact grades, promotion, and AFJROTC awards. Cadet officers should review the slides of their subordinates daily and ensure they are updated as necessary prior to 2<sup>nd</sup> block. These slides will be placed on CANVAS for cadets absent.



2.15. Classroom & Course Communication. In addition to weekly slides NC-955 cadet leadership will use Discord and school email to get time sensitive information to students and the SASI sends out a weekly parent email to communicate with parents. A unit Facebook and Instagram page are also used to highlight cadet accomplishments.

## 2.5 AFJROTC Curriculum Five-Year Program at Piedmont High School (Curriculum guide included in Cadet Handbook)

The AFJROTC program is a 4-year program for high school students. Each year is divided into two categories: academics and leadership. Academic studies include Aviation History, Science of Flight, Exploration of Space, and Global Studies. Leadership studies include Air Force customs and courtesies, cadet corps activities, study habits, time management, communication skills, and leadership and management studies. [Current curriculum plan](#) can be found on the [class website](#). The following is an example of a four year curriculum plan.

| NC-955 CURRICULUM PLAN 2023-2024 |                                         |                                         |                                      |                                      |                                             |                                             |                                                         |                                                         |                                                         |                                                         |  |
|----------------------------------|-----------------------------------------|-----------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--|
| Cadet Year                       | Fall 2020                               | Spring 2021                             | Fall 2021                            | Spring 2022                          | Fall 2022                                   | Spring 2023                                 | Fall 2023                                               | Spring 2024                                             | Fall 2024                                               | Spring 2025                                             |  |
| 1                                | AS-200 Unit 1-2 MY-Global Events        | AS-200 Unit 3-4 MY-Global Events        | AS-100 Ch1-6 MY-Global Events        | AS-100 Ch1-6 MY-Global Events        | AS-410 Unit 1-4 MY-Global Events            | AS-410 Unit 1-4 MY-Global Events            | AS-300 Units 3-4 MY-Global Events                       | AS-300 Units 3-4 MY-Global Events                       | AS-200 Unit 1-4 MY-Global Events                        | AS-200 Unit 1-4 MY-Global Events                        |  |
|                                  | LE-100 Unit 1-2 Drill PT/H&W LE Elec 6  | LE-100 Unit 3-4 Drill PT/H&W LE Elec 6  | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-300 Ch 1-2 Drill PT/H&W LE Elec 6        | LE-300 Ch 1-2 Drill PT/H&W LE Elec 6        | LE 100 Ch 1 LE-400 Ch 6-7 Drill PT/H&W LE Elec 6        | LE 100 Ch 1 LE-400 Ch 6-7 Drill PT/H&W LE Elec 6        | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 |  |
| 2                                | AS-200 Unit 1-2 MY-Global Events        | AS-200 Unit 3-4 MY-Global Events        | AS-100 Ch1-6 MY-Global Events        | AS-100 Ch1-6 MY-Global Events        | AS-410 Unit 1-4 MY-Global Events            | AS-410 Unit 1-4 MY-Global Events            | AS-300 Units 3-4 MY-Global Events                       | AS-300 Units 3-4 MY-Global Events                       | AS-200 Unit 1-4 MY-Global Events                        | AS-200 Unit 1-4 MY-Global Events                        |  |
|                                  | LE-100 Unit 1-2 Drill PT/H&W LE Elec 6  | LE-100 Unit 3-4 Drill PT/H&W LE Elec 6  | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-300 Ch 1-2 LE 500 Drill PT/H&W LE Elec 6 | LE-300 Ch 1-2 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-400 Ch 6-7 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-400 Ch 6-7 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 |  |
| 4                                | AS-200 Unit 1-2 MY-Global Events AS-400 | AS-200 Unit 3-4 MY-Global Events AS-400 | AS-100 Ch1-6 MY-Global Events AS-400 | AS-100 Ch1-6 MY-Global Events AS-400 | AS-410 Unit 1-4 MY-Global Events            | AS-410 Unit 1-4 MY-Global Events            | LE 100 Ch 1 AS-300 Units 3-4 MY-Global Events AS-400    | LE 100 Ch 1 AS-300 Units 3-4 MY-Global Events AS-400    | AS-200 Unit 1-4 MY-Global Events                        | AS-200 Unit 1-4 MY-Global Events                        |  |
|                                  | LE-100 Unit 1-2 Drill PT/H&W LE Elec 6  | LE-100 Unit 3-4 Drill PT/H&W LE Elec 6  | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-200 Ch 1-2 Drill PT/H&W LE Elec 6 | LE-300 Ch 1-2 Drill PT/H&W LE Elec 6        | LE-300 Ch 1-2 Drill PT/H&W LE Elec 6        | LE 100 Ch 1 LE-400 Ch 6-7 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-400 Ch 6-7 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 | LE 100 Ch 1 LE-100 Ch 2-3 LE 500 Drill PT/H&W LE Elec 6 |  |

**NOTES**

- Course offerings are AFJROTC1, AFJROTC2, AFJROTC3, AFJROTC4, all 1 credit each and Honors AFJROTC upon approval.
- Beginning 2021-2022 Academic Year, for scheduling flexibility to increase numbers, cadets are limited to one semester each academic year. **NC.955 has only primary CLASSROOM & 2<sup>nd</sup> multipurpose area adjacent to office.**
- LE and AS material is blended within each course, with a Wellness component being taught 20% of the time each week, providing a 40%/40%/20% mix.
- Management of the Cadet Corps, especially project management/events coordination/decision making, is used for major events.

## Chapter 3

### CADET ETIQUETTE

- 3.1. **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:
- 3.1.1. Say “Please” and “Thank You”.
  - 3.1.2. Use “Yes Sir/Ma'am” when addressing AFJROTC instructors, senior cadets, military service members, school officials, teachers, and visitors **at all times**.
  - 3.1.3. **Saluting.** Salute all military officers and cadet officers when in uniform and outdoors and not in a no-salute zone. It is optional when not in uniform.
  - 3.1.4. Do not keep people waiting.
  - 3.1.5. Do not gossip.
  - 3.1.6. Use proper telephone etiquette.
  - 3.1.7. Use “Mr, Ms, or Mrs” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel
- 3.2. **Position of Honor.** This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, 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. Thus, a cadet should, while in uniform, 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.
- 3.3. **Good Standing List (GSL)**
- a. This is a list of all cadets (including Reserves) eligible to participate in scheduled corps activities and will be maintained by the SASI. Cadets whose names are on this list (In Good Standing) will be allowed to go on field trips, participate in color guard events and community service projects, march in parades, earn promotions, and more. ALL CADETS begin each school year with their names on the list, which is a good thing. A point system will be used to maintain the Good Standing List. The flight commanders may make recommendations to the SASI for points awarded or removed from the GSL.
  - b. **GSL – How it works.** Adherence to rules and proper conduct are pillars in any leadership development program. NC-955 has always endeavored to recognize those who follow these important tenants. Conversely, those who do not meet standards should not expect to participate as fully, if at all, as those who do. Our policy will continue to be that only those cadets who are meeting the standards of the JROTC program will be allowed to participate in extra-curricular activities to include field trips and special events like the military ball, aircraft flights, and college and base visits. To be in good standing, cadets must meet the requirements specified below. Everyone starts their semester on the Good Standing List (GSL) and will remain on the list unless performance and/or behavior warrants removal. This list and eligibility for participation will remain in effect as long as the cadet is active in the program. **Good Standing List Status returns at the beginning of each academic year.** The SASI maintains this list for cadets and will provide individual status to cadets upon request. Once a cadet receives at least -10 GSL points, his/her name will be considered for removal from the GSL. Upon removal from the GSL the SASI will meet with

the cadet to inform them of their removal and discuss the opportunities to regain points and return to the GSL. It is the cadet's responsibility to earn points for reconsideration to be reinstated; less than -10 is grounds for reinstatement, although you should clear them all if possible. For a missed uniform wear the cadet will have 1 week (5 school days starting the 1<sup>st</sup> day back) to make it up. The **SASI** will be responsible for logging, tracking, and reporting the status on their cadets to the cadet designated by the corps group commander. Cadets not on the GSL will not be eligible for promotion, nor will they be able to accumulate promotion points and community service hours until back on the GSL. Cadets will also not be allowed to participate in co-curricular activities, special events, or be eligible for quarter, semester, end of year awards, or attend summer leadership camps. If (when) you have questions, be sure to use your chain of commander.

#### Violation and point assignment

|                                    |     |
|------------------------------------|-----|
| Failure to Show (< 24hr notice)    | -5  |
| Classroom rules violation          | -5  |
| Disrespect for authority           | -5  |
| Disrespect to a cadet              | -5  |
| Negative faculty report            | -5  |
| Poor conduct/lack of participation | -5  |
| Profanity                          | -5  |
| Improper/No Uniform Wear           | -5  |
| Detention                          | -5  |
| Public Display of Affection        | -5  |
| Verbal Confrontation               | -5  |
| In School Suspension               | -10 |
| Out of School Suspension           | -15 |

#### Earning your way back to the Good Standing List

|                                    |    |                                    |
|------------------------------------|----|------------------------------------|
| Extra credit report (1 only)       | +5 | SASI, ASI (length, topic assigned) |
| 95 or better on major test/project | +5 | SASI, ASI,                         |
| 5+ Hours Community Service         | +5 | SASI, ASI                          |

Other violations and/or earned credits may be identified during the school year. Cadets must submit a request in writing to their SASI to have earned points added back to the GSL.

### 3.4 Form 341s

- Beginning Fall 2023 NC-955 will begin using Form 341s to track merits/demits for uniform infractions. Cadet officers will carry 341s and will identify and complete 341s on individuals according to the below guidance.
- 1<sup>st</sup> year cadets will be exempted until Week 3 of the semester.
- 341s may only be given on Piedmont High School, Piedmont Middle School, or Porter Ridge High School campuses during non-uniform inspection class time. i.e. Alpha Flight cadets entering the JROTC classroom during 2<sup>nd</sup> block will not be subject to 341s.
- When a Cadet Officer determines to issue a 341, they will **tactfully** notify the cadet so that corrections can be made, will complete the 341 and will place the completed 341 in the in-box for the Senior Enlisted Advisor.
- 341s will only be given for uniform and saluting infractions. i.e. not saluting in uniform when passing a ranking cadet officer.
- The Senior Enlisted Advisor will compile data from the 341s and report it the Ops Sq CC. Cadets will lose 5 pts on uniform inspect for each 341 and 341s will be utilized in flight standings.
- Positive 341s may be utilized in determining Cadet of the Month or other recognitions.

## **Chapter 4**

### **PERSONNEL ACTIONS**

#### **SECTION A--CADET GRADES**

- 4.1 Cadet Grade (Rank). All references to cadet grade will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Josh Smith or abbreviated as C/Maj Josh Smith. Grade is represented by standardized AFJROTC insignia (Figure 4.1) which is worn on the cadet uniform. Cadets should also know and recognize active military service grades.

Promotion: Promotion is based on the criteria set forth by the SASI/ASI/Group Commander/Senior Staff, provided satisfactory progress has been made. Retention of grade is also contingent upon satisfactory performance and behavior. See Section C for further information.

#### **SECTION B—NO HAZING, PHYSICAL DISCIPLINE, AND SEXUAL HARASSMENT WILL BE TOLERATED**

- 4.2. Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity and is **STRICTLY PROHIBITED**. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Any incidents will immediately be reported to the SASI or one of the principals.
- 4.2.1. Examples of prohibited physical disciplinary activities include, but are not limited to: push- ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
- 4.2.2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
- 4.2.3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
- 4.2.4. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Sexual Harassment: Sexual harassment of cadets by instructors or other cadets will not be tolerated and is **STRICTLY PROHIBITED**. The SASI and/or principal will deal harshly with any instructor or cadet who uses their leadership position, seniority, or rank/grade to engage in any sexual harassment. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or one of the principals.

#### **SECTION C--CADET PROMOTIONS AND CADET JOB ASSIGNMENTS**

- 4.3. Promotions are a privilege, not a right. They are not a reward for past performance, but recognition that the cadet is prepared for increased responsibility. Areas considered in the promotion process are: attitude, performance, leadership potential, academic achievement, personal appearance and uniform wear, and community service. Accordingly, the SASI and ASI reserve the right to deny promotion to, or reduce in rank, a cadet who is disruptive in class, does not adhere to JROTC customs and courtesies, appropriate dress and appearance, exhibits poor military bearing or any other action prejudicial to good order within the cadet squadron, or who has been suspended from school.
- 4.4. Promotion and Job Assignment Selection Criteria:

- 4.4.1. Promotion Opportunities: There are various opportunities throughout the year to receive a JROTC promotion in rank. New cadets that successfully complete the New Cadet Orientation have the opportunity to test and receive the Cadet rank of Airman. Additionally, cadets that successfully complete a summer CLC as a “basic cadet” will be promoted to C/SSgt at a minimum. Further, if after completing a CLC they are appointed to a leadership position and meet the initial requirements to receive their rope, they will be promoted to C/2d Lt. If they fail to live up to the requirements of the leadership position they will revert back to C/SSgt.
- 4.4.2. Promotion Cycle: There are two (2) regular promotion cycles per semester, the dates will be identified at the beginning of the academic year. In order for cadets to be recommended for promotion, they must have had no referrals, be passing all academic classes, have at least a “C” average in AFJROTC and meet the criteria laid out below. Reserve cadets will normally not be eligible to promote during a regular promotion cycle but may promote for completing CLC, NCO, or be awarded a Promotion for Exceptional Performer. Prior to the promotion cycle suspense, the flight commanders will submit promotion forms identifying all enlisted members of their flight either in favor or against promotion and their reasoning. They will present this data to the Cadet Group Commander for verification whom in turn will provide to the SASI.
- 4.4.3. Promotion for Exceptional Performers (PEP): These are promotions above the rank the cadet presently holds and can only be awarded by the SASI/ASI. They are in recognition of superior performance or leadership, to provide an individual with the rank necessary to complete a specific job or task, or to correct an oversight or injustice within the promotion system. Further, it may be used by the SASI to promote an exceptional cadet to an officer rank in the event they are unable to attend CLC through no fault of their own. To be eligible, the cadet must have completed at least one year of AFJROTC, demonstrated a strong commitment to AFJROTC unit NC-955 and exemplifies the core values of Integrity, Service, and Excellence.
- 4.4.4. The ranks of MSgt through Lt Col require the passing of an interview. Twice each academic semester, the Cadet Corps Commander will convene a promotion board to interview candidates for cadet master sergeant, cadet senior master sergeant, cadet chief master sergeant and cadet officers. The board will consist of the Corps Group Commander and either the Operations Squadron Commander or Support Squadron Commander, plus a cadet officer to serve as recorder. The SASI and/or ASI will be present as well. Others may be invited to sit on the board as required. The SASI will approve board membership, date, and proceedings prior to convening. All cadets will be in the same uniform combo. To be eligible to meet the Board, each cadet must make known his/her desire for promotion to their Squadron Commander.

## Promotion Criteria

| Rank    | Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                   | Suggested Corp Position                       |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| C/AB    | All new cadets without previous JROTC experience will start out in the rank of Cadet Airman Basic.                                                                                                                                                                                                                                                                                                                                                     | Corps Member                                  |
| C/Amn   | Unit Participation: Participated in at least 2 AFJROTC community service or Color Guard events (or 5 flag details) during most recent semester.<br>Uniform Wear: Passed 2 uniform inspections with 90+<br>Knowledge Check: Air Force Core Values to include meaning of each.                                                                                                                                                                           | Corps Member                                  |
| C/A1C   | Time in Grade: Served at least 1 full grading period in rank of Airman<br>Unit Participation: Participated in at least three community service or Color Guard events while a C/Airman (or 6 flag details)<br>Uniform Wear: No failed uniform inspections during most recent grading period.<br>Knowledge Check: Mission of AFJROTC & Unit Motto; Air Force Core Values                                                                                 | Corps Member                                  |
| C/SrA   | Time in Grade: Served at least 1 full grading period in rank of Airman 1 <sup>st</sup> Class<br>Unit Participation: Participated in at least four community service or Color Guard events (or 8 flag details) while an A1C.<br>Uniform Wear: Passed all uniform inspections during most recent grading period.<br>Knowledge Check: Air Force Rank Structure (both officer & enlisted)                                                                  | Flight Sergeant                               |
| C/SSgt  | Time in Grade: Served at least 1 full semester in rank of Senior Airman<br>Unit Participation: Participated in at least four community service or Color Guard events during most recent semester and accumulated 12+ hours of community service over the previous 12 months.<br>Uniform Wear: Passed 5 uniform inspections during most recent grading period<br>Knowledge Check: 1 <sup>st</sup> verse of the Air Force Song; Air Force Rank Structure | Flight Sergeant<br>Section Assistant          |
| C/TSgt  | Time in Grade: Served at least 1 full semester in rank of Staff Sergeant<br>Unit Participation: Participated in at least four community service or Color Guard events during most recent semester (or 8 flag details). Demonstrated leadership as Flight Sergeant, NCO or project lead.<br>Knowledge Check: AFJROTC Cadet Creed                                                                                                                        | Flight Sergeant<br>Officer Position Assistant |
| C/MSgt  | Time in Grade: Served at least 1 full semester in rank of Technical Sergeant<br>Unit Participation: Participated in at least four community service or Color Guard events during most recent semester (or 8 flag details).<br>Interview                                                                                                                                                                                                                | Officer Position Assistant                    |
| C/SMSgt | Time in Grade: Served at least 1 full semester in rank of Master Sergeant                                                                                                                                                                                                                                                                                                                                                                              |                                               |

|         |                                                                                                                                                                                                                                             |                                                       |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|         | Unit Participation: Participated in at least four community service or Color Guard events during most recent semester (or 8 flag details).<br>Interview                                                                                     |                                                       |
| C/CMSgt | Time in Grade: Served at least 1 full semester in rank of Senior Master Sergeant<br>Unit Participation: Participated in at least four community service or Color Guard events during most recent semester (or 8 flag details).<br>Interview | Senior Enlisted Advisor<br>Director of Special Events |

|                      |                                                                                          |                                                                  |
|----------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| C/2d Lt              | Successfully completed a CLC or awarded PEP promotion.                                   | Flight Commander or LDR Commander                                |
| C/1 <sup>st</sup> Lt | Time in Grade: Served at least 1 full semester in rank of Second Lieutenant<br>Interview | Flight Commander, LDR Commander or<br>Director of Special Events |
| C/Capt               | Time in Grade: Served at least 1 full semester in rank of First Lieutenant<br>Interview  | Flight Commander, LDR Commander or<br>Director of Special Events |
| C/Maj                | Time in Grade: Served at least 1 full semester in rank of Captain<br>Interview           | Deputy Squadron Commander<br>Squadron Commander                  |
| C/Lt Col             | Selected as Corps Commander by SASI<br>Interview                                         | Group Commander                                                  |

4.5. Demotions: In the event that a cadet fails to live up to the responsibilities of the acquired rank, to the Air Force Core Values, or in any way brings discredit to the Piedmont High School AFJROTC program, the SASI reserves the right to demote them to a lesser rank or remove them from the program entirely.

4.6. Job Assignment Policies:

4.6.1. The SASI/ASI will select the Cadet Corps (Group) Commander and approve of the Squadron Commanders and other officer positions as nominated by the Corps Commander.

4.6.2. The Cadet Corps Commander/Group Commander and all other key staff members and commanders will serve in their positions for one semester following a change of command ceremony.

4.6.3. Cadets who have conduct issues or get referrals may be placed on probation. If the cadet fails to achieve minimum standards while on probation or gets another referral in the same semester, the SASI may take action to reduce the cadet in grade and/or removed from positions temporarily or permanently.

4.6.4. Cadets who transfer from another JROTC program will temporarily assume their grades they had earned in their last unit. The group will request their cadet records from the losing unit. Upon receipt of their cadet records, the group will evaluate the cadet's record and permanently award an appropriate rank and/or position and equivalent ribbons.

4.6.5. Cadet records are maintained in the AFJROTC computer files (Wings). If a cadet leaves the unit, they cannot handcarry their cadet record, but their gaining unit must request that their cadet record be sent to them upon the cadet's enrollment in their program.

## SECTION F—AFJROTC COMPLETION BENEFITS

- 4.10 Certificates of Completion. Presented to cadets in good standing who have successfully completed at least three years of AFJROTC. SASI/ASI reviews the entire period of enrollment and determines if certificates are to be issued since the SASI certifies to the armed services that the cadets have earned and deserve training credit. Cadets must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive following training credit:
- 4.10.1 Excused from one year of the General Military Course (GMC) of the college AFROTC program. Must contact the Professor of Aerospace Science (PAS) at the college or university where the cadet is enrolled to receive training credits.
- 4.10.2 Enlistment in pay grades E-2 or E-3 in the Army, Navy, Marine Corps, Coast Guard or Air Force with recommendations of the instructors and specific service allowances. Provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.
- 4.10.3 Certificate of Training. Presented to senior cadets in good standing who successfully complete two years of AFJROTC. Like the Certificate of Completion, the SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded. The cadets must have the certificate in their possession to receive the following training credits:
- 4.10.4 Eligibility. These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered, and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI and the Principal, Piedmont High School, will determine whether a certificate will be issued.
- 4.10.5 Cadets will have the opportunity to participate in various community service activities throughout the year to include for example color guard ceremonies, flag retirement ceremonies, and adopt-a-highway just to name a few. Community service hours are tracked and upon graduation a transcript of all community service hours can be provided to cadets upon request for use in college/job applications, scholarships or other activities as determined by the cadet.
- 4.10.6 Cadets that have at least three years equivalent AFJROTC participation and maintain an A average in all AFJROTC courses will receive an AFJROTC Cord that may be worn at graduation.
- 4.11 **Disenrollment Procedures**
- 4.11.1 Cadets that fails to meeting AFJROTC standards in regards to behavior, wear of uniform etc. will be considered for disenrollment. The process is as follows.
- a. Cadet initially identified as potential for disenrollment: Cadet will be receiving feedback from SASI or ASI explaining that continued failure to meet standards will result in disenrollment.
- b. If above cadet continues to fail to meet standards or show an inability to conform to JROTC good order and conduct, the SASI and ASI will discuss the cadet in attempt to gauge underlying cause. For example, is there a medical or mental impairment or other mitigating factor work considering. This may also include contacting Guidance or Admin for more information.
- c. If it is determined, after the SASI/ASI discussion that the cadet should in fact be disenrolled. The SASI will contact the parent or guardian to discuss. Depending upon the conversation there may be additional mitigating factors made known.



d. If after discussing with parent/guardian the SASI/ASI still believe that disenrollment is the right approach, the assigned AP will be contact to initiate disenrollment.

e. Once the student is removed from the class roll in PowerSchool, the appropriate actions are taken in WINGS to update the class roster.

4.11.2 Some circumstance warrant bypassing some of the above steps. For instance, if there is egregious behavior resulting in the student being removed from school, there is no need to provide feedback that continue failures will result in disenrollment. Additionally, every effort will be made to contact a parent/guardian but in some cases the parent/guardian will refuse communication. If after several days of voicemail and email the parent/guardian has refused to acknowledge the situation the SASI/ASI will proceed with the disenrollment.

## Chapter 5

### UNIFORM & PERSONAL APPEARANCE

- 5.1 Uniforms will be worn in compliance with HQ AFJROTC Operational Supplement Chapter 7. AFI 36-2903 is the governing Air Force instruction for uniform wear and is the authoritative document for any Air Force uniform wear guidance not covered by HQ AFJROTC Operational Supplement Chapter 7.
- 5.1.1 The Air Force Service uniform (blues) will be issued to cadets free of charge and will be worn each Wednesday for a grade. Cadets will wear the identified blues Combo as published weekly by the cadet leadership. Combo 1 - Blues w/tie & service coat. Combo 2 – Blues with tie. Combo 3 – Blues without tie. Note: If a long sleeve shirt is worn a tie must accompany it. Further, cadets may always wear a more formal combo. As example, if the Combo for the week is Combo 3 a cadet may choose to wear a tie or tie and service coat without penalty.
- 5.1.2 ABUs and OCPs are the official utility uniforms of AFJROTC cadets and will be worn by cadets that have been issued them twice a month in place of blues. The date of ABU/OCP wears will be identified by the cadet leadership team at least one week prior. As with blues, this is a required uniform wear for a grade. Cadets that have not been issued ABUs will wear blues, Combo 3.
- 5.1.3 Cadets will receive a weekly grade for their uniform wear based upon an in-class inspection. Cadets must wear the uniform the entire school day (0830-1525) in order to receive credit. Exceptions are made for PE/sports or for classes in which there is a high probability of damage to the uniform such as art, Chemistry labs, or cooking. The intent is not that the cadet never wears the uniform to the class but that they change out of it during the particular class day in which a messy/damaging activity is taking place and change back into the uniform following the class. If a cadet is absent for a uniform wear they must wear the uniform on their next day back at school. On rare exceptions cadets may be excused from uniform wears for medical or personal reasons, or as a reward, as determined by the SASI or ASI, otherwise, failure to wear the uniform on a designated day or upon returning from absence will result in a 0. Uniforms will be inspected during class to determine the grade. If it is a uniform wear day and the cadet is anticipating an early release prior to AFJROTC class they may stop by the AFJROTC office prior to departure to be inspected and receive credit.
- 5.2. Cadets will dress out each Friday in their Physical Training (PT) attire. Time will be provided at the beginning and end of class to change. The PT uniform is comprised of a unit or USAF PT shirt and unit or USAF PT shorts issued at no cost to the cadet, personal athletic socks and shoes, and appropriate undergarments to protect the modesty of the individual performing athletic activities. Short, mid and full length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the PT shirt and/or PT shorts. Cadets may wear the unit issued Air Force sweatshirt or unit purchased hoodie in lieu of the PT shirt.
- 5.3 Alternate Unit Polo Uniform. Cadets in Reserves may wear an alternate uniform consisting of the blue unit polo shirt with slacks or jeans of a conservative color and with no holes, a belt, and dark socks. The polo should be tucked into the pants. The unit polo may be purchased from Maj Richardson or MSgt Colvin.
- 5.4 **Ribbon Supplement.** Local supplement in addition to requirements set by AFJROTC. Not all ribbons are addressed here; see operational supplement, chapter 7 (Addendum 1) for complete list of Ribbons and AFJROTC requirements.
- a. **Outstanding Flight Ribbon.** Awarded each academic term to members of outstanding flight as determined by the SASI/ASI using all cadet criteria (uniform wear and grades, PT participation and grades, community service participation and hours, class conduct and participation, attendance data, and event participation).
  - b. **Outstanding Cadet Ribbon.** Awarded annually to the outstanding first year, second-year, third-year, and fourth-year cadets. The Recipient from each class must be of high moral character, demonstrate positive

- personal attributes, display outstanding military potential, and attain academic and military excellence as determined by the SASI/ASI.
- c. **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership to cadets who have consistently displayed outstanding leadership ability above and beyond expected performance as determined by SASI/ASI.
  - d. **Achievement Ribbon.** Awarded for a significant achievement in AFJROTC or other school activities/events as determined by SASI/ASI.
  - e. **Superior Performance Ribbon.** Awarded to no more than the top 10% of the cadet corps for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.
  - f. **Academic Ribbon.** Awarded for academic excellence each term. Recipients must have an “A” in AFJROTC with all other grades a “B” or better.
  - g. **Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. A Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. The Silver Star is limited to 10% of the class.
  - h. **Orienteering Ribbon.** Participation in at least one orienteering meet and recommended by instructors.
  - i. **Leadership Development Requirement (LDR) Leadership Ribbon.** awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).
  - j. **Drill Team Ribbon.** Exceptional participation on drill team events with at least 3 drill meets participation. Clusters will be awarded following initial issue for subsequent awards (minimum of 3 events for cluster).
  - k. **Color Guard Ribbon.** Exceptional participation on color guard events with at least 5 color guards. 10 flag details may count as 1 CG event to replace a max of 3 of 5 required CG events. Clusters will be awarded following initial issue for subsequent awards (minimum of 5 events for cluster).
  - l. **Saber Team Ribbon.** Exceptional participation on saber team events with at least 3 events. Clusters will be awarded following initial issue for subsequent awards (minimum of 3 events for cluster). Same event cannot be used for both Color Guard Ribbon and Saber Team Ribbon.
  - m. **JLAB Ribbon.** Cadets must participate in 90% of planned JLAB meetings and participate in a JLAB competition.
  - n. **Raiders Team Ribbon.** Cadets that meet the criteria to become an NC-955 Raider and participate in at least 90% of the practices over the course of one semester will earn the Raiders Team Ribbon.
  - o. **Military Model Building Team Ribbon.** Cadets that meet the criteria TBD will earn the Military Model Building Ribbon.
  - p. **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets that meet criteria TBD will earn the UAS Ribbon.
  - q. **Marksmanship Team Ribbon.** Cadets will be allowed to wear Marksmanship ribbon if they transferred in with comparable ribbon from any service JROTC program or if recommended for ribbon by school shooting team coach (if applicable).
  - r. **Good Conduct Ribbon.** No disciplinary referrals (ISS, OSS, detentions...) and recommend by cadet officers and instructors. Recipient must also have had less than 5 absences for the year.
  - s. **Service Ribbon.** Awarded at instructor’s discretion for distinctive performance in school, community or AFJROTC service projects. Cadets with least 15 hours of service in a given academic year will be considered for this ribbon.
  - t. **Health and Wellness Ribbon.** Cadets participating in the Health and Wellness program that improve their overall fitness percentile during a semester by 5% will earn the Health and Wellness Ribbon. Instructors may also waive requirement and award to cadets based on their personal improvement and effort. Intent is for cadet to qualify for ribbon; it is not just a participation ribbon. Cadets will be eligible for bronze, silver and gold star devices if they meet the criteria required at 7.7.43 in the attached Chapter 7 Uniform and Awards Supplement.
  - u. **Recruiting Ribbon.** Outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC with at least 1 viable cadet (remained for a semester).
  - v. **Activities Ribbon.** Awarded to cadets that participate in an LDR other than those qualifying for other ribbons such as the Color Guard, Drill Team, Raiders Team and/or Special Teams Competition Ribbons. Examples include Academic Team.

- w. **Attendance Ribbon.** Attendance that is clearly superior to others based on instructor required standards (no unexcused absences and no more than two excused absences during the semester in which enrolled in AFJROTC).
- x. **Dress and Appearance Ribbon.** 100% uniform wear on all required days with 90+ average grade.
- y. **Longevity Ribbon.** Awarded for successful completion of each AFJROTC semester.
- z. **Death March Memorial Hike Ribbon.** Awarded to cadets who fully complete a 14-mile hike to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. The event can be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,) and hike must be in a span of one to no more than 3-days.
- aa. **Patriotic Flag Ribbon.** Awarded for participation in a minimum of 5 non-color guard flag events specifically designed to honor our nation's flag (such events include flag raising ceremonies, flag retirement ceremonies, elementary school flag mentorship efforts, flag-folding training and performances and historical flag demonstrations). Alternately, every 20 recorded flag details will count as 1 flag raising ceremony.
- bb. **Special Teams Placement Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, and Drill Teams (for Drill placing 1<sup>st</sup>-3<sup>rd</sup> in competitions with over 8 attending schools or 1<sup>st</sup>-2<sup>nd</sup> with less than 8 schools attending).

- 5.4.1 Metal Tabs: There are two possible metal tabs cadets can earn to wear with their blues; Raiders and Drill Team. The Raiders tab is earned by either meeting the "Elite Raiders" criteria and participating in at least one Raiders competition or successfully serving in the position of Raiders Commander for one semester. The Drill Team tab is earned by attending 90% of drill practices and competing in a drill competition.
- 5.5 Personal appearance and grooming while in uniform must be in compliance with AFI 36-2903. The following are some of the key aspects of the instruction but are not all inclusive. For a complete guide to appearance and grooming refer to the attached AFI 36-2903.
- 5.5.1. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear.
- 5.5.2 Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the Airman standing in the position of attention.
- 5.5.3 Piercings - With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).
- 5.5.4 Male Airmen are not authorized to wear earrings while in uniform or in civilian attire for official duty, but are authorized to wear earrings in civilian attire while off duty on a military installation. Female Airmen may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any

uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female Airmen are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc). Piercing holes will not be large enough to permit light to shine through.

- 5.5.5. Airmen may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).
- 5.5.6. Rings. Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.
- 5.5.7. Necklaces will not be visible at any time. If worn, will be concealed under a collar or undershirt.

## Chapter 6

### AFJROTC NC-955 LDRs AND ACTIVITIES

There are several voluntary cadet extracurricular activities, which supplement aerospace or leadership experiences. These activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values at work that we teach to our cadets. Although participation is encouraged it is not required to pass the course. However, the more you participate the more you will get out of JROTC and we attempt to have something for everyone! The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, active duty military and sponsors will help monitor and teach these activities.

6.1 Leadership Develop Requirement - HQ AFJROTC uses the term LDR (Leadership Development Requirement), for cadet led organized teams that are not simply one-time events or activities but continuing throughout a semester or academic year, therefore the term LDR is synonymous in most cases with AFJROTC co-curricular teams and clubs. The following description of NC-955 LDRs is not all-inclusive and will change depending on what activities the NC-955 cadets desire to participate and support in a given year.

#### 6.1.1 Color Guard, Drill/Rifle/Sabre Teams.

Color Guard. This elite cadet corps presents and posts the US, North Carolina, and school colors at school, Corps, and community functions. This co-curricular activity provides an opportunity for cadets to learn to respect and properly present national and state flags. Color Guard Commander will be a senior cadet selected by the group who has normally been on the team in the past and serves on the cadet staff as a senior commander. Color Guard Commanders will write operating instructions describing color guard operation and membership, designate practice times, ensure equipment is maintained, and supervise Color Guard operations.

Drill/Rifle Team. Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in local and area-wide drill competitions and demonstrations. Drill practice will normally be two times a week immediately after school (Wednesdays and Thursdays – or as determined by senior staff). If there is interest, a rifle team commander may be appointed. The commander will be responsible for leading and training cadets in rifle instruction and will identify cadets who want to refine their rifle handling skills and knowledge of manual of arms. The Rifle Team Commander will be appointed by the drill team commander to lead and train the team and may be the same individual selected to lead either Exhibition or Regulation Armed Teams. If there is interest, cadets may appoint a Sabre Team Commander who will be responsible for leading and training sabre instruction. Color Guard and Drill Team members will compete to participate in annual competitions to represent the Corps and Piedmont High School.

#### 6.1.2 STEM LDRs.

Rocketry. Members of this LDR will learn how to build and launch model rockets. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge, which is worn with the uniform. Rocketry may be instituted as a part of the curriculum in which case all cadets would be responsible for academic portions. Those that complete the instructor established requirements and successful launches would also be eligible for the rocketry badge. If enacted cadets may elect a club leader with SASI/ASI approval.

Aviation Club. This club is organized around the enjoyment of aviation. It meets regularly to discuss topics in aviation and fly our flight simulator and/or multicopter. Note that depending upon cadet interest, UAS or Multicopter may be organized as a separate LDR.

Academic Bowl Team. This team will meet regularly in the fall to practice and compete in JLAB (JROTC Leadership & Academic Bowl) competition.

ESport. Our unit is actively pursuing the establishment of an ESport team to compete against other JROTC teams on an ESport platform such as HSEL (High School Esports League).

- 6.1.3 Raiders Team. This is among our newest LDRs. Raiders Teams compete regionally in physically demanding team competitions such as obstacle courses and Army JROTC Raider competitions that typically involve distance running, 1-rope bridges, various physical challenges and other tactical tasks such as knot tying, first aid, and land navigation. To be a Piedmont Raider you must be willing to put in the effort to become physically fit and have team mindset.
- 6.1.4 Awareness Presentation Team. This worthwhile voluntary LDR consists of cadets that feel comfortable talking to elementary and middle school students about selected topics which could include drug education, study skills, and staying in school. Our involvement brings our Corps favorable publicity and is a valuable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in three events.
- 6.2 Field Trips/CIAs (Curriculum-In-Action). This is an important part of the AFJROTC curriculum. We have the privilege of visiting several military installations with very active and diverse missions. In the past, we visited flying operations, base support facilities, and security facilities. Visits will occur throughout the year. The instructors will choose cadets who are students in good standing, are passing AFJROTC, and have not had a history of uniform or personal appearance violations. Cadets who are not on the GSL due to referrals, failure to wear uniform or other GSL violations will be asked to sit out the field trip. The SASI/ASI will check cadet records for referrals and uniform wear and will determine eligibility for cadets.
- 6.3 Fund Raising Activities. The booster club needs money to support many of the JROTC activities, field trips and community service projects. Various fund raising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance corps operations and cadet esprit de corps. Some fundraising activities we will identify for cadets to raise money for their “cadet account”. This is a running total maintained by the SASI that the cadet may choose to apply toward field trips and other designated events throughout the year. At the end of the school year any money remaining in the “cadet account” will go to the general purpose fund.
- 6.4 Dining In/Out (Military Ball). This is a formal Air Force traditional activity. Cadets will plan the function and will serve in traditional positions that direct the evening's festivities. This formal meal followed by traditional activities is a fun filled activity for all participants. If a joint ball is elected, then our Corps will have representatives attending the joint committee meetings.
- 6.5 Community Service. A major component of AFJROTC is community service. There will be many opportunities throughout the year to participate in AFJROTC organized community service events such as color guards, middle school visits, and adopt-a-highway. The events are tracked by AFJROTC and contribute to promotions and other awards. Additionally, cadets may choose to participate in community service events outside the scope of AFJROTC. If documentation is provided and approved by the SASI/ASI these activities may contribute to the annual service award and/or toward generating points for the return to the Good Standing List.
- 6.6 Cadet Leadership Camp (CLC). Each year a portion of our cadets are invited to participate in a summer Cadet Leadership Camp in the Blue Ridge Mountains that involves cadets from North Carolina, South Carolina and Tennessee. High standards of conduct, performance and physical capabilities must be met to attend. There is also a financial cost which may be met through fundraising activities. Cadets that attend and complete the CLC will have earned additional promotion opportunities.

## Chapter 7

### PHYSICAL FITNESS PROGRAM

7.1 Although AFJROTC does not have maximum/minimum cadet weight or physical fitness requirements, all cadets will participate in the AFJROTC Health and Wellness Program which comprises 20% of the course. Health care, nutrition, body image, and physical fitness are all covered in the AFJROTC curriculum. In the Wellness component, cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education. It consists of an initial fitness assessment at the start of each semester to establish a baseline of an individual's fitness and another fitness assessment at the end of the semester to measure improvement. Physical Training will take place each Friday throughout the semester with the goal to show an improvement for each individual at the end of the semester. It's important to mention here that although cadets are given a percentile of how they place against other cadets across the country they are encouraged and rewarded for improving their own fitness regardless of their starting baseline or the performance of other cadets in the program. Physical Fitness Consent Forms need to be signed and returned to AFJROTC where they will be kept on file. Any changes to your health that could affect participation needs to be updated as soon as practical.

#### 7.2 AFJROTC Fitness Assessment.

The AFJROTC Fitness Assessment is comprised of three events; right angle push-ups, sit-ups and a timed 1-mile run. Right angle push-ups – count of how many push-ups a cadet can accomplish within one minute. Push-ups are done in a standardized form for all male and female cadets with the back rigid/straight and the body lowered to a fists length from the ground with elbows at approximately a 90 degree angle and then return all the way up. The number of proper form push-ups accomplished in one minute is scored. Sit-ups – count of how many sit-ups a cadet can accomplish within one minute. Sit-ups are done in proper form with knees bent at approximately 90 degrees, arms crossed and hands placed on shoulders/chest. The cadet will maintain contact with shoulders/chest and rise to and touch elbows to their knees or thighs when in the up position. The number of proper form sit-ups accomplished in one minute is scored. Timed 1-mile run will generally consist of four laps around the track at Piedmont High School. The cadet may walk or run but may not leave the track during the timing or it will terminate the event.

#### 7.3 Additional Fitness Requirements.

Some activities cadets participate in may require them to meet certain fitness standards for their own safety. A good example is summer Cadet Leadership Camp. We typically participate in a challenging summer camp located in the Blue Ridge Mountains in which the cadets must participate in daily PT, drill, and sports at a high elevation while navigating difficult terrain. For their own safety the camp provides fitness requirements prior to attending.



## Chapter 8

### RESERVE FLIGHT PROGRAM

- 8.1 SASI/ASI will determine whether or not to activate Reserve Flight based on cadet recommendations. If Reserve Flight is activated, procedures will be as follows:
- 8.2 The Piedmont AFJROTC Reserve Program provides an opportunity for cadets who are enrolled in an AFJROTC course during one semester of an academic year, but not the other, to maintain full affiliation with AFJROTC throughout the year. Cadets in the reserve program may participate in all extracurricular activities of the AFJROTC program, including drill team, staff positions, field trips, dining-in, military ball, etc., as long as the requirements of this agreement are met.
- 8.3 UNDERSTANDING: It must be understood that participation in the AFJROTC Reserve Program does not commit or obligate any student to military service. Nor does participation guarantee special consideration if a student chooses to enter military service. **NO ACADEMIC OR MILITARY CREDIT WILL BE GIVEN FOR PARTICIPATION.** Cadets who have not missed any uniform days are eligible to participate in ROTC activities, drill teams, and field trips.
- 8.4 AGREEMENT: In order to maintain the high standards of courtesy, personal conduct, and appearance required by the Air Force and Piedmont High School, as an AFJROTC cadet in the reserve program, you understand and agree to:
- a. Enroll in an AFJROTC course during one of the two semesters of the current academic year.
  - b. Wear the AFJROTC uniform on “uniform day” or other occasions as required by participation in the reserve program. Reserve cadets will wear the uniform of the week the entire day, on Wednesdays or other designated day each week that the regular class wears the uniform. Alternately, Reserve cadets may purchase and wear the NC-955 polo on Wednesdays instead the Uniform of the Day. Failure to wear the uniform or polo as required or deliberate improper wear of the uniform will result in removal from the reserve program and loss of all AFJROTC privileges.
  - c. Participate in afterschool drill practice at least once monthly at Piedmont High School. Note that Reserve cadets are encouraged to attend more than once a month, once a month is the minimum. Failure to wear uniform or polo weekly and attend drill practice once a month, will result in removal from the Reserves Program.
  - d. It is primarily the Reserve cadets’ responsibility to maintain contact with NC-955 instructors and cadet leadership to ensure informed of upcoming events. The Reserve cadet can do this by joining the GroupMe, attending drill practices, and interfacing with the semester Canvas course Reserves page.
  - e. Maintain the uniform in a clean, properly fitted and repaired manner. Turn in the complete uniform upon demand. Cadets are responsible for cost of cleaning, loss, theft or damage to the uniform.
  - f. Meet the personal grooming standards established by the Air Force.
  - g. Meet the standards of attitude, behavior and courtesy expected of AFJROTC cadets as described in the Cadet Handbook. Cadets who fail to meet acceptable standards or who are suspended from school for behavior problems risk losing cadet rank, position, and privileges and may be removed from the reserve program.
  - h. Meet the objectives of the cadet-managed group to: (1) Encourage a high degree of personal honor, self-reliance, and leadership. (2) Promote patriotism. (3) Develop habits of orderliness and precision. (4) Develop respect for constituted authority.

- i. Respond positively to other cadets who have been appointed to leadership positions in the cadet group. Conduct yourself properly if/when you are placed in a position of leadership.
  - j. Strive to develop self-discipline and responsibility for personal actions.
  - k. Participate in community service projects in order to be eligible for promotions and to assist unit in meeting unit goals. Reserve Cadets will participate in at least one AFJROTC community service event during the Reserve semester with the goal to achieve a minimum of 15 hours of community service for the year. The goal for senior staff Officers and NCOs should be at least 25 hours of service per year.
- 8.5 Failure to live up to the requirements as stated above and in the Cadet Reserves Program contract will result in removal from the Reserves Program. If removed from the Cadet Reserves Program MSgt Colvin will determine uniform turn-in requirements. Further, removal from the Cadet Reserves Program will result in the loss of ability to attend AFJROTC fieldtrips and activities during the semester and may result in the loss of opportunity to participate in the Cadet Reserves Program during future semesters. However, unless the infraction is egregious, the removal from the Reserve Program will in no way impact the cadet's standing or ability to participate during the follow-on active status semesters.

## Chapter 9

### COMMUNICATION

- 9.1 Communication is vital to the successful operation of an AFJROTC unit. With the variety of systems now available and with cadets attending from Piedmont Middle School, Porter Ridge High School and Piedmont High School, communication can be difficult at times if everyone doesn't strive to ensure it is done effectively. Remember that communication runs two-ways and that it takes effort on both parties for success. The systems and processes below provide the baseline of how we plan to communicate within NC-955.
- 9.1.1 E-mail: School email is an effective way for instructors and cadet leaders to get information out quickly, particularly if there are attached files or for forwarding information on opportunities such as scholarship applications. E-mail however is only effective if cadets check it. Please check your email daily!
- 9.1.2 Discord: This is a downloadable app in which cadets may download and join our NC-955 Official group. It is highly effective for getting out immediate information to cadets since it sends messages to their phones. Such things as meeting time changes or short notice LDR events are typically communicated on Discord. This is one of the most effective means of communicating we have so if you have a cell phone I encourage to use this.
- 9.1.3 CANVAS: UCPS provides teachers and students with CANVAS access and we will continue to use it for class information and to post information to the Reserves page. If you are in Reserves please ensure you have been added to the current JROTC class and all cadets should ensure the notification options are set to send them emails when course announcements have been made.
- 9.1.4 Facebook: Our page "AFJROTC NC-955" is used primarily to advertise our activities and communicate to parents, for example if we are on a field trip and want to let parents know our expected time of return. Only cadets and parents may join by answering the provided questions for access.
- 9.1.5 Instagram: Our Instagram page "pmhs\_afjrotc" is similar to our Facebook page with the exception that anyone can follow it. It is primarily used for advertising within the community.
- 9.1.6 In-Person Communication: We can never get so reliant on technology that we forget to simply meet in person. By attending drill practices and/or stopping by the JROTC classroom now and then you will often pick up on information that may have not found its way onto the above mediums. Don't be afraid to stop by and say hello!
- 9.2 Communication with instructors. Per HQ AFJROTC guidance, instructors are not allowed to text cadets. Therefore, please do not text MSgt Colvin or Maj Richardson. You may however, send e-mails or call if the situation warrants it but please do not call after hours unless it is an emergency or important to an ongoing JROTC activity. Further, if the issue is not of a personal nature and relates to routine JROTC business you are encouraged to utilize your cadet chain-of-command.
- 9.3 E-mail format. When drafting e-mail communication it is important to use proper formatting. The tips below will help you come across more confident and professional than you might otherwise.
- 9.3.1 Utilize the subject field to give the reader an idea of why you are corresponding. This helps them gauge immediacy of the correspondence and sort and find the email if necessary at a later date.

- 9.3.2 In the text, first identify whom you are addressing. i.e. MSgt Colvin, C/Moss, Maj Richardson. This is particularly important if you have multiple addresses on the email cc'd.
- 9.3.3 Utilize proper grammar and watch the tone which can be misinterpreted in e-mail; learn to utilize tact when providing feedback or arguing your case.
- 9.3.4 Conclude with closing salutation (i.e. Best Regards, Very Respectfully, Thanks, or Much Appreciated) followed by your cadet rank and name. Always remember to precede your rank with C/ for cadet (example, C/LtCol Moss).

## ATTACHMENTS

## Chapter 7: Uniform and Awards, Operational Supplement 1 August 2023

### Foreword

Chapter 7 of this Operational Supplement (Ops Sup) describes how *Air Force Junior ROTC (AFJROTC) and Space Force Junior ROTC (SFJROTC) cadets* will wear the uniform and maintain Air Force grooming standards while in uniform. Incorporating Change 5 to DAFI 36-2903, dated 31 March 2023, describes how to properly wear the Air Force uniform and this Operations Supplement describes how AFJROTC and SFJROTC cadets will wear rank, ribbons, medals, and other accouterments. Cadets wear the same basic uniform as the active-duty Air Force, and they will be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC and SFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

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

**Summary of Changes:** Allows drinking of beverages while walking in uniform, blue baseball cap wear with the ABU uniform, OCP uniform changes, change of JLB Ribbon to the USAA Educational Foundation JLAB Ribbon, change of COVID-19 Ribbon to Resiliency Ribbon, added guidance for religious and transgender uniform waiver requests.

Changes to this Ops Sup are highlighted in yellow.

### ACCOUTREMENTS (GENERAL)

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

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

**7.2.1. Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft. Email: jrotc.jrs.logistics@au.af.edu a copy of the cadet's Flight

Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

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

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

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

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

**7.2.4.** Flight suits are authorized for cadets enrolled in Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who passed the written test, and/or **have been awarded the aviation ground school/unmanned aircraft badge**. Otherwise, flight suits will be returned to the unit's logistics inventory via WINGS. (See Attachment 7-13).

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

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

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

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

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

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

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

**7.2.10. Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements can be found in WINGS | Published Files | JROTC | AFJROTC LDRs | Rocketry folder.

**7.2.11. Other Badges or Pins.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC or SFJROTC uniform combination. This includes pins given to cadets participating in **Cyber Patriot or Stellar Explorers.**

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

**7.2.13.** Cadets may earn one of the three marksmanship badges; however, they may wear no more than one badge on the uniform at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

**7.2.13.1.** The Basic Marksmanship Badge - requires a combined score of 170 or



above, fired in the prone, standing, and kneeling 3x10 positions.

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

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

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

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

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

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

**7.3.1.** AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge). Wear of the AFJROTC or SFJROTC official shoulder patch is **mandatory** on the left sleeve (shoulder) of all



uniforms except the raincoat, overcoat, and all-weather coat. White/Black Lamp of Knowledge patch will be worn on the ABUs front left pocket and **Velcroed to the left shoulder of the OCP uniform centered on the Velcro area.** Flight Suit – the white/black, Lamp of Knowledge patch (white/black circular AFJROTC and SFJROTC patches), will be worn on the right sleeve (shoulder); see para 7.3.3 if the unit has an approved Unit Patch. All flight suit patches will be displayed utilizing Velcro or may be sewn onto the flight suit. (See Attachment 7-13, Note 2). Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC or SFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

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

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

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

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

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

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

**7.5. Shoulder Tabs.** Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC or SFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each in the Cadet Guide or Unit Operating Instructions. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.6. Awards and Decorations.**

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

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

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

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

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

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

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

**7.6.2.2.** Awards have been categorized into three categories.

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

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

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

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

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

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

**7.6.2.5.** Local organizations such as banks, local businesses, military Top 3 organization, Chiefs' Groups, etc., may present awards to cadets. Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

**7.6.3.** Order of Precedence of medals and ribbons.

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

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

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)

9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Organization of America (ROA) Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon
47. Cyber Patriot Team Ribbon
48. StellarXplorers Team Ribbon
49. Raider Team Ribbon
50. Military Model Building Team Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotic Club/Team Ribbon
53. Good Conduct Ribbon

- 54. Service Ribbon
- 55. Health and Wellness Ribbon
- 56. Recruiting Ribbon
- 57. Activities Ribbon
- 58. Attendance Ribbon
- 59. Dress and Appearance Ribbon
- 60. Longevity Ribbon
- 61. Bataan Death March Memorial Hike Ribbon
- 62. Patriotic Flag Ribbon
- 63. **Resiliency** Ribbon

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

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

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

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

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

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

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

1. African American Post Traumatic Stress Disorder Association
2. American Ex-Prisoners of War
3. American GI Forum of The United States
- 4. The American Legion**
5. American Red Cross
- 6. American Veterans Association (AMVETS)**
7. Army and Navy Union, USA, Inc.
8. Blinded Veterans Association
9. Catholic War Veterans, USA, Inc.
10. Disabled American Veterans
11. Fleet Reserve Association
12. Gold Star Wives of America, Inc.
13. Italian American War Veterans of The United States
14. Jewish War Veterans of the USA (sent in a package this year to be included)
15. Legion of Valor of the USA, Inc.
16. Marine Corps League
- 17. Military Officers Association of America (MOAA)**
- 18. Military Order of The Purple Heart of the USA, Inc.**
19. National Association for Black Veterans, Inc.
20. National Association of County Veterans Service Officers, Inc.
21. National Veterans Legal Services Program
22. National Veterans Organization of America (NVOA)
23. Paralyzed Veterans of America
24. Polish Legion of American Veterans, USA
25. Swords to Plowshares: Veterans Rights Organization
- 26. The Retired Enlisted Association (TREA)**
- 27. Veterans of Foreign Wars of the United States**
28. Veterans of the Vietnam War, Inc. and The Veterans Coalition
29. Vietnam Veterans of America (sent in a package this year to be included)
30. Wounded Warrior Project
- 31. Air Force Sergeants Association (AFSA)**
32. American Gold Star Mothers, Inc.
33. American War Mothers
34. Blue Star Mothers of America, Inc.
35. Congressional Medal of Honor Society of The United States of America
36. Korean War Veterans Association, Inc.
37. Military Chaplains Association of The United States of America
- 38. Military Order of the World Wars (MOWW)**
39. Navy Club of The United States of America
40. United States Submarine Veterans, Inc.
41. Women's Army Corps Veterans Association-Army Women United
42. Armed Forces Service Corporation
43. Navy Mutual Aid Association
44. Vietnam Era Veterans Association

45. African American Veterans Families
- 46. Air Force Association (AFA)**
47. Americal Division Veterans Association
48. All Faith Consortium
49. American Logistics Association
50. American Merchant Marine Veterans
51. American Military Retirees Association
52. American Veterans for Equal Rights, Inc.
53. Army Aviation Association of America
54. American Retiree Association
55. Association of Military Surgeons (AMSUS)
56. Blinded American Veterans Foundation
57. Bowlers to Veterans Link
58. Cold War Veterans Association
59. Commissioned Officers Association of the US Health Service, Inc.
60. Congressional Black Caucus Veterans Braintrust
61. Daughters of Union Veterans of the Civil War
62. Sons of the Union Veterans of the Civil War (SUVCW) Award
63. Destroyer-Escort Sailors Association
64. Eighth Air Force Historical Society
65. Enlisted Association of the National Guard of the US
66. Help Heal Veterans
67. Homeless and Disabled Veterans
68. Iraq/Afghanistan Veterans of America
69. Japanese American Veterans Assoc.
70. Korea Veterans of America
71. Marine Corps Reserve Association
72. The Mission Continues
73. NAM-POWS Corporation
74. National American Indian Veterans
75. National Alliance on Mentally Illness
76. National Association of Atomic Veterans
77. National Association of American Veterans
78. National Association of Black Military Women (NABMW)
79. National Association of Fleet Tug Sailors, Inc.
80. National Association of State Veterans Homes New Mexico Veterans Center
81. National Coalition for Homeless Veterans
82. National Disabled Veteran Business Council
83. National 4th Infantry (IVY) Division Association
84. National Guard Association of the US
85. National Gulf War Resource Center, Inc.
86. National League of Families
87. National Military Family Association
88. National Veterans Foundation
- 89. National Society Daughters of the American Revolution**
90. Naval Enlisted Reserve Association



91. Navy League of the United States
92. Navy Nurse Corp. Association
93. Navy Seabee Veterans of America
- 94. Reserve Organization of America (ROA)**
95. Society of Military Widows
96. Society of Medical Consultants to the Armed Forces (SMCAF)
97. Student Veterans of America
98. Team Rubicon
99. Team RWB
100. The Forty & Eight
101. The Red River Valley Fighter Pilot Association
102. TLC Brotherhood, Inc., Veterans of Thailand, Laos, Cambodia in Vietnam War
103. Tragedy Assistance Program for Survivors, Inc
104. Travis Manion Foundation
105. United States Army Warrant Officers Association
106. United States Merchant Marine Veterans of World War II
107. United States Navy Cruiser Sailors Association
108. USCG Chief Petty Officers Association
109. Veterans and Military Families for Progress
110. Veterans for Common Sense
111. Veterans of Modern Warfare, Inc.
112. Veterans of the Battle of the Bulge
113. Vietnam Women's Memorial Foundation, Inc.
114. Women in Military Service for America Memorial Foundation, Inc.
115. Women Marines Association
116. Women Overseas Service Association

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

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

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

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

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

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

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

# Air Force and Space Force JROTC Ribbon Chart



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

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

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



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

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



The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**



**7.7.3 Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It



is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

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



of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MILPER funds. For each additional award earned an additional large silver star will be awarded.

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



and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased

from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### National-level Awards

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

**7.7.6. Air Force Association (AFA) Award.** Cadets may only receive this award once. This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



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

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

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



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

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

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

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



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

**uniform days or during any type of competition.**

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

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

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

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



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

**any type of competition.**

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

- Rank in the top 10% of the high school class.



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

**7.7.9.2.** The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

**7.7.10. American Legion General Military Excellence Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



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

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

**7.7.10.2.** The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

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



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

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

ethic.

**7.7.11.2.** The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Organization of American. See Attachment 7-17 for list of award points of contact.

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



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

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

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

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

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



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

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

- Positive attitude toward the AFJROTC or SFJROTC program.
- Must be enrolled as a 10th-12th grade AFJROTC or SFJROTC student.

- Must maintain a “B” average in AFJROTC or SFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester.
- Active in at least one other student extracurricular activity (music, athletics, government, etc.).
- Not a previous recipient of this award.

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

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



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

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



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

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not a previous recipient of this award.

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

**7.7.16. Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



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

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

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

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

**7.7.17. Military Order of the Purple Heart Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



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

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

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

**7.7.17.2.** The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the

local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

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



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

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

**7.7.18.2.** The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC and SFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter.

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



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

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

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



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

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

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

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

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

**7.7.21. Air Force Sergeants Association (AFSA) Award.** Cadets may only



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

days or during any type of competition.

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

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

**7.7.21.2.** The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than



15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at [bhill@hqafsa.org](mailto:bhill@hqafsa.org)) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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



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

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

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

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

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



receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC or SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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



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

**on regular uniform days or during any type of competition.**

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

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

**7.7.25. Air Commando Association Award.** Cadets may only receive this



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

**7.7.26. Distinguished Unit Award with Merit (DUAM).** Award consists of a



ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.


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





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




awarded.

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

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

**7.7.30. Top Performer Award.** The award consists of a ribbon and certificate  presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

**7.7.31. Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the  outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic an

**7.7.31.1.** Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC/SFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or

earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

**7.7.32. Leadership Ribbon.** Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC or SFJROTC cadet.



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

**7.7.33. Superior Performance Ribbon.** Is a ribbon awarded to no more than the



top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC or SFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**7.7.34. Achievement Ribbon.** Is a ribbon awarded for a significant achievement



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

**7.7.35. Academic Ribbon.** Is a ribbon awarded for academic excellence as



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

**7.7.36. Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded for



completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Exception: If a cadet has previously earned the CLC Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the CLC Ribbon with silver star, since that award is of higher precedence. Criteria for this award will be published in the unit's

Cadet Guide.

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



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



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



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



**7.7.41. Leadership Development Requirement (LDR) Leadership Ribbon.** Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC or SFJROTC Leadership Development Requirement activities (such as, but not limited to, PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon



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

**7.7.42. Drill Team Ribbon.** Is a ribbon awarded to cadets who participated on



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

**7.7.43. Color Guard Ribbon.** Is a ribbon awarded to cadets who perform at least



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

**7.7.44. Saber Team Ribbon.** Is a ribbon awarded to cadets who perform at least



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

**7.7.45. Marksmanship Team Ribbon.** Is a ribbon awarded to cadets who



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

**7.7.46. USAA Educational Foundation (EF) Joint Service Academic Bowl**



**(JLAB) Ribbon.** Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon. **The former JLAB Ribbon may not be worn, it will be replaced with the new USAA EF JLAB Ribbon to qualifying cadets.** Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**7.7.47. CyberPatriot Ribbon.** Is a ribbon awarded to cadets who are a member of the CyberPatriot team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (**Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform.**)



**7.7.48. StellarXplorers Ribbon.** Is a ribbon awarded to cadets who are a member of the StellarXplorers team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (**Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform.**)



**7.7.49. Raiders Team Ribbon.** Is a ribbon awarded to cadets who are a member of the Raiders Team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



**7.7.50. Military Model Building Team Ribbon.** Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.



**7.7.51. Unmanned Aircraft Systems (UAS) Ribbon.** Is a ribbon awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



**7.7.52. Robotics Ribbon.** Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



**7.7.53. Good Conduct Ribbon.** Is a ribbon awarded to cadets for maintaining good conduct as an AFJROTC or SFJROTC cadet. To qualify for this ribbon, cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually) . An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.



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



**7.7.55. Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program for an academic year/term. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will wear the highest-level Star Device(s) affixed to the wearers right of the ribbon. Only the star representing the higher percentile score will be worn. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.



**7.7.56. Recruiting Ribbon.** Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC or SFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



**7.7.57. Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will





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

**7.7.58. Attendance Ribbon.** Is a ribbon awarded to cadets who have no more than three school absences during academic term. Cadets may only receive one award annually. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



**7.7.59. Dress and Appearance Ribbon.** Is a ribbon awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



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



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



**7.7.63. Resiliency Ribbon.** Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



**7.7.64. Civil Air Patrol Ribbons.** The authorized ribbons for cadets participating in the Civil Air Patrol cadet program which can be worn on the AFJROTC uniform are from highest to lowest precedence:

**7.7.64.1. General Carl A Spaatz Award.**



**7.7.64.2. General Ira C. Eaker Award.**



**7.7.64.3. Amelia Earhart Award.**



**7.7.64.4. General Billy Mitchell Award.**



**7.7.64.5. General J.F. Curry Award.**





**SPECIALIZED AFJROTC AND SFJROTC UNIFORMS  
(Drill, Color Guard, Exhibition, Airman Battle Uniform (ABU), Operational  
Camouflage Pattern (OCP), Semi-Formal, and Physical Fitness)**

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

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

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

**7.8.1.1.1.** Berets may be worn. **Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized.** Berets may be worn on regular **blue** uniform days. No other color berets may be worn and no waiver will be granted for any other color OR insignias other than listed above. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

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

**7.8.1.1.3.** Service Caps (wheel and bucket hats) will be free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

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

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

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

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

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

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

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

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

**color guard or a segment of drill and cannot be worn during awards ceremonies. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

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

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

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

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

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

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

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

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

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

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

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

#### 7.8.2.8. Footwear:

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

**7.8.2.8.2.** Pumps. Can be worn with any female blue uniform combination. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.

**7.8.2.8.3.** Slip-on Shoes. Can be worn (optional) with the service dress and services uniforms (authorized with all blue maternity uniforms). Commercially designed step-in shoe where the top of the shoe goes over the top of the foot (not mule-types without backs) with rounded toe or plain rounded capped toe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish. **Crocs™ are not authorized with any uniform combination.**

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

**7.8.3.1.** ABUs and OCPs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves, and black boots will not be worn with the ABU/OCP uniform.** No waiver will be granted for wear of such items.

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

**7.8.3.3.** ABUs will be worn with the garrison ABU cap **or with a plain dark**

**blue American made baseball cap** and sage green or Coyote brown boots. **Black boots are not authorized for wear with the utility uniform.** ABU pants must always be properly bloused over the boots. Boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing the boots. **NO berets, shoulder cords, ascots or gloves will be worn with the ABU uniform.**

**7.8.3.4. OCP uniforms will be worn only with the garrison OCP cap and Coyote brown boots. Black boots and/or baseball caps are not authorized for wear with the OCP utility uniform.** The American Flag patch is mandatory and will be full color (cloth) **centered at the top of Velcro on the right shoulder.** OCP pants must always be properly bloused over the Coyote brown boots. Coyote brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing boots. **NO berets, shoulder cords, ascots or gloves will be worn with the OCP uniform.**

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

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

**7.8.4.2. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI.** Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC or SFJROTC ribbons may be worn on the semi-formal uniform; however, if medals are worn, ribbons will not be worn (no mixing).

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

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

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

**7.8.4.5. Trousers or skirts.** The semi-formal dress uniform trousers or skirt are the

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

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

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

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

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

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

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

Figure 7.1. Air Force Physical Training Gear (PTG)



Figure 7.1.1. Sample Design, Local Purchased PFT gear. Units may locally design and wear PFT gear that is customized for the unit (see para 7.8.5.2. for

additional information.) **Local PT gear will be unit funded.**



Figure 7.1.2. FEDMALL Air Force-funded Sweatpants and Shirts, (see para 7.8.5.2. for additional information.) **Local PT gear will be unit funded.**



**7.8.5.3. Short-sleeved PTG/PFT shirt. The short- sleeve shirt can be tucked or untucked into shorts.** Do not remove or cut sleeves. PTG undershirts, short- and long-sleeved form fitting undershirts, (i.e., Spandex, Lycra™ or elastic

material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

**7.8.5.4. Footwear.** Cadets must wear appropriate footwear while engaging in physical fitness activities.

**7.8.5.6. Headgear.**

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

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

## **CADET APPEARANCE AND GROOMING GUIDELINES**

**7.9. Personal Grooming Standards.** This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all AFJROTC and SFJROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

**7.9.1. Hair-male and female.** Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another**



with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. **Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.** SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

**7.9.1.1. Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. (Note: **Extensions are still prohibited for males**). Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles.

**7.9.1.2. Hairnets.** Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by applicable SASI.

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

**7.9.3. Rings.** Cadets may wear a total of no more than three rings. Wedding ring sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb.

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

**7.9.5. Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. **Bracelets espousing support for cause, philosophy, individual or group are not authorized** (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **No rubber or fabric-type bracelets are allowed.**

**7.9.6. Eyeglasses/Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on

top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with a small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored, or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.

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

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

**7.9.9. Backpacks.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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

**7.10. Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 3-3, and Figure 3.4).**

**7.10.1. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp** and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a

single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

**7.10.1.1.** Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

**7.10.1.2.** Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

**7.10.1.2.1.** All locs, braids, and twists, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

**7.10.1.2.2.** A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

**7.10.1.3.** Unauthorized: Mohawk, mullet, or etched design.

**7.10.2.** Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply

with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).



**Scrunchie**



**Hair Clips**

**7.10.3. Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

**7.10.5. Earrings. Male cadets are not authorized to wear earrings while in uniform.** Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. **When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform.** *Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).* Piercing holes will not be large enough to permit light to shine through.

**7.10.6. Undergarments (Mandatory).**

**7.10.6.1. Females.** Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the

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

**7.10.7. Cosmetics.** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. **Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.**

**7.10.7.1. Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); **the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.**

#### **7.11. Body Piercing/Ornamentation**

**7.11.1.** In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or **through the ear, nose, tongue, eyebrows, lips, or any exposed body part** (includes visible through the uniform).

**7.11.2. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.

**7.11.3. Dental ornamentation:** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

Figure 3.2. Female Hair Style Examples

Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

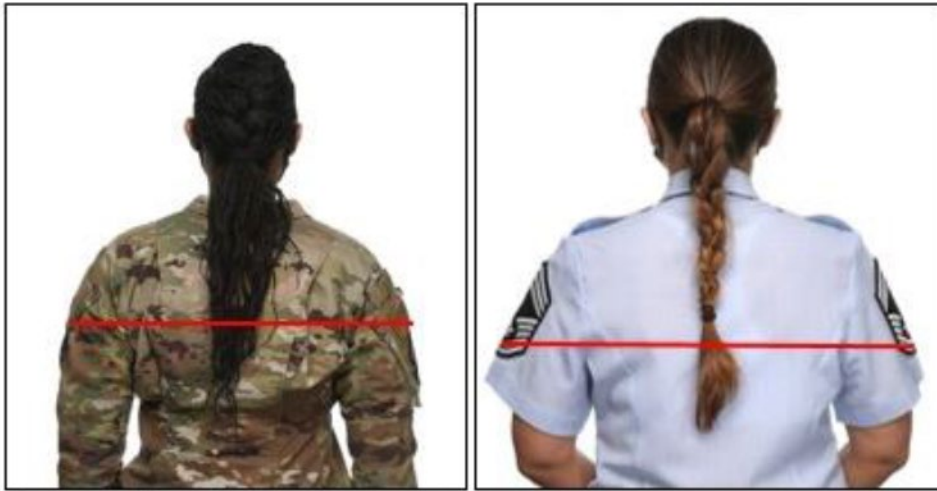


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.



Figure 3.4. Female Hair Style Examples





## 7.12. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)

**7.12.1. Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2 ½ inches in bulk**, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized.

**Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or design.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. **See Figure 3.1**

**7.12.1.1. Mustaches.** Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. **See Figure 3.1**

**7.12.1.2.** Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image.

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

**7.12.2. Fingernails.** Male Cadets are not authorized to wear nail polish.

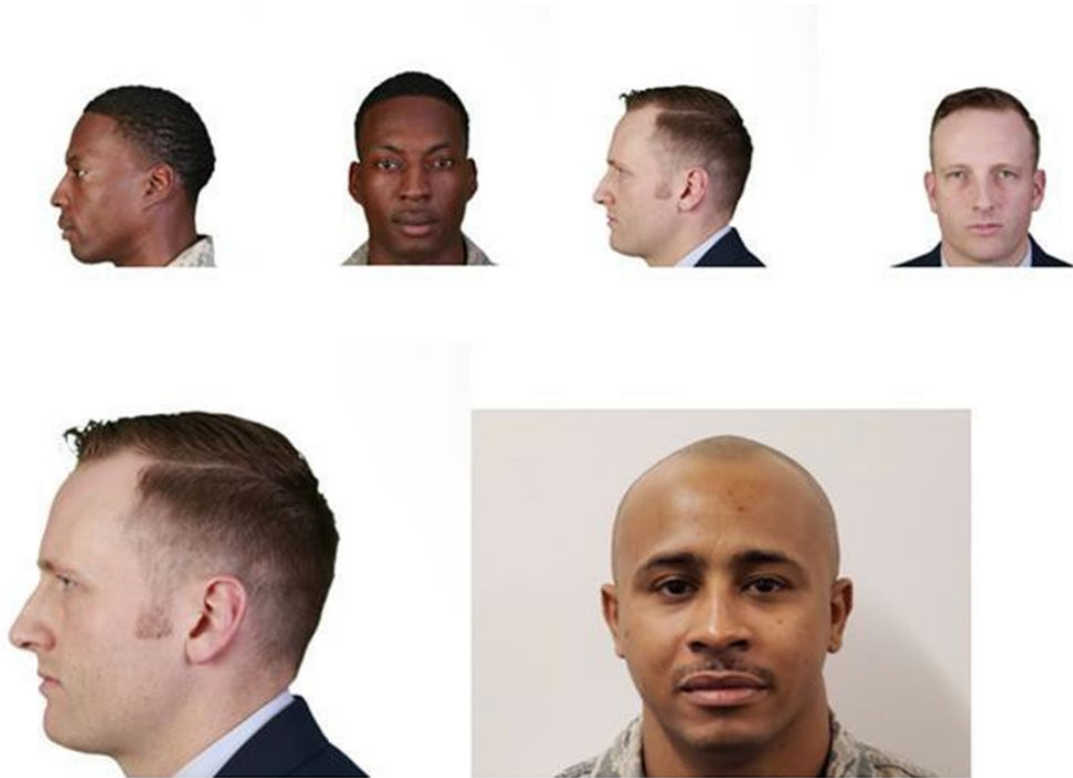
**7.12.3. Cosmetics.** Male Cadets are not authorized to wear cosmetics.

**7.12.4. Undergarments (Mandatory)**

**7.12.4.1.** Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service

uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Figure 3.1. Male Hair Grooming Standards.



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

#### **7.13.1. Cadet Uniform Wear Guidance/Policy for School-Sponsored JROTC Events:**

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

**7.13.1.1.1. Option 1:** All cadets can wear the AFJROTC or SFJROTC Service Dress uniform.

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

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

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

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

**7.13.2.** Cadet Uniform Wear Guidance for Fundraising:

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

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

**7.13.2.3.** AFJROTC and SFJROTC personnel/cadets should not solicit donations from local businesses at any time.

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

## Attachment 7-1



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



Kitty Hawk Honor  
Society Badge



DISTINGUISHED  
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

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



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

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

## Attachment 7-1 (continued)

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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

Marksmanship  
Shield

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

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

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

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

## Attachment 7-2

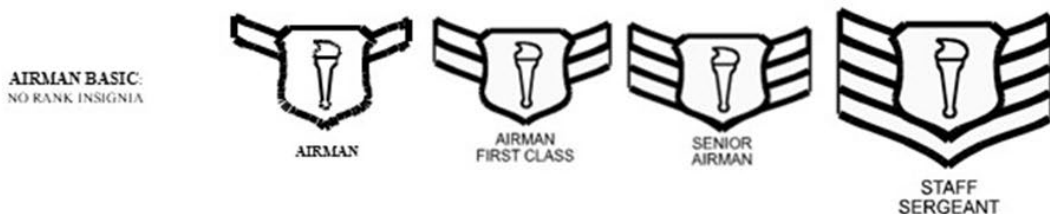
# AIR FORCE JROTC RANK INSIGNIA

## CADET OFFICER RANK



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

## CADET ENLISTED RANK



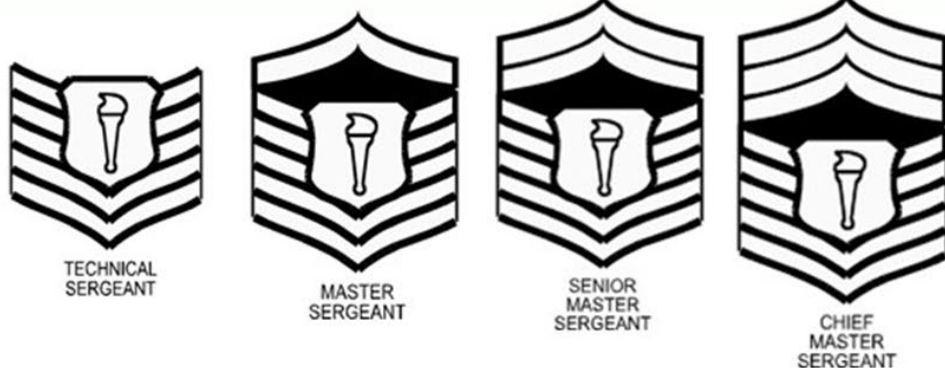
For SFJROTC

Spec 1

Spec 2

Spec 3

Sgt



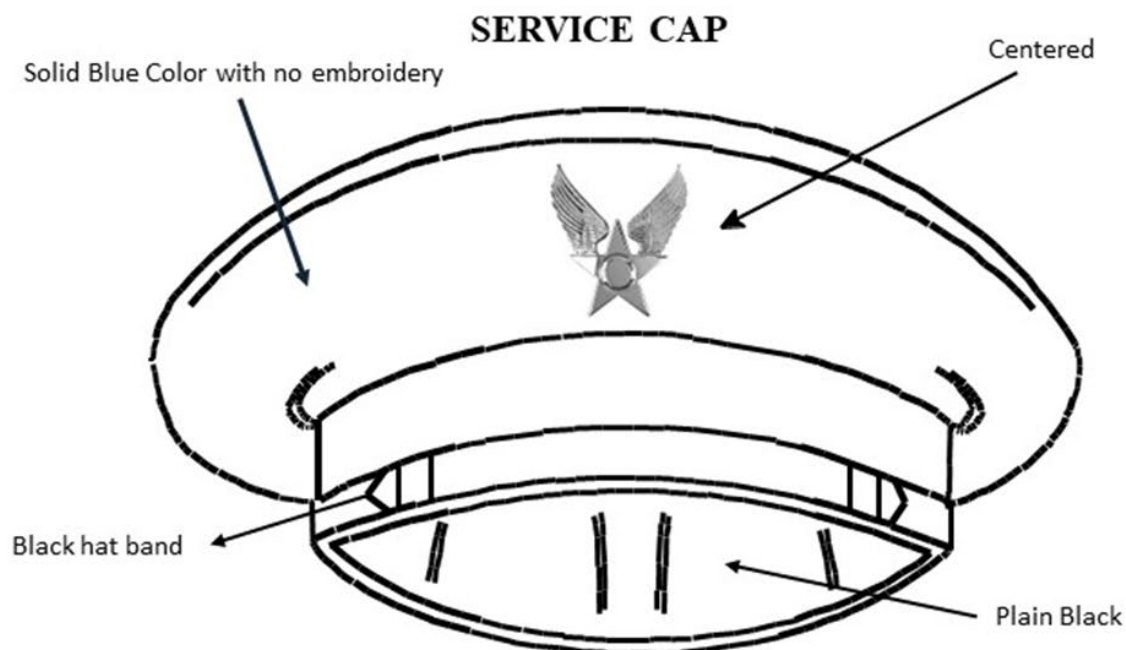
NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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



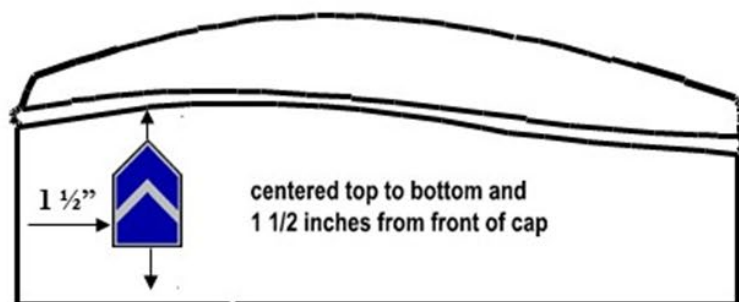
## Attachment 7-3

# CADET MALE HEADGEAR



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

## FLIGHT CAP\*



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

## Attachment 7-4

# CADET FEMALE HEADGEAR

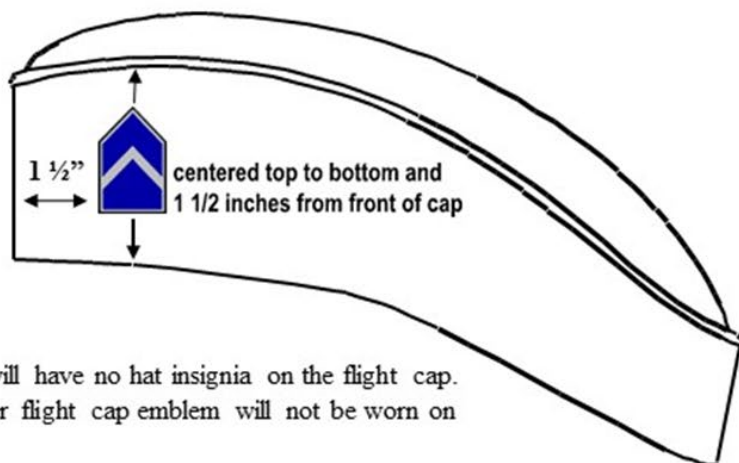
## SERVICE CAP

Solid Blue Color with no embroidery



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

## FLIGHT CAP\*



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



## Attachment 7-5

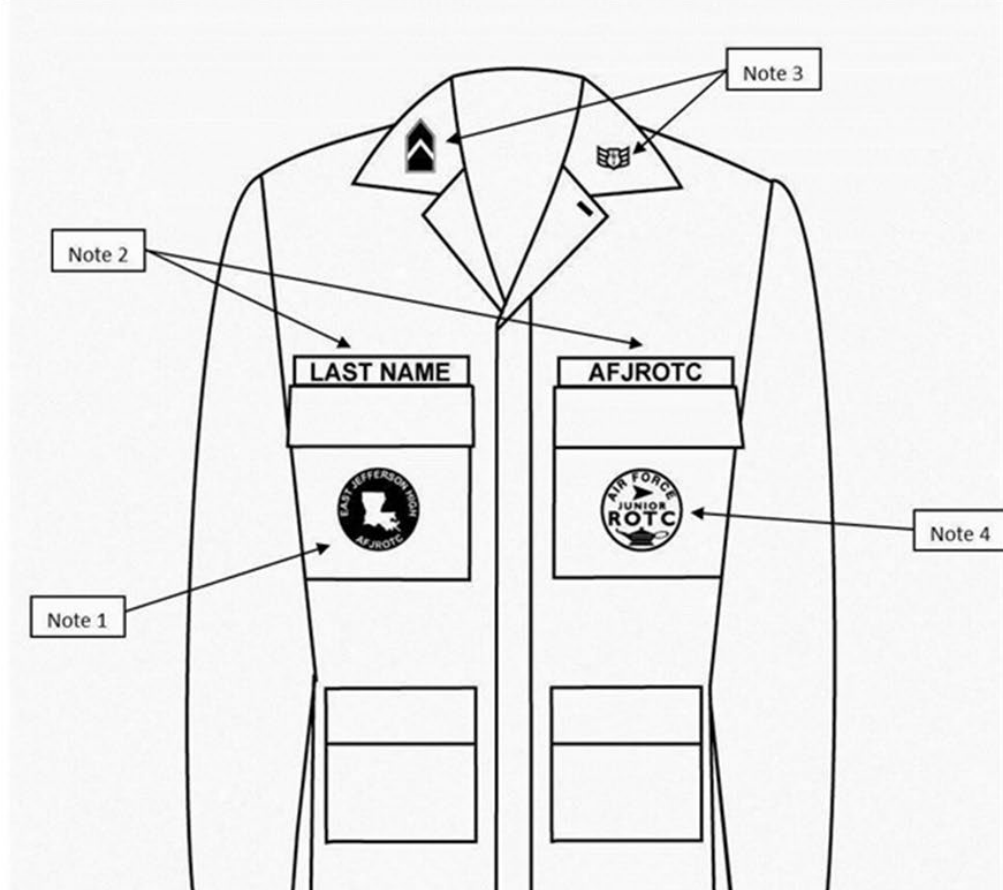
**CADET BERET HEADGEAR****BERET**

Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered,  $\frac{1}{4}$  inch above and parallel to the headband.

## Attachment 7-6a

# CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar
4. **AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) - WHITE/BLACK patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

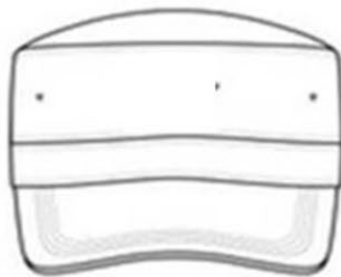
## Attachment 7-6b

# CADET OCP Male and Female

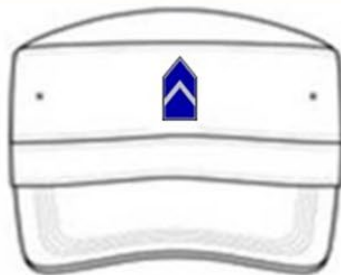


1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American flag.
4. Last name tape (mandatory – must be cadets name). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
5. AFJROTC/SFJROTC tape (mandatory). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
6. Grade insignia (officer or enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC/SFJROTC patch (mandatory) (white/black circular lamp of knowledge patch) will be attached centered on Velcro area on left sleeve attached by Velcro.
8. Berets, ascots, and shoulder cords will NOT be worn with OCPs.
9. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant before reissuing OCP boots. (Black boots will not be worn with OCPs).
10. Tan rigger belts will be worn with OCPs.
11. OCPs may be bloused; the trouser leg will not extend past the third eyelet from the top of the boot.

## Attachment 7-7

**CADET ABU and OCP HEADGEAR**

Enlisted Cadets will not wear rank on the ABU/OCP cap.



Officers will wear rank insignia on the ABU/OCP cap.

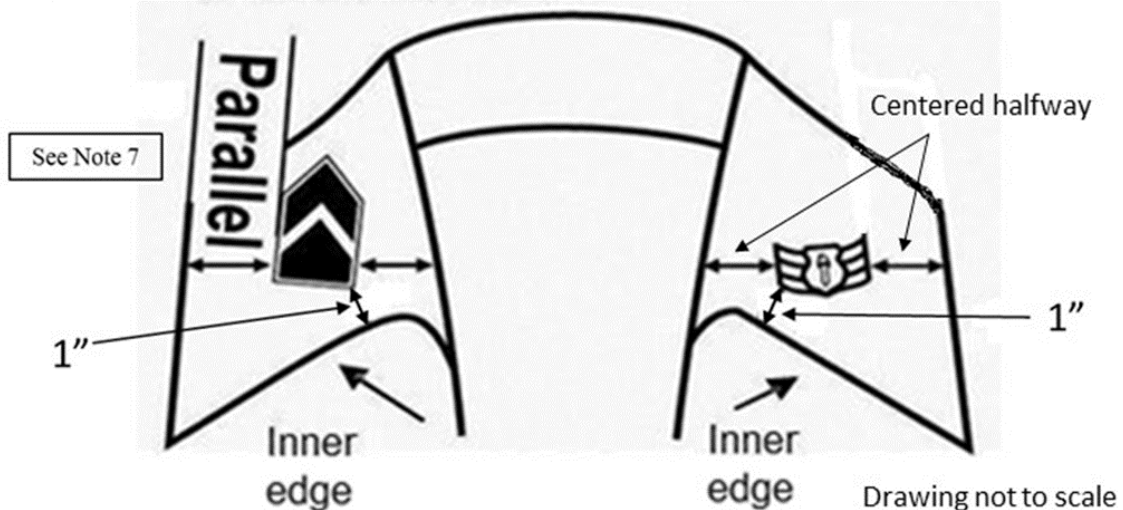
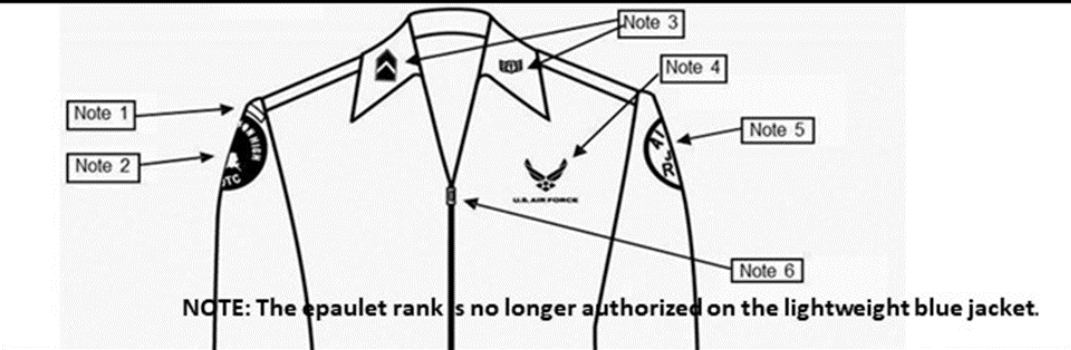
**No other style of head gear is authorized for wear with ABUs/OCPs.**

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

Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover.

## Attachment 7-8

# CADET LIGHT WEIGHT BLUE JACKET

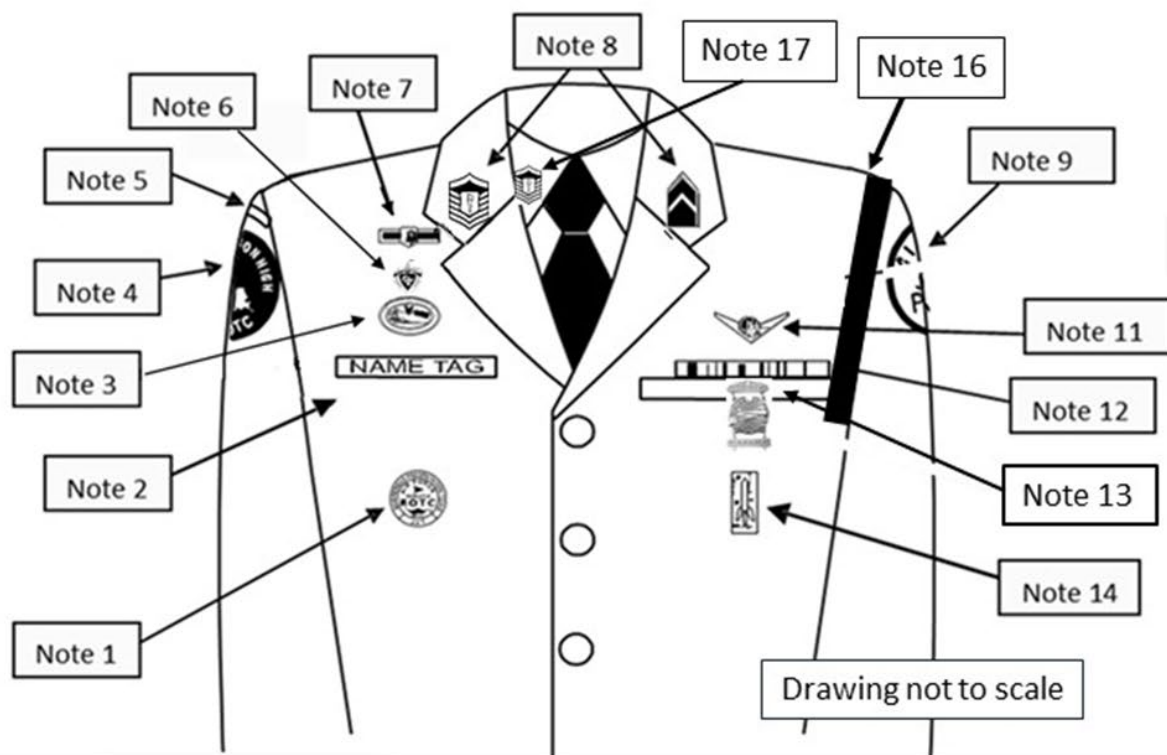


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note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



## Attachment 7-9

# CADET MALE SERVICE DRESS

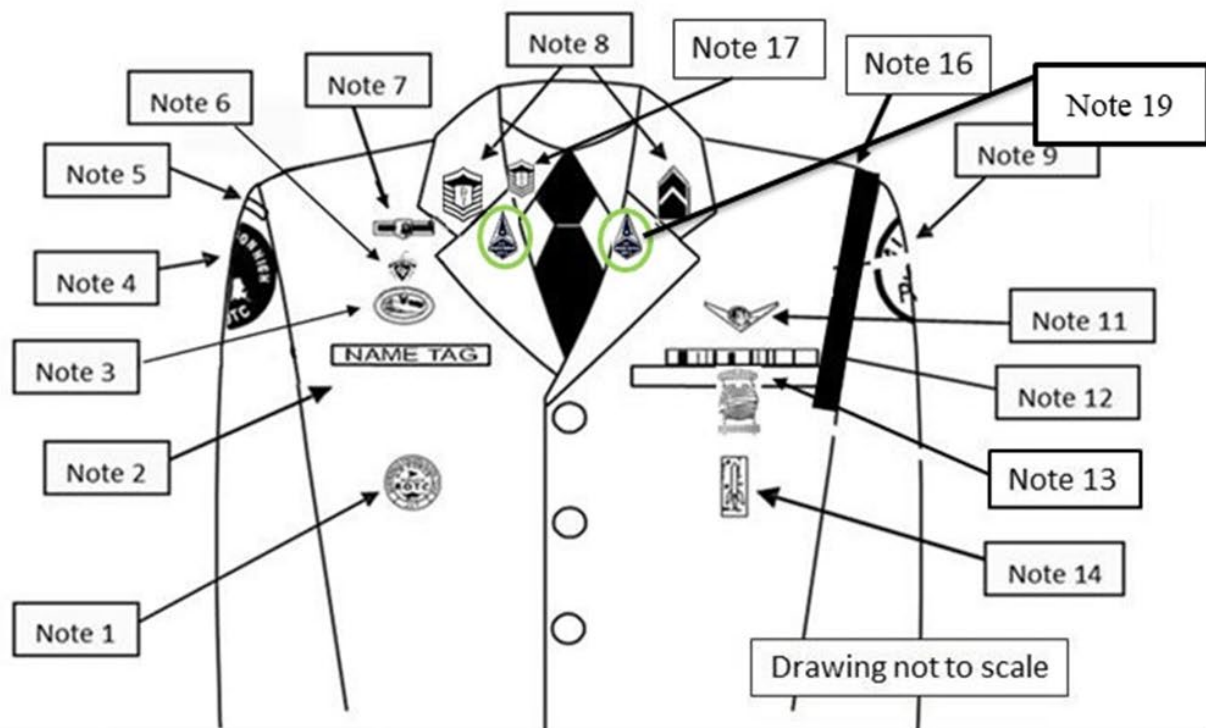


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$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

## Attachment 7-9A

## Space Force JROTC Cadets

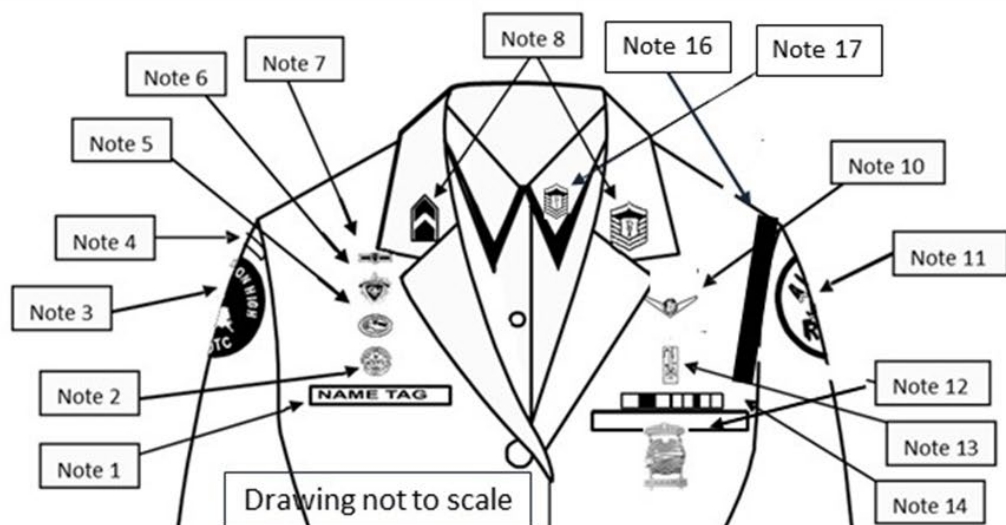
# CADET MALE SERVICE DRESS



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

## Attachment 7-10

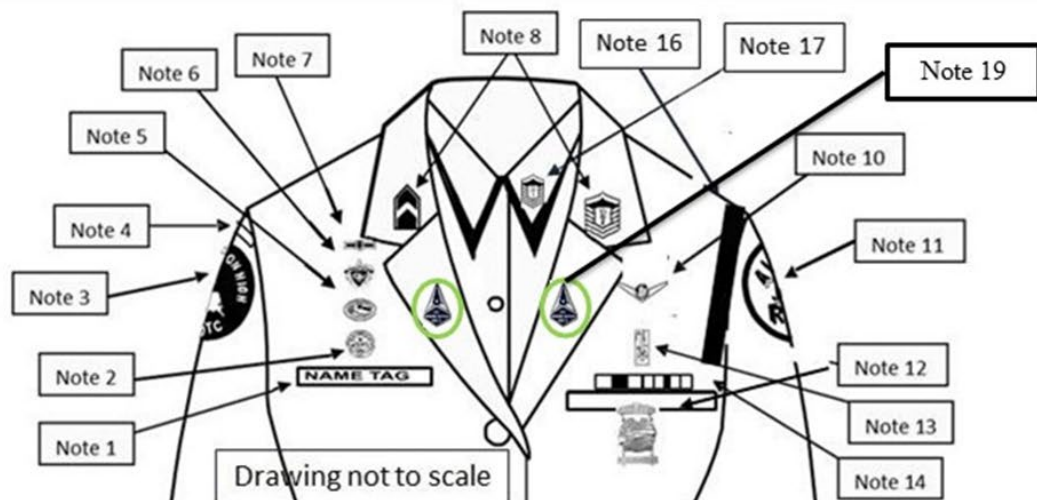
## CADET FEMALE SERVICE DRESS



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



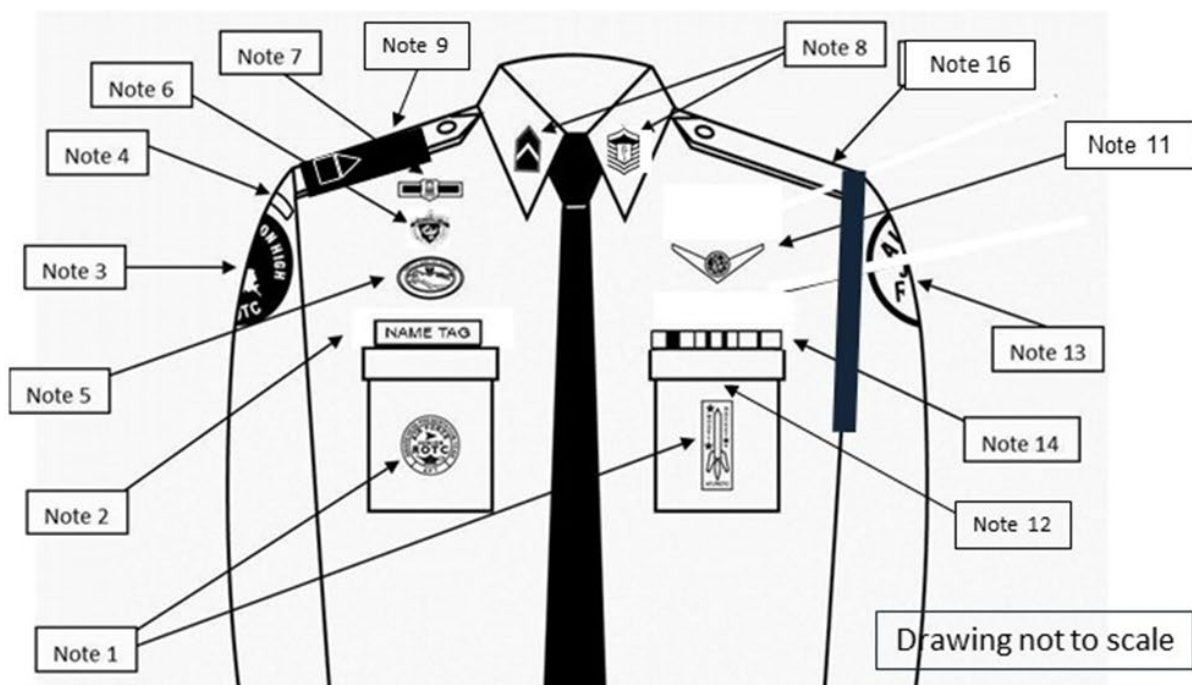
## CADET FEMALE SERVICE DRESS



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

## Attachment 7-11

# CADET MALE BLUE SHIRT

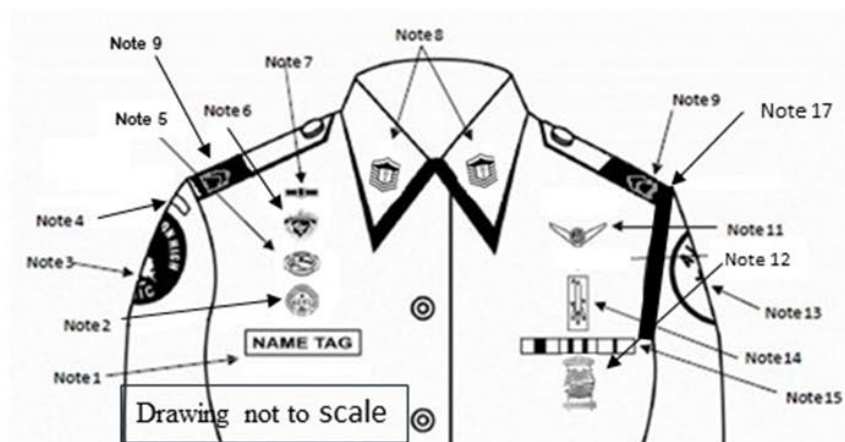


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch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



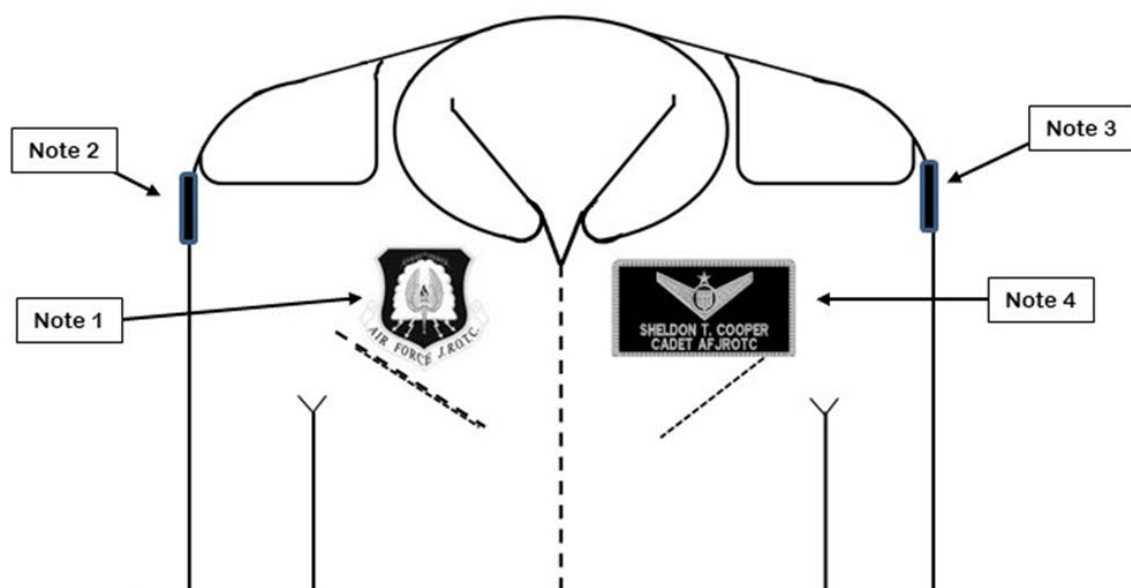
## Attachment 7-12

# CADET FEMALE BLUE SHIRT



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

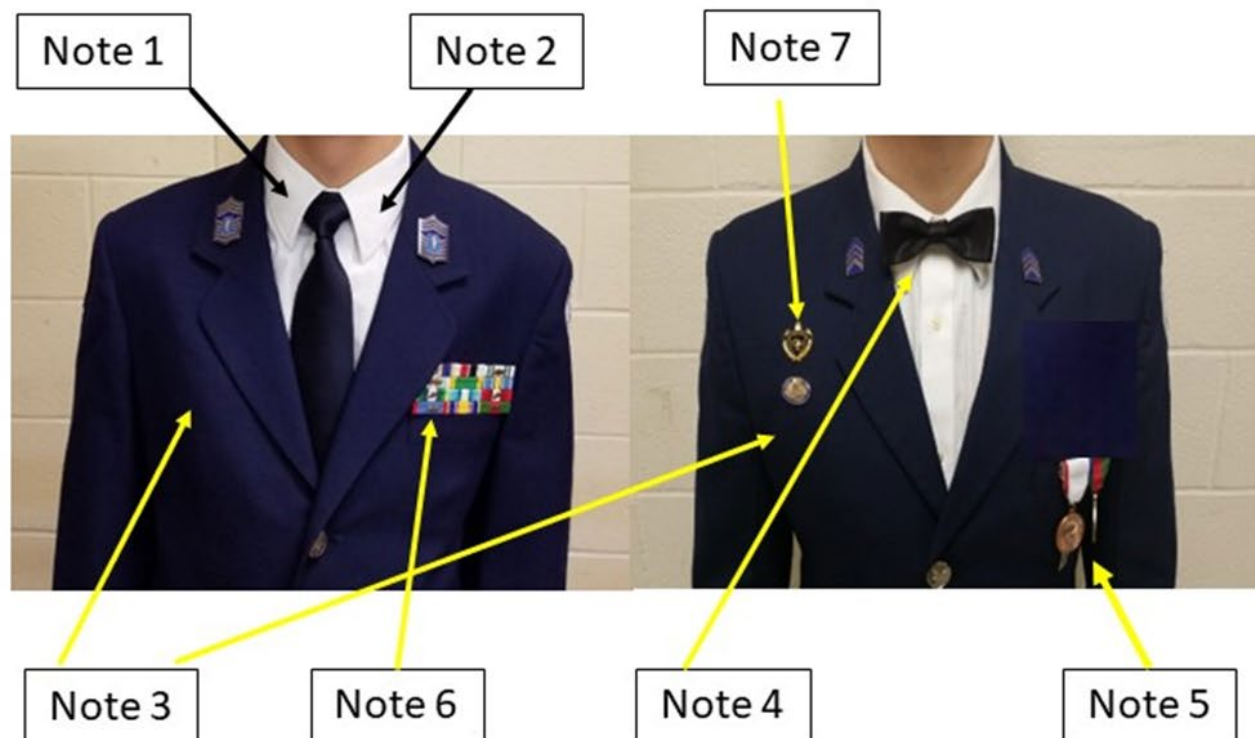
## Attachment 7-13

**FLIGHT SUIT (Male and Female)**

1. \* AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
3. \* American Flag Patch (mandatory) on left shoulder. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
  - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - **Flight Suits may be purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
  - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

## Attachment 7-14

## Semi-Formal Dress Uniform



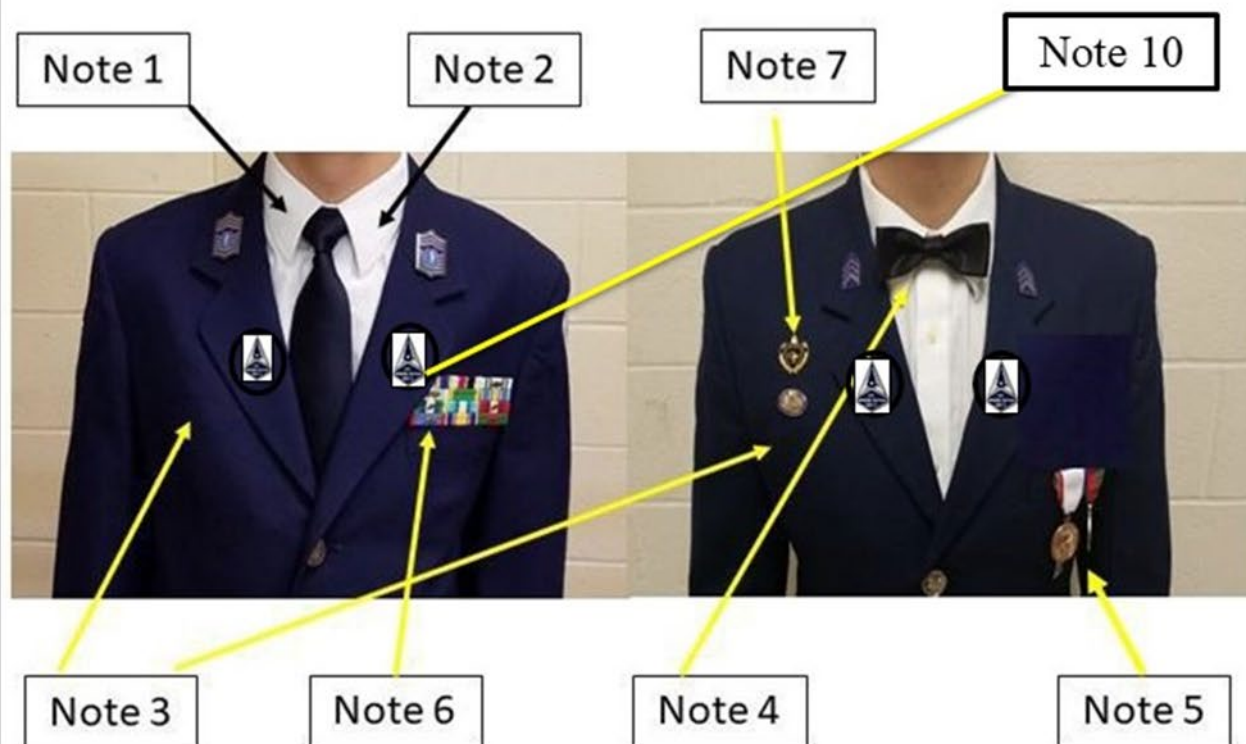
1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress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



## Attachment 7-14A

## Space Force JROTC Cadets

## Semi-Formal Dress Uniform



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

10. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform

## Attachment 7-15

## Sample Exhibition Uniform



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

## Attachment 7-15 (continued)

## Sample Exhibition Uniform

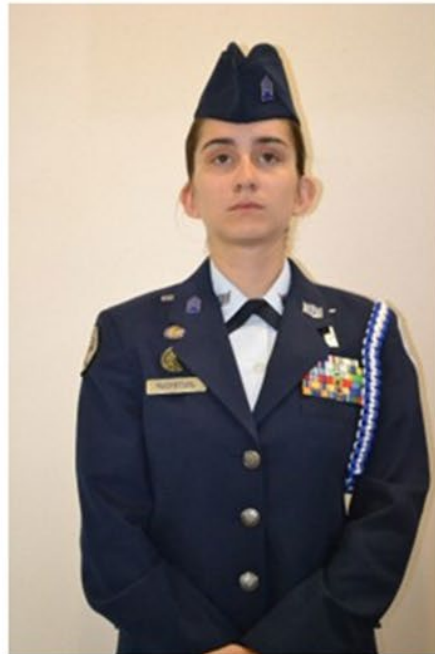
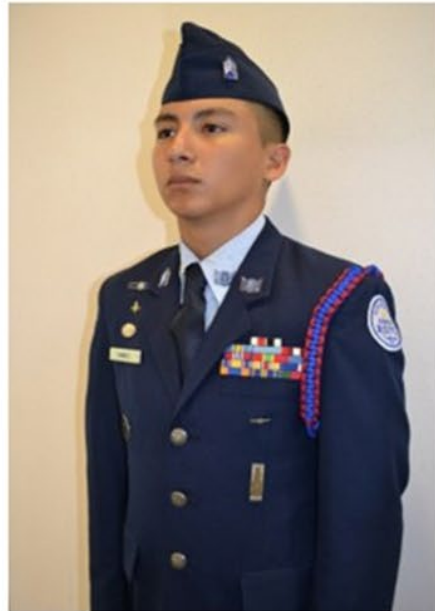


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized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

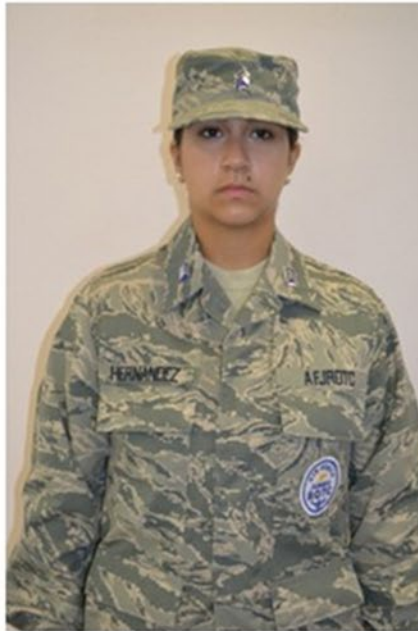


## Attachment 7-16

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



## Attachment 7-16 (continued)

**Sample Uniform Pictures**

## Attachment 7-16 (continued)

**Sample Uniform Pictures**

Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



## Attachment 7-17

## National-Level Award Contacts

## Air Force Association Award

Manager of National Aerospace Awards Air Force Association 1501 Lee Highway  
 Arlington VA 22209-1190  
 Phone: 800-727-3337  
 Fax: 703-247-5853  
 POC: Alex Edgar Email: aedgar@afa.org  
 Website:  
<https://www.afa.org/informationfor/students/medalsribbonsandcertificates>

Daughters of the American Revolution (DAR) Award If local chapter not available, contact

National Defense Committee NSDAR 1776 D Street NW  
 Washington DC 20006-5392  
 Phone: 202-628-1776 ext. 292  
 Website: [www.dar.org](http://www.dar.org)  
 Email: vholmes@dar.org POC: Valerie Holmes

American Legion Scholastic and General Military Excellence Awards If local post is not available, contact

American Legion National Headquarters National Security Division  
 1608 K Street NW Washington DC 20006-2847  
 Phone: 202-861-2700 ext.: 2988  
 Fax: 202-861-2728  
 Website: [www.legion.org](http://www.legion.org) POC: Freddy Gessner

## Daedalian Award

If local flight not available, contact Order of Daedalin's

PO Box 249  
 Randolph AFB TX 78148-0249 Phone: 210-945-2111  
 Fax: 210-945-2112  
 Email: daedalus@daedalians.org Website: [www.daedalians.org](http://www.daedalians.org) POC: Ed Sheeran  
 Email: ed.sheeran@daedalian.org

## Attachment 7-17

## National-Level Award Contacts

## Reserve Organization of America (ROA) Award

Local ROA chapter contacts each ASI before 15 Jan and furnishes name of ROA representative. If contact is not made by 15 Jan, SASI must contact National Headquarters, Reserve Organization of America (ROA)  
 1 Constitution Avenue NE

Washington DC 20002-5655

Phone: 800-809-9448 ext. 731

Website: [www.roa.org](http://www.roa.org) POC: Tracey Ware

Email: [tware@roa.org](mailto:tware@roa.org)

Military Officers Association Award If local chapter not available, contact The Retired Officers Association 201 N Washington Street Alexandria VA 22314-2529

Phone: 800-234-6622

Email: [chapters@moaa.org](mailto:chapters@moaa.org) Website: [www.moaa.org/rotcawards](http://www.moaa.org/rotcawards)

Veterans of Foreign Wars (VFW) Award If no local unit available, contact

Veterans of Foreign Wars of the US

406 West 34th Street

Kansas City MO 64111-2736

Phone: 816-756-3390 or 816-968-1155

Fax: 816- 968-1149

Email: [info@vfw.org](mailto:info@vfw.org) Website: [www.vfw.org](http://www.vfw.org) POC: Quentin Carroll Email: [qcarroll@vfw.org](mailto:qcarroll@vfw.org)

National Society United States Daughters of 1812 1286 Riverside Ave

Baltimore, MD 21230

Phone: 410-530-7083

Website: [www.usdaughters1812.org/chapters.html](http://www.usdaughters1812.org/chapters.html)

POC: National Defense Chairman (Ms Ella Wright-Guaqueta)

21015 Sand Springs Trail

Crosby, TX 77532-3287

Phone: 281-324-1217

Email: [ewg1812@gmail.com](mailto:ewg1812@gmail.com)

#### Attachment 7-17

#### National-Level Award Contacts

##### National Sojourners Award

If no local chapter or local chapter does not offer award, contact National Sojourners

8301 E Blvd Drive Alexandria VA 22308-1399

Phone: 703-765-5000

Fax: 703-765-8390

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

Scottish Rite, Southern Jurisdiction Award If local chapter does not offer award, contact

Scottish Rite JROTC Americanism Medal Ancient and Accepted Scottish Rite of

Freemasonry, Southern Jurisdiction, USA  
 1733 Sixteenth Street  
 NW Washington DC 20009-3103 Phone: 202-232-3579  
 FAX: 202-387-1843  
 Website: [www.srmason-sj.org](http://www.srmason-sj.org)

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

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

#### Attachment 7-17 National-Level Award Contacts

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

America Veterans (AMVETS) Award If state chapter not available, contact:  
 AMVETS National Headquarters ROTC Programs Coordinator 4647 Forbes Blvd  
 Lanham MD 20706-9961  
 Phone: 301-683-4031  
 Website: [www.amvets.org/rotc-jrotc-medals](http://www.amvets.org/rotc-jrotc-medals) POC: Lindsay Bonaparte

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

Air Force Sergeants Association (AFSA) Achievement Award If no local chapter,  
 contact

AFSA International Headquarters 5211 Auth Road  
 Suitland MD 20746  
 Phone: 800-638-0594 ext. 288  
 Fax: 301-899-8136  
 Email: [jrotc@hqafsa.org](mailto:jrotc@hqafsa.org) Website: [www.hqafsa.org](http://www.hqafsa.org)

#### Attachment 7-17 National-Level Award Contacts

The Tuskegee Airmen (TAI), Inc., Cadet Award ribbon is mailed to every AFJROTC and SFJROTC unit from NC-20022, Julius L. Chambers High School (email [SASI\\_nelson.english.jrotc@au.af.edu](mailto:SASI_nelson.english.jrotc@au.af.edu)). AFJROTC and SFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. Units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons.

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

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

Air Commando Association Award Air Commando Association  
 P.O. Box 7  
 Mary Easter, FL 32569  
 PA-20091 will mail ribbon and certificate template to each AFJROTC and SFJROTC unit no later than the last day of month of each calendar year as national service project.  
 Email: [mailto:PA-20091@afjrotc.com](mailto:mailto:PA-20091@afjrotc.com) [JROTC-R2-PA-20091@au.af.edu](mailto:JROTC-R2-PA-20091@au.af.edu)

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

## Attachment 7-18

**Religious Accommodation Request**

Cadets seeking a religious accommodation waiver for grooming/appearance standards must first receive an approved waiver before they are permitted to wear the uniform with religiously accommodated grooming/appearance standards. Any religious accommodation or exception to policy regarding grooming/personal appearance requests, including, but not limited to shaving or hair length will be reviewed on a case-by-case basis.

Submit requests in WINGS (Unit Information | Unit Waivers | Dress and Appearance) with photos of the specific request, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI for AFJROTC approval. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

The religious waiver request form can be found at:

WINGS | Published Files | JROTC | AFJROTC Policy Letters | Religious Waiver Template



## Attachment 7-19

## Transgender Uniform Change Request

Requests for a transgender cadet to be issued the uniform of their identified gender, and codified as that gender in the AFJROTC data system, must be approved by AFJROTC.

Submit requests in WINGS (Unit Information | Waiver Request | Dress and Appearance) using the JROTC Preferred Gender Uniform Wear Waiver form. The form must be signed by the cadet, the SASI and the Principal who must all be in agreement. Before parental consent please contact your RD, who will contact JRS for guidance. This process is in place to protect cadets who may not be able to safely live in their affirmed gender at home. (Note: Exceptions to parent/guardian signature requirement would also be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their request form.)

The transgender waiver request form can be found at:

WINGS | Published Files | JROTC | AFJROTC Policy Letters | JROTC Preferred Gender Uniform Wear Waiver