FOREWORD

Congratulations on your decision to enroll in the AFJROTC program!

VA-20052 Air Force Junior Reserve Officer Training Corps (AFJROTC) was established at North Stafford High School in the fall of 2005 by agreement between the Stafford County Public School District and Headquarters, United States Air Force JROTC.

The Senior Aerospace Science Instructor (SASI) is a retired U.S. Air Force officer, and the Aerospace Science Instructor (ASI) is a retired U.S. Air Force noncommissioned officer. AFJROTC instructors have extensive professional military education and training, as well as many years' experience in training and instruction. They are certified by HQ JROTC and licensed by the State of Virginia.

The AFJROTC curriculum includes aerospace science and leadership instruction as well as military and physical training. Cadets learn leadership and management skills by organizing and directing the VA-20052 cadet corps. Our mission is simple: to build better citizens for America. Enrollment in AFJROTC is voluntary and while enrollment prepares cadets for college, the workplace or the military, there is no obligation for cadets to enter into military service.

The Aerospace Science Instructors and cadets of the VA-20052 AFJROTC Group at North Stafford High School prepared this cadet guide for your use—it is nicknamed “The DASH-1” for its numeric identifier: VA-20052-1. It is not a regulation although it does refer to Air Force instructions (AFIs) and gives guidance in areas not practically regulated. This guide may also be informative to principals, counselors, teachers and parents.

The standards in this guide support the leadership and personal development objectives of the AFJROTC program and if taken in the spirit, in which they are intended, will provide the foundation for a challenging and profitable educational experience.

The 2018-2019 version of “The DASH-1” contains policy guidance, requirements and rules of conduct for you, an AFJROTC cadet. You should study this guide thoroughly. You will be held responsible for its contents during academic and leadership activities every day.

VA-20052 has a proud history. Cadets serve our school and our community. We are among the top performers in the state drill competition. Our cadets are leaders in their flights, the corps, on athletic teams and in school clubs and organizations.

Welcome to the cadet corps! We wish you success and personal satisfaction as a member of the North Stafford High School Cadet Group.

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CHAPTER 1 - MISSIONS AND OBJECTIVES

The cadet guide is the “DASH 1,” the most important document in the cadet’s JROTC career. It provides standards to help cadets reach their academic, leadership, military and physical fitness goals. It is based on the assumption that cadets work toward the betterment of themselves and the unit – with a goal of success in all endeavors of life. Cadets will be responsible for DASH-1 guidance throughout their time in the JROTC program.

The final authority on the contents of this guide is the responsibility of the Aerospace Science Instructors. Any questions concerning this guide should be directed to the Aerospace Science Instructors.

1-2 BACKGROUND

a. Legal and Regulatory Basis
   2) AFROTCI 36-2010, Air Force Junior Reserve Officer Training Corps (AFJROTC), prescribes the curriculum of the AFJROTC program and policies and procedures for AFJROTC units. It gives guidance for organizing the cadet corps and provides other directions in the operation of the VA-20052 AFJROTC Group.
   3) The Aerospace Science (AS) course of studies introduce historical, scientific and technical aspects of aerospace education. Leadership Education provides experiences to develop discipline, responsibility, communication skills, and citizenship. Leadership Education also includes wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drills and ceremonies, giving and receiving instructions, and acting as leaders and members of the VA-20052 Group.

b. Program eligibility for VA-20052 AFJROTC:
   a) Enrolled in and attending a regular course of instruction at NSHS.
   b) Under Open Enrollment, enrolled in/attending any high school or home schooled.
   c) Completed the eighth grade.
   d) Physically fit to participate in AFJROTC training.

c. Students may transfer from Army, Navy/Marines or other AFJROTC units with full credit for training already received. Note: Student must present documentation or arrange for the losing unit to provide cadet records and transcripts.

d. Enrollment/Disenrollment.
   1) Behavior determine their continued enrollment in the program. Most cadets have very few problems and enjoy the program. However, some cadets struggle with the requirements and rules have a disproportionately negative impact on the morale and welfare of the corps. Students will receive low military bearing grades and/or may be disenrolled for the following reasons (IAW AFJROTCI 36-2001, 2.4.1).
      a) Failure to maintain acceptable course standard behavior, of failing course grade and disqualification for subsequent AFJROTC enrollment.
      b) Not wearing the uniform. Refusal to wear the uniform or to wear it properly as directed may result in immediate disenrollment, and will result in a
c) Inaptitude or indifference to training; failure to work with element/flight teammates.

d) Disciplinary reasons in any class or violation of serious school or legal regulations.

e) Failure to remain enrolled in school or suspended from school.

f) Any other instance of detrimental conduct deemed by the SASI and ASI as harmful to the morale and good order of the corps due to the nature of the offense or sustained poor behavior of the cadet.

NOTE: The cadet group staff may recommend disenrollment with appropriate documentation and the conduct of a review board, but the SASI and ASI will review and make the final decision to process the disenrollment and coordinate with the NSHS administration.

1-3 THE MISSION
“Develop citizens of character dedicated to serving their nation and community.”

1-4 THE CURRICULUM

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1-5 INSTRUCTIONAL OBJECTIVES
The objectives of our program are to instill in high school cadets:

a. “Whole person” development in academic excellence, physical fitness, moral character and service to the community.

b. Patriotism and an understanding of their personal obligations as United States citizens.

c. Knowledge of and appreciation for Air Force customs, courtesies and traditions.

d. High degree of personal honor, self-reliance, responsibility, and leadership.

e. Broad-based knowledge of the aerospace history, doctrine and capabilities.

f. Habits of orderliness and precision by learning customs and courtesies and drill.

g. Desire to graduate and pursue higher educational or vocational goals and skills.

h. Ability to interact with others and team to accomplish common goals.

i. Commitment to use the chain-of-command to identify ideas, issues, or problems and foster an environment of continuous improvement.
j. Outstanding personal appearance including neat military grooming, cleanliness and proper wear of a military uniform as qualities of honorable behavior, high ideals, self-confidence and responsibility for the consequences of one’s actions.

k. Compliance with JROTC Class Rules and NSHS educational goals and rules as defined in the SCPS Code of Student Conduct.

www.boarddocs.com/vsba/scpsva/Board.nsf/goto?open&id=8464UP75EBA6#

1-6 USAF CORE VALUES & ANTI-HAZING/PHYSICAL DISCIPLINE

I. The Air Force Core Values are integrity first, service before self, and excellence in all we do. They are the foundation upon which a quality Corps of Cadets (and U.S. citizens) is built.

a. Integrity is essential; it means doing the right thing even when nobody is looking. It is the inner voice, the source of self-control, and the basis for trust.

b. Service before self means that professional duties take precedence over personal desires. Being a cadet requires being more than just an ordinary high school student. A cadet must understand that his or her individual needs may need to be second to the needs of the corps. A leader unwilling to sacrifice individual goals cannot convince other unit members to do so.

c. Excellence in all we do means doing one’s best in everything. It directs us to develop a sustained passion for continuous improvement that will propel cadets and the cadet corps into an upward spiral of goal accomplishment and performance.

II. Unit 20052 absolutely prohibits any form of hazing, verbal, physical, non-verbal, cyber, or implied. No form of hazing will be tolerated in any unit activity. Neither will bullying in any form, nor any type of physical discipline or mal training be tolerated. Examples of physical discipline are push ups, running laps, or any threatening physical contact such as shoving, pulling or grabbing.

1-7 CADET EXPECTATIONS

a. Cadets are expected to do their best.

b. Cadets are expected to know and apply the Air Force Core Values.

c. Cadets will recite the AFJROTC Code of Conduct and the AFJROTC Cadet creed daily—they are expected to strive to adhere to those tenets to the best of their abilities.

d. Cadets are expected to try their hardest in every area: academics, uniform wear, drill, physical training, cadet operations.

e. Cadets are expected to participate in mandatory formations to include the following:

1) All-Cadet Calls (approx. 1 p/Grading Period).
   i. 9/11
   ii. Veteran’s Day
   iii. Fall Awards Program
   iv. Spring Awards Program and Change of Command

2) Cadet Photo Day.
3) Cadet Military Ball.
4) Cadet Field Day or PT Competition.

Military customs and courtesies go beyond basic politeness. They help build morale, discipline, and esprit de corps … a common spirit of enthusiasm and devotion to a cause among members
1-8  PROGRAM OPPORTUNITIES, BENEFITS & CERTIFICATES

a. Opportunities

1) Leadership Development is the most important opportunity afforded to all cadets. Through leadership education and leadership “laboratory” activities, such as learning to lead oneself, learning to team with a wingman, learning to lead teams, cadets have opportunities to develop as a leader every day. As cadets progress in the AFJROTC program from AS100 to 400, further opportunities are given to lead details, elements, flights and even squadrons on a rotational basis. “Permanent” flight and group staff lead groups of cadets to accomplish flight and unit goals even as they assist in training assigned or attached rotational leadership cadets.

2) CIA Trips present other opportunities for cadets to visit vocational, educational, historical or military installations which enhance AFJROTC curriculum.

b. Benefits

1) Certificate of Completion: presented to students in good standing who successfully complete at least three years of AFJROTC. The cadet must have achieved a B average and satisfactory cadet participation and community service rates. To gain the certificate benefits accorded to certificate holders, cadets must have this certificate in his/her possession when enrolling in a senior ROTC program or when enlisting in the armed forces.

   a) With a certificate, a cadet may be excused from one year of a senior AFROTC program General Military Course (GMC). This privilege must be arranged with the Professor of Aerospace Science (PAS) upon college or university enrollment.

   b) If the AFJROTC cadet elects to enlist in the armed forces, this certificate authorizes enlistment in pay grade E-3 in the Army, Navy or Air Force. Enlistment in the Marine Corps will be in pay grade E-2. The result is an immediate monetary benefit. It also places the cadet ahead of other enlistees at the same time and, theoretically, makes the cadet eligible for accelerated promotions.

2) Certificate of Training presented to cadets in good standing with 2 JROTC years.

   If the AFJROTC cadet elects to enlist in the Armed Forces, the Certificate of Training may allow enlistment pay grade E-2 in the Air Force, Army or Navy. This provides for immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time and, theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time.

NOTE: Certificates are not awarded automatically or based solely upon academic grades. Consideration is given to a cadet’s total performance and achievement as a member of the group. It is possible to complete the course and not be considered to have met the total requirement for the certificate, e.g. unsatisfactory citizenship grades, lackluster performance, or poor rates of participation or community service. Additionally, to qualify, cadets must not have received any seriously unfavorable behavior comments from other NSHS Staffulty. Less than a C average in JROTC or unfavorable record from any Staffulty will likely disqualify a cadet from receiving a certificate. Final determination made by SASI.
1-9 CURRICULUM-IN-ACTION (CIA) ACTIVITIES

These activities are curriculum-based, and include school-sponsored activities include field trips to aerospace facilities such as aerospace industries, military museums, NASA, commercial airports, military bases, parades, etc.

1-10 LEADERSHIP DEVELOPMENT (LDR) ACTIVITIES

There are multiple LDR activities for cadets that provide added insight into aerospace or leadership experiences. Although cadets are not required to participate in these, cadets are encouraged to do so because LDR activities help cadets more fully understand and enjoy the AFJROTC program. Participation in LDR activities also increases leadership assignments, promotion opportunities, and selection for corps leader/staff selection.

LDR activities are functions and programs cadets help plan, and serve to augment AFJROTC curriculum. LDR activities are AFJROTC sponsored and school approved events normally conducted outside the classroom (before/after school). LDR activities embellish AFJROTC classroom Aerospace Science and Leadership Education curriculum by doing the following:
- Acquainting cadets with the importance of the program.
- Increasing cadets’ knowledge of aerospace science and motivating them to attain an even greater knowledge of aerospace science.
- Employing an interest in the program to enrich the total cadet development.
- Providing activities and opportunities for leadership development.
- Inspiring interest in related aerospace careers.
- Contributing to the development of an understanding of aerospace power.
- Leading to the discovery of the individual educational needs of cadets aspiring to careers in aerospace.

LDR Activities include the following:

- Dining-In and Dining-Out. A dining-in and dining-out cultivates a spirit of loyalty, pride and enthusiasm. They stimulate cadets’ morale and esprit de corps and provide experiences in Air Force customs and traditions. The dining-in and dining-out also provides an appropriate setting for recognizing individual and unit achievements. It is important for the success of the dining-in and dining-out that members enjoy the festivities, and those ceremonies are done in a tasteful, dignified manner.
- AFJROTC Aerospace Static Model Program (Optional STEM Course): Static Modeling is the designing and/or building of small model rockets or planes. A static model program can provide an exciting introduction for cadets to concepts of aerospace engineering and design.
- AFJROTC-Air Force Weather Agency Program (Optional STEM Course): The AFJROTC-AFWA Program provides a stimulating activity-based program which introduces weather terms, elements, and concepts to AFJROTC cadets. This program enhances the cadets’ knowledge and increases their appreciation for the important role weather plays in the operational world of aviation and safety.
- Cadet Orientation Flight Program: The Cadet Orientation Flight Program is designed to introduce cadets to general aviation through hands-on familiarization flights in single-engine aircraft. The program is motivational and should stimulate an interest in general aviation and aerospace activities.
♦ Model Rocketry Program (Optional STEM Course): Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. Model rockets constructed in this manner are approved for use by AFJROTC members.

♦ Radio Controlled Aircraft and Quad-Copter Program (Optional STEM Courses): Radio controlled aircraft are pre-assembled and assembled “ready to fly” kits; the categories include trainer, sport, park flyer, gliders and sailplanes, and quad-copters.

♦ Kitty Hawk Air Society (KHAS) is the official academic honor society of AFJROTC. The society upholds academic standards and promotes further interest in academic achievement. The KHAS is also affiliated with the Air Force Association. Its purpose is to:
  - Promote high academic standards and achievement,
  - Promote school and community service,
  - Promote self-confidence and initiative.
  - Develop leadership abilities, recognizes academic excellence, and
  - Further members’ knowledge of the Air Force role in aerospace.

♦ TEEN Community Emergency Response Team (CERT) is an after school program sponsored by the Federal Emergency Management Agency and a national program of volunteers trained in disaster preparedness and emergency response. Teen CERT training teaches students about the potential disasters that could affect their area and how to safely and responsibly respond to them. AFJROTC programs need to address the following concerns prior to implementation of a TEEN CERT program at their school:
  - Liability: Who would be responsible for any injuries to students performing in the capacity of an emergency response team member?
  - Coordination and approval should be between the AFJROTC unit, parent, principal, and school district/county office of education willing to authorize TEEN CERT at the school site.
  - Once approval has been granted and waivers signed by parent/guardian, agreements between the AFJROTC unit, school, district/county office should be renewed on an annual basis.

♦ Marksmanship Program is an after school program where cadets can receive training in marksmanship and the safe handling of an air rifle. Participation is optional and at the discretion of the school administration. Competitions are held to promote training, good sportsmanship, and a high standard of performance in the safe use of an air rifle.

1-11 GRADING POLICY

a. Grades: Cadet grades are itemized in the course syllabus for each course.

   NOTE: Attendance and effort make a difference. Tardiness and absences will be dealt with in accordance with the NSHS Agenda.

b. Projects, Mandatory Formations and Community Service, Fundraisers:
   a. Generally, one Project Based Learning (PBL) assignment per Grading Period (GP) (four total). Grade value: 500 points each.
   b. Generally, one All-Cadet Calls carry per GP (four total); grade value 500 points each.
      1) Fund-raiser, one per semester; 500 points each.
2) Community service, 20 hours per semester, 1,000 points each; or 40 hours total for Academic Year (AY). JROTC community service is conducted by cadets in JROTC community service supervised by JROTC instructors.

1-12 ACTIVE & RESERVE CADETS

a. Active Cadets. Flight Competition. Cadets are assigned to flights. All X-Day cadets are assigned to Alpha, Bravo and Charlie Flights. All Y-Day cadets are assigned to Delta, Echo and Foxtrot flights. Flights compete for monthly and semester honor flight distinction, and for the semester outstanding flight awards. Competition encompasses all cadet activities: attendance, grades, uniforms, service and participation.

b. Reserve Cadets. Any cadets who are not enrolled in academics for the year but who want to participate in corps of cadet activities are designated as “Reserve Cadets.” They may be issued and retain uniforms for the year, and they can participate in all cadet activities (community service, drill team, honor guard, etc.), but will not be awarded academic credit for the school year. Additionally, time in reserve status does not count towards the Certificate of Completion.

1-12 FLAG DETAIL

Each cadet in the corps is encouraged to learn how to raise, lower and fold the flag. Cadets who want to participate in daily flag details should contact the Group Senior Enlisted Advisor (C/SEA) or check with his/her Flight Commander to sign up for daily flag details. Cadets who participate earn approximately fifteen minutes per detail. Participation records will be maintained, and cadets who participate will be accorded community service credit and consideration for the AFJROTC “Patriotic Flag” Ribbon.

Cadets at 9-11 Reveille
CHAPTER 2 - STANDARDS

2-1 CADET HONOR CODE

a. The Honor Code is specific and clear. A cadet is expected to have complete integrity and honesty in both word and deed; you shall avoid evasive or misleading statements. Cadets will do their own work on anything that is to be graded. The Honor Code belongs to cadets.

b. If a cadet becomes aware of lying, stealing or cheating, or of any code of conduct violation on or off campus, he or she must report the episode. The SASI will take action deemed appropriate in each case.

NOTE: An individual failing to report (condoning) an Honor Code violation will be charged with an Honor Code violation.

2-2 STANDARDS OF CONDUCT

2-2.1 AFJROTC KEYS TO LEADERSHIP

1. Be on time and be ready.
2. Use respect, “sir” and “ma’am.”
3. Respect others’ dignity & property.
4. Follow directions promptly the first time they’re given.
5. Obey all class & school conduct & dress codes.
6. Wear your uniform properly, all day long.

2-2 INAPPROPRIATE BEHAVIOR

Inappropriate behavior on school grounds or on JROTC events in or out of uniform is prohibited. Such behavior includes, but is not limited to alcohol, drug or tobacco abuse, horseplay, possession of weapons, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks, hazing or bullying.

Additionally, any violation of North Stafford or Stafford County Public Schools’ Student Code of Conduct, as published in the NSHS Student Agenda is also considered inappropriate conduct.

Inappropriate behavior by cadets will result in loss of cadet privileges, cadet rank, cadet jobs, and program suspension and/or program disenrollment. Cadets who have received in-school suspension (ISS) or out-of-school suspension (OSS) will receive a non-reviewable disciplinary action of temporary or permanent reduction in cadet rank, disqualification from cadet activities and competitions, and, if applicable, loss of cadet staff position. Cadets who have received long-term suspension will be disenrolled from AFJROTC.
2-4 CLASSROOM PROCEDURES

a. “Preflight”.

1) All cadets, with the exception of the flight commander and flight sergeant (F/CC and F/Sgt), enter the classroom before the late/tardy bell rings and sit quietly in their seats.

2) Class starts promptly at the sound of the last bell, the F/CC or F/Sgt calls, “Element Leaders, Post,” and then, “Flight, Attention!” S/he continues with the Preflight, to include leading the flight in the Pledge of Allegiance, the Cadet Oath and Creed, and having the Operations Order (Ops Order) published.” At the conclusion of the preflight, s/he or the F/CC or F/Sgt gives the order, “Seats.”

b. F/CCs are responsible for completing the attendance, preparation and uniform results in the flight grade book.

1) Element Leaders are responsible for making sure absent or tardy cadets receive copies of notes, fliers, etc. The F/CC may delegate this duty to the F/Sgt.

2) Flight members are responsible to make up work or uniform inspections by the next non-uniform day and/or by coordination with the SASI or ASI.

3) Flight members are responsible for complying with absence, tardy and make-up work policies published in the NSHS Student Agenda.

4) Element leaders will report absences to the F/Sgt and place any class hand-outs and insert a list of class work/home work requirements, notification of upcoming quizzes or inspections or other important notices. The Element Leader should text or email the absent/tardy cadet as soon as practical.

c. Ending class: cadet responsibilities.

1) NLT five minutes prior to the end of class, the F/CC or F/Sgt will coordinate with the SASI and/or ASI and then say, “Flight, prepare for dismissal.” S/he will then direct the flight in storing notebooks and securing book bags.

2) Element Leaders verify that their area is clean and report to the F/Sgt who ascertains that the classroom is orderly and clean. Cadets will not be dismissed until the classroom is orderly and clean.

3) The F/CC and F/Sgt conduct an AAR and makes last minute announcements/reminders about UODs and upcoming events. Prior to the bell, s/he calls the flight to attention, and at the bell, commands, “Dismissed!” Flight members respond with “Sir/Ma’am, yes sir/ma’am!”

2-5 AFJROTC CADET ROLES AND RELATIONSHIPS

a. CADET OFFICERS: provide overall corps leadership; lead by example in bearing, behavior and appearance

1) Behavior

   a) Set the example.
   b) Take initiative.
   c) Champion "what’s right," not "who’s right!"
   d) Train cadets.
   e) Advocate and recruit for AFJROTC.
   f) Are doers and delegators.
2) Relationships. Cadet Officers must strive to maintain appropriate relationships with all members of VA-20052. Without exception, all relationships should be based upon mutual respect:

a) Cadet Officer to SASI/ASI: Subordinate to superior, and as an advisor.

b) Cadet Officer to Cadet Officer: Executive to executive; advisor, fraternal.

c) Cadet Officer to Cadet NCO: Superior to subordinate, senior partner, leader, teacher. Keep in mind that this is a division of management, not who is “in charge.” Arrogance will not work. Neither will being a buddy. Lead. Respect. Repeat.

d) Cadet Officer to Cadet Enlisted: Superior to subordinate, leader. Again, arrogance or buddy-buddy doesn’t work. Lead. Respect. Repeat.

b. C/NON-COMMISSIONED OFFICERS (NCOS): backbone of VA-20052 and first-line trainers in the corps.

1) Behavior

a) Set the example on how to carry out orders.

b) Train cadets; SHOW, TELL, DO.

c) Start asap. Do effectively. Finish promptly.

d) Advocate for AFJROTC.

e) Advise cadet officers and, when appropriate, the SASI/ASI.

f) Maintain discipline and standards.

2) Relationships. Like the cadet officer, the cadet non-commissioned officer (NCO) must strive to maintain proper relationships with other cadets:

a) Cadet NCO to cadet officer: Trusted subordinate to superior, advisor.

b) Cadet NCO to cadet NCO: According to rank, fraternal.

c) Cadet NCO to cadet corps: Superior to subordinate, teacher.

2-6 GENERAL LEADERSHIP GUIDELINES

a. Praise in public and criticize in private (where and when appropriate).

1) Be quick to publicly give credit when someone has done something worth praising. Don’t go overboard, but a few sincere remarks will accomplish more than all the criticism in the world.

2) Criticize in private when possible. If it is a behavioral issue, make sure the person knows it is the behavior that is being criticized and what is expected of them. If it is a performance issue, tell them how to correct it. Respect their dignity.

3) When criticism is necessary in public, try to avoid making it sound personal. There is a difference between observing that someone in formation needs a haircut and singling that person out for ridicule. Respect each person’s dignity.

b. Facilitate. Be a person who helps make positive things happen. Regardless of your position in the corps, you should always ask yourself in every situation, “What can I do to make this work?” By being a facilitator, you are helping to make VA-20052 a positive experience.

c. Accept criticism graciously. Criticism can vary from "your pocket is unbuttoned" to extensive observations requiring more time to correct. Try not to take it personally.

Accept criticism and grow to be a better cadet and a better person—this will make your participation in the corps a positive and developmental experience.
2-7 SALUTING
Saluting has always been a privilege enjoyed by military personnel of honorable standing. Not only was it used in the early days of recorded history as a greeting, but also to express mutual trust and respect.

a. Salute, in or out of uniform, whenever you are required to report to the SASI in the AFJROTC office. Except for formal reporting, you are not required to salute indoors.
b. When you are in uniform and outdoors, salute all military officers in uniform.
c. Cadet Officers are saluted by any cadet with lesser rank. Junior grade officers salute officers of higher rank when in uniform. Enlisted cadets are not required to salute each other.
d. Salute an inspecting officer when reporting during any uniform inspection.
e. Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running if necessary.
f. Pledge of Allegiance to the United States of America flag.
   1) When you are in uniform, outdoors, stand at attention and render the hand salute while reciting the pledge.
   2) When you are in uniform, indoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute.
   3) When you are in civilian attire, stand at attention with the right hand over the heart, face the flag and recite the pledge. NOTE: Failure to render proper courtesies during the Pledge of Allegiance will result in 25 demerit points. Extremely sharp courtesies will result in 10 merit points.

f. Cadet Officers and NCOs should correct saluting violations by cadets junior to them in a courteous and helpful manner. All cadets should accept corrections in the same spirit.
CHAPTER 3 - AFJROTC UNIFORMS

3-1 THE UNIFORM

The AFJROTC cadet uniform is essentially the same as that worn by active duty personnel. You must keep your uniform clean, neat, correct in design and specifications, and in good condition. Maintain badges, insignia, and other metallic devices in proper luster condition. The uniform you wear is a symbol of that reputation. **Wear it correctly and proudly all day.** Generally Wednesdays or Thursdays are blue uniform days; uniforms should be worn all day. Fridays are AF PT Uniform days; this uniform need only be worn in class. **You are required to travel to and from school in uniform of the day (UOD) and remain in uniform the entire day, unless excused by the SASI/ASI.**

**NOTE:** No uniform will be issued until completed AFJROTC Uniform Policy Letter, VA-20052 Forms 9 and 10 are signed and entered into the cadet’s record. New cadets must complete familiarization training before receiving cadet uniform items.

**General.** Your uniform (with the exception of PT gear, shoes, t-shirts and socks) and equipment items are loaned to you and remain the property of the United States Air Force or NSHS.

a. You must be able to account for all items at all times. If you lose or willfully destroy a uniform or equipment item, you will be required to pay for it at the cost in effect when the account is scheduled to be cleared. If you lose or willfully damage any uniform items, you will be required to reimburse the Air Force. **These items will be paid for by check or money order only made out to “North Stafford High School.”**

b. Uniforms must be returned professionally dry-cleaned or laundered, pressed and on hangers, in a cleaning bag with a valid ticket with the cadet’s name also included if different from parent/guardian names. You will receive a grade of incomplete and the AFJROTC Certificate of Training or Certificate of Completion will not be awarded, and you will be placed on the NSHS Debt List until all uniforms and equipment items have been turned in or paid for and your uniform record cleared.

c. After being issued the Air Force uniform, you will acknowledge receipt for items by signing a uniform issue receipt, the VA20052-10. By signing this receipt, you agree to exercise all reasonable caution and care to assure that items of Air Force property are cared for and not damaged due to carelessness, neglect, improper cleaning and/or laundering methods. **Further, you are required to return all wool uniform items, professionally dry cleaned and the cadet uniform shirt laundered,** to the ASI upon demand, or when you are no longer enrolled in the AFJROTC program at NSHS.

d. Your issued service dress uniform must be worn when directed by the SASI/ASI. On other uniform days, you will wear the uniform combination determined by the vice corps commander. Uniform combinations are as follows:

1) **Service Dress:** blue pants, blue shirt and service coat.
2) **Duty Uniform:** short sleeve shirt without tie or tie tab. May include windbreaker.
3) **Duty Uniform Modified:** short sleeve with tie or tie tab. May include windbreaker.

e. **You will be graded on your appearance on all inspection days.** Categories will include uniform appearance and condition, placement of insignia, condition of shoes, military bearing, hair and grooming. Each inspection will be worth 400 points for Basic Cadets and 800 points for advanced cadets.

f. Failure to wear the uniform on designated days for the entire day will result in grade adjustments (although pre-arrangements for not wearing a uniform on a particular class date may be coordinated with the SASI/ASI in advance).
NOTE: Failure to wear the uniform on the designated day can be made up. If the SASI determines that the cadet had an acceptable reason/excuse (excused absence, field trips, etc.), the cadet must wear it on the next non-uniform AFJROTC class day to receive full credit. If the reason or excuse was unacceptable (unexcused absence, "in the cleaners," or "I forgot," etc.), the cadet must wear the uniform on the next AFJROTC class day but will receive a maximum of 75% credit. Failure to make up the missed uniform on the next AFJROTC class day will result in a 0 for that uniform grade.

**Uniform Dos and Don'ts**

a. You will **NOT** wear a mix of cadet uniform and civilian clothing items. If you have a legitimate excuse (medical) for not wearing certain uniforms items, shoes for example, you must ask the SASI/ASI about waiver or modification of uniform requirements.

b. Do not carry phones or bulky items or put your hands in your uniform pockets. Do not wear earphones while in uniform. Do not place articles under the shoulder strap of the shirt or coat. Carry books or other objects in your left hand to free the right arm for saluting.

c. **NOTE:** On very cold days (when you can see your breath) civilian outerwear may be worn over the uniform for warmth, but only to-and-from school. Once inside the building, all civilian outer-wear must be removed and stowed in lockers or book bags.

d. At the end of the school year or upon your transfer or withdrawal from JROTC, you must dry clean or launder, as applicable, all uniform items you exchange or return. **Shirts and blouses, t-shirts, socks and PT uniform items may be laundered. All other uniform items require dry cleaning. Any other treatment of these items will damage them; you will be held responsible for damages.**

e. **NOTE:** Dark blue uniform items may only be **dry-cleaned**. If laundered, they will be damaged, and you will be liable. **Light blue items** should be **laundered**. Dry cleaning does not clean them thoroughly, especially shirt/blouse collars and cuffs.

f. You will not wear uniform hats indoors unless under arms (with demilitarized rifles) or with permission is obtained from the SASI/ASI.

g. Cadets may not wear the AFJROTC uniform if assigned to working lunch, in-school suspension or out-of-school suspension. Cadets may, with SASI approval, make up uniform wear and obtain a maximum of 75% for a weekly inspection grade.

**Cords.** Cadets currently on the Group Staff, are authorized to wear squadron-colored citation cords: Group Staff—Gold or Silver Mylar; CTS—white; CTA—yellow; MSS—orange; LGF—navy; XPF—Carolina Blue.

**Berets.** MCOLS graduates are required to wear the Royal Blue MCOLS Beret. Marksmanship team members are required to wear the Orange Beret. Color Guard and Drill Team members may wear white berets, ascots and white or blue web belts during performances or competitions and, but are **not** authorized for issuance or regular wear.

h. Any optional uniform items or special uniform items or combinations must be pre-approved by the HQ AFJROTC and SASI and ASI.
3-2 APPEARANCE STANDARDS

a. All cadets:

1) All cadets must wear appropriate undergarments to present a conservative, appearance. Any undergarment that can be seen through the uniform they must be white in color. Females must also wear the sleeved v-neck t-shirt under blue uniforms to protect shirts from yellowing in the underarm area.

2) Conservative sunglasses are authorized, but not indoors and not in military formations.

3) Body piercings (other than female ear piercings) and exposed tattoos are prohibited when in uniform.

4) Tattoos/Brands/Body Markings. A tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin. Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are indecent, commonly associated with gangs, extremist, and supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incite libidinous thoughts. It must violate community standards. Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender. Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Religiously discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on religion. Visible tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that tends to bring discredit upon the Air Force are prohibited both in and out of uniform. Cadets may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.

5) Hair-male and female. Clean, well-groomed, present a professional appearance, allow proper wear of headgear, helmet or chemical mask and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Hair color must complement the member’s complexion and skin tone.
6) Natural hair colors: brown, blonde, brunette, natural red, black or grey. Prohibited (not all inclusive): burgundy, purple, orange, fluorescent or neon colors. Commander may temporarily authorize cancer patients to wear approved caps (black/tan) or maintain baldness due to a temporary medical condition (i.e., radiation /chemotherapy).

a. 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. Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles. Synthetic hair or other materials are not authorized when prohibited by safety and mission requirements. Extensions are prohibited for males. For females, locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (See Attachment 1). Headgear must fit properly. All locs, braids, and twists, when worn will be of uniform dimension, no wider than 1”, with natural spacing between the locs, braids, or 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 (approx. ¼”), show no more than ¼” of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 3.1.3 above. [Exception: Micro-braids or twists are not required to continue to the end of the hair.]

3) Hair-Nets. 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. Hair-nets are only authorized when performing related duties.

4) Earrings. Earrings. Male cadets are not authorized to wear earrings while in uniform or in civilian attire for official JROTC functions. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any cadet uniform combination. If a cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobe piercing. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

b. Teams. If you are currently on the Drill Team or Color Guard, you are authorized to wear team cords, berets, ascots and belts ONLY during performances and are NOT authorized for regular wear. Special team equipment and uniform items will be issued before competitions and turned in afterwards. All special uniform items must be approved by the HQ AFJROTC and ASI before wear.
c. **Male cadets:**
   1) Hair.
      a. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Unnatural colors and faddish styles are not allowed. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched designs. Men are not authorized hair extensions.
      b. 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 Attach 1, orifice of the ear opening is at reference point A.
      c. Mustaches. Male Airmen may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Attach 1, reference points B, C, and D.
      d. Beards. Beards are not authorized unless for medical reasons, when authorized by a commander on the advice of a medical official. If commander authorizes, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance. Commanders and supervisors will monitor progress in treatment to control these waivers. If necessary for medical reasons, facial hair will be kept neat and conservative (moderate, being within required limits (not more than ¼ inch); not excessive or extreme), as defined by the local commander.
      e. Sideburns must be neatly trimmed in the same manner as the hair, must not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean shaven, horizontal line.
      f. Except for 3.c.1.c-d above, male cadets must be clean-shaven.
      g. See Attach 1 for graphic examples of male grooming.
      h. Wigs and hairpieces are not authorized except for cosmetic reasons to cover natural baldness, physical disfigurement or medical conditions due to radiation/chemotherapy. When worn, they will conform all guidance above.

   e. **Female cadets:**
      a. Hair. Faddish hairstyles and unnatural colors are prohibited when in uniform. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. It should be styled to permit proper wear of the headgear. Exaggerated styles with excessive fullness or extreme heights are also prohibited. The bulk (thickness) cannot exceed 3”. Uniform hats must be able to be worn properly.
      b. Hair accessories. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color.
      c. Cosmetics must be conservative and in good taste.
d. Fingernails must be kept neat and clean, and nail polish, if worn, must be in good taste and of a single, conservative color. French manicure is an exception (flesh/white). No ornamentation is authorized.

e. Jewelry. Ankle bracelets are not authorized. Conservative wristwatches, identification bracelets and as many as a total of three rings are authorized.

f. Black socks must be worn with uniform slacks.

3.3 AFJROTC UNIFORMS

1) Uniforms must be worn a minimum of one time per week.
2) Uniform Combinations are depicted in Attachment 1.
3) Cadets must wear their uniforms on inspection days and when required for AFJROTC activities. Cadets may pre-wear uniforms for known projected absences; and must make up missed uniforms within one week of a missed inspection unless approved by SASI/ASI should extenuating circumstances exist.
4) ABUS may be worn once per month, or more frequently if ordered by cadet staff and approved by SASI/ASI, but may not take the place of a blue uniform inspection.

3-4 AFJROTC PHYSICAL TRAINING GEAR (PTG)

5) PTG should only be worn on PT days or for scheduled AFJROTC events.
6) PTG will not be substituted for the weekly uniform day.
7) PTG items will not be mixed with any combination of the Air Force uniform.
8) PTG shirts, when worn, must be tucked in. Cadets will bring PTG to school, change into PTG in AFJROTC class, and may change back to regular clothing at the end of AFJROTC class. Grooming standards apply when PTG is worn.
9) With SASI and principal approval, units may substitute a unit-specific PT uniform for the Air Force PT uniform. Logos and emblems should be conservative and in good taste, must reflect affiliation with AFJROTC, and may reflect affiliation with the school.
3-5 RIBBON PRECEDENCE
Ribbons are a colorful military tradition. They are a tapestry of personal valor and distinction. AFJROTC members will wear authorized ribbons in uniform. Ribbons will be worn on the AFJROTC uniform in the following precedence indicated from highest to lowest (left to right starting at top row being the highest). Bronze oak leaf clusters (BOLC) indicate subsequent awards; silver (SOLC) indicate five subsequent awards.

3-6 SHOE SHINE TIPS
You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits it all worthwhile. Here is one way to “spit shine” your shoes.

1) **What you need:**
   a. A can of Kiwi black shoe polish
   b. Cotton balls or cotton t-shirt.
   c. Warm water and some old nylons.

2) **What to do:**
   a. Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.
   b. Repeat this process until you can see your reflection on the shoe’s toe, buffing with a nylon to smooth the finish and check your progress.
   c. A great shoeshine shows dedication, personal resolve and hard work!

3-7 OTHER UNIFORM WEAR
Wearing any other uniform other than the AFJROTC issued uniform is not authorized unless pre-approved by the SASI. ABUs or flight suits may only be worn IAW VA-20052 policy, once per month or more but not replacing a blue uniform inspection, which will occur at least three times per month.
CHAPTER 4 – DISCIPLINARY SYSTEM

4-1 DISCIPLINARY ACTION

Cadets are held accountable for infractions of school rules or policies, as well as VA-20052 regulations. The disciplinary system consists of Letters of Counseling, Letters of Reprimand, Non-Review Board Discipline and Cadet Review Board.

According to the severity of the infraction, you may be put on probation. Further discipline may be recommended. The Cadet Review Board will deal with any discipline problems you have (cf. para. 4-2), and will forward recommendations to the SASI/ASI, the final authority.

1) **Letter of Counseling**: issued for the following infractions of VA-20052 Standards of Conduct. The cadet’s Element Leader, F/Sgt or F/CC will issue a letter of counseling. A Letter of Counseling remains in a cadet’s records for at least one month after which it may be removed if deemed appropriate by the cadet’s supervisor.

   a) Uniform or grooming infractions
   b) Non-wear and non-made up uniform inspections.
   c) Class/Practice/Event/Meeting/Activities: Failure to Repair (be at the primary detail) or Behavior/Attitude issues in violation of JROTC code, oath and class rules.

2) **Letter of Reprimand**: issued for the previous infractions, if repetitious, and for the following violations. A letter of reprimand will remain in the cadet’s records for a minimum of nine weeks. After nine weeks the letter may be removed with the F/CC’s recommendation and SASI and ASI approval.

   a) Abuse of cadet officer/NCO authority.
   b) Conduct unbecoming a cadet.
   c) Defacing school/JROTC property.
   d) Failure to perform duties.
   e) Failure to wear the uniform.
   f) Failure to turn in staff work.
   g) Horseplay in class.
   h) Lack of military courtesy.
   i) Making improper gestures.
   j) Missing a scheduled meeting.
   k) Writing on instructional boards without permission.

3) **Non-Review Board Discipline (and Cadet Review Board)**: convened for repeated infractions mentioned above and for the following conduct. Discipline may consist of, but is not limited to, probation, temporary reduction in rank, temporarily withholding promotion, removal from position, and permanent reduction in rank.

   a) Cadet Honor Code Violation.
   b) Suspensions: OSS/ISS/LTS.
   c) Disrespect to SASI, ASI or any cadet officer or cadet in position of authority.
   d) Insubordination or disobedience.
   e) Misuse of property.
   f) Profanity.
   g) Unexcused missed formations such as parade, service project, color guard or drill team performance, etc.

4) **Cadet Review Board**.

   a) Consists of the commander, deputy-commander, applicable squadron commander, special assistant (if applicable), and senior enlisted advisor (only if enlisted cadets are involved)
   b) Responsible to meet as required by the SASI/ASI to evaluate cadets with discipline problems and to recommend cadets for awards and special recognition.
c) Reviews cadet evaluations to insure valid records of cadet performance.
d) Complies with para. 8-3/4, and uses Form 18 to document findings.
e) Convened for individual or repeated infractions listed below:
   1) Violation of the Cadet Oath (lying, stealing or cheating or tolerating those who do).
   2) Fighting or vandalism.
   3) Alcohol or drug related (if proven, results in dismissal from the program).
   4) Demilitarized weapons or saber violation.
   5) Disrespect to teachers or staff.
   6) Infractions involving law enforcement authorities on or off school property.
   g) OSS or ISS for any other reason.
   7) Any other reasons not listed but deemed serious by the SASI.

4-2 PROBATION

a) Cadets with two or more disciplinary actions will be placed on probation.
b) You will be counseled by the SASI/ASI, and a phone call/email/letter will be sent to your parent/guardian.
c) You **may not** participate in any extracurricular CIA field trips, service projects or other activities (**including drill competitions**).
d) You **will not** be considered for promotion during the time of probation.

**NOTE 1:** Cadet Review Board decisions are not final. Recommendations are submitted to the SASI/ASI for final action.

**NOTE 2:** Sometimes for the good of the cadet corps an individual will be removed immediately from a position and/or reduced in rank when determined by the ASI and SASI.
5-2 CADET GROUP COMMANDER (CC)
   a) Administers cadet corps activities in accordance with Air Force and AFJROTC regulations, principles, and procedures.
   b) Administers the cadet officer and senior NCO pledge.
   c) Commands during group inspections.
   d) Commands parade and pass-in-review events.
   e) Ensures that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
   f) Ensures the appearance, discipline, efficiency, training, and conduct of the corps.
   g) Executes the leadership training program and mission under SASI/ASI guidance.
   h) Initiates cadet review boards (cf. Chapter 4).
   i) Presides over key staff meetings.
   j) Serves as master/mistress of ceremonies during military ball.

5-2 CADET VICE GROUP COMMANDER (CV)
   a) Administers group headquarters in accordance with established guidelines.
   b) Commands the group during the absence of the cadet group commander.
   c) Posts key staff meeting dates and times.
   d) Posts uniform wear date and the uniform of the day.
   e) Supervises the group staff and insuring the staff is organized according to regulations.
   f) Assists the executive officer in compiling the corps goals and assessing each goal’s impact on the corps, community, cadets, etc.

 NOTE: Normally a junior (AS-3) cadet in the spring semester.

5-3 SPECIAL ASSISTANT (SA) [WHEN STAFFED]
   a) Completes any duty assigned by the SASI/ASI.
   b) Serves as detail commander during awards banquet.
   c) Writes the distinguished unit award (15 Mar suspense).

 NOTE: Normally the former group commander fills this position.

5-4 INSPECTOR GENERAL (IG) [WHEN STAFFED]
   a) Acts as group complaints officer.
   b) Inspects staff agencies and group functions as required.
   c) Observes and evaluating the progress of the cadet corps in accomplishing its mission, and advising the cadet group commander.
   d) Ensures the AFJROTC VA-20052 cadet staff follows pertinent regulations and policies.
5-5 EXECUTIVE OFFICER (CV) [WHEN STAFFED]
   a) Assists any cadet officer who has difficulties with the AFJROTC program.
   b) Completes all tasks assigned by the cadet group commander.
   c) Performs the duties of "adjutant" for drill and ceremonies.
   d) Compiles and documents corps goals, and assesses each goal’s impact on the corps,
      community, cadets, etc.

5-7 SAFETY OFFICER (SE) [WHEN STAFFED]
   a) Conducts a weekly safety inspection of all cadet facilities.
   b) Ensures cadet lounge microwave(s) are thoroughly cleaned.
   c) Ensures cadet lounge refrigerator is defrosted at the end of each semester.
   d) Reports all safety violations or findings to the CG/CC or the SASI and providing
      recommendations for correcting safety-related problems.
   e) Establishes and records goals and forwards them to the CV.

5-8 SENIOR ENLISTED ADVISOR (SEA)
   a) Assists any enlisted cadet who has difficulties with the AFJROTC program.
   b) Attends cadet group staff meetings and preparing the classroom for these meetings.
   c) Acts as sergeant-at-arms.
   d) Maintains discipline, customs and courtesies at staff meetings and school assemblies
      as well as supervising lower ranking cadet noncommissioned officers.
   e) Organizes the group for parades and special drill movements/ceremonies.
   f) Establishes and records goals and forwards them to the CV.

5-9 SQUADRON FIRST SERGEANTS (1st Sgt) (when staffed)
   a) Evaluates flight activities under the supervision of the squadron commander within
      the guidelines established by AFJROTC regulations.
   b) Maintains discipline at squadron activities as well as supervising lower ranking cadet
      NCOs and airmen.
   c) Organizes the squadron for parades and pass-in-review events.
   d) Verifying commanders are academically eligible (both in and out of AFJROTC).
   e) Establishes and records goals and forwards them to the CV.

5-10 CADET TRAINING SQUADRON COMMANDER (CTS)
   a) Ensures all squadron members have leadership development opportunities.
   b) Leads the squadron during parades and pass-in-review ceremonies.
   c) Maintains the appearance, discipline, efficiency, training, and conduct of the squadron
      under supervision of the cadet group commander. Assists the SASI/ASI in scheduling
      cadets for base visits and similar activities.
   d) Maintains a complete record of all events and activities and assisting other staff
      members in the carrying out those events or activities.
   e) Plans all corps related activities.
f) Plans and coordinating extracurricular and co-curricular activities with other school organizations and Army, Navy/Marine JROTCs and other Air Force JROTC units.
g) Supervises activities related to the model rocketry club, model airplane club, awareness presentation team, drill teams, color guard, physical fitness team, and Kitty Hawk Air Society.
h) Establishes and records goals and forwards them to the CV.

5-11 MISSION SUPPORT SQUADRON COMMANDER (MSS)

a) Ensures all squadron staff meet academic requirements (in and out of AFJROTC)/
b) Ensures all subordinate officers/staff position personnel are trained in their jobs.
c) Leads the squadron during cadet formations and ceremonies.
d) Maintains the appearance, discipline, efficiency, training, and conduct of the squadron commander supervision of the cadet group commander
e) Conducts squadron staff meetings to ensure the administrative work for the corps is accomplished in a timely and accurate manner.
f) Commands of the group in the absence of the vice group commander and operations squadron commander or when directed by the SASI/ASI.
g) Performing periodic self-inspection of the corps and informing Group/CC of results.
h) Works with other staff members to accomplish squadron level goals.
i) Establishes and records goals and forwards them to the CV.

5-11.1 MISSION SUPPORT FLIGHT (MSSF)

a) Performs or appoints a cadet officer/NCO to conduct cadet corps public relations and affairs by publicizing AFJROTC cadets and cadet activities.
i. Provides news items about cadets and cadet activities and field trips to school, local and military newspapers and HQ AFJROTC. Ensures photos are taken and made available to appropriate NSHS Staffulty (journalism, annual, etc.).
ii. Documents historical information and data pertaining to corps activities on computer or electronic media; coordinates for photo/filming opportunities or requirements.
b) Maintains bulletin boards (classroom, staff room, activity room and hallways). e. Maintains the unit electronic files of articles, histories, photos or other records reflecting the tradition, accomplishments, and activities of the unit.
c) Coordinates with NSHS Guidance Office to ascertain recruiting outreach and to support recruiting events with their 8th Graders just before registration at NSHS.
d) Performs or appoints a cadet officer/ to supervises cadet recruiting activities
e) Establishes and records goals and forwards them to the MSS/CV.
f) Maintains attendance records for group staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
g) Performs or appoints a cadet officer/NCO to maintain cadet records on WINGS and publishes promotion and award orders and compile unit annual unit history.
h) Publishes and posts cadet orders and chain of command board.
i) Performs other duties as assigned by the MSS/CC.
j) Publishes and maintains the following VA-20052 forms:
Form 1 Cadet DASH-ONE
Form 2 Cadet Information
Form 2b NSHS Technology Use Policy
Form 3 AFJROTC Syllabi by AS Level
Form 4 Cadet Personnel Data Form
Form 4a Chain of Command & Recall Roster
Form 5 Health Questionnaire & Consent
Form 6 Exercise Descriptions

VA-20052-1 "The DASH-1" 28 AY 2018-2019
Form 7  Cadet Recommendation Form
Form 8  Air Force Song
Form 9  Cadet Uniform Cost Information
Form 10  Cadet Uniform Receipt
Form 11  Cadet Contract
ATTACH 1 Grooming
ATTACH 2 Nails
5-14 LOGISTICS FLIGHT COMMANDER (LGS)
a) Assists the ASI in the issue, maintenance and turn in of accountable property.
b) Assists the ASI in the inventory of accountable property. Maintains accurate records of all accountable property.
c) Ensures only authorized personnel have access to the supply room or conduct supply actions.
d) Maintains a neat, clean and functional supply room.
e) Provides guidance to the cadet staff on proper supply discipline.
f) Establishes and records goals and forwards them to the CV.

5-15 FINANCE OFFICER (FMO) (When appointed)
a) Assists the SASI and cadet staff members in planning, organizing, controlling and coordinating unit fund drives.
b) Supports the SASI in establishing financial management procedures and guidelines. Supports the SASI in monitoring and maintaining cadet funds.
c) Maintain an accurate record of all income and expenses.
d) Establishes and records goals and forwards them to the CV.

5-16 COMMUNITY SERVICE OFFICER (SPO) (When appointed)
a) Coordinates all AFJROTC service activities to include, but limited to:
b) Support for football games, club events, and induction/graduation ceremonies.
c) Visits and demonstrations at community centers.
d) Establishes and records goals and forwards them to the CV.

5-17 PHYSICAL TRAINING OFFICER (PTO)/RAIDER TEAM
a) Advises ASI when a cadet has earned the Physical Training ribbon.
b) Coordinates with the Drill Teams Commanders to have a Skills Team proficient in pushups, sit-ups, and rifle run, IAW Skills Meet SOP. Note: Non-drill team cadets need to complete a Fine Arts Activity packet to compete.
c) Executes the cadet physical fitness program, including supervising stretching exercises prior to any physical fitness activity.
d) Prepares the cadet group for competing in the Director’s Fitness Challenge. This program tests the cadet’s individual fitness level by using 6 specific events: push-ups, sit-ups, mile run, lunges, two-arm plank, and v-sit reach.
e) Establishes and records goals and forwards them to the CV.

5-18 DRILL /CLUB COMMANDERS
Team and club commanders will be appointed by the SASI and ASI to support the following teams: Color Guard, Drill Teams, Kitty Hawk Academic Society, Model Airplane and Rocketry Club, and Orienteering Team and PT Club. Commanders are responsible for the following:

a) Assist in the planning and coordination for all parades and ceremonies.
b) Coordinate with PT Commander to have team members proficient in pushups, sit-ups, and rifle run.
c) Maintain control and inventory of all team equipment.
d) Organize and train their respective team/group for performances or activities as directed by the cadet group commander with approval from the SASI/ASI. NOTE:
e) Schedule a color guard for all home varsity football, other sporting events and school assemblies or activities as required, and for community events.
f) Track all cadets who participate in team/club activities to insure their eligibility. g) Establish and record goals and forwards them to the CV.
NOTE: Team/group commanders will draft proposals, team member selection and assignments, routines, etc. and submit them for pre-approval to the SASI prior to implementation. Team commanders recommend; the SASI appoints.

5-19 ACADEMIC FLIGHT COMMANDERS (Flt CC)
   a) Attends staff meetings (when appropriate) or sends representative.  
   b) Keeps flight members informed of unit and school activities.  
   c) Maintains flight appearance, discipline, effectiveness, training, and conduct.  
   d) Plans and coordinating activities within the flight.  
   e) Provides drill and ceremonies training to element leaders and flight members as outlined in AFI 36-2903.  
   f) Recommends top cadets for awards and recognition to the squadron CC.  
   g) Reporting attendance to the SASI/ASI and maintaining order and discipline in the absence of instructors.  
   h) Established and records goals IWA para. 1-5 and forwards them to the CV.

5-20 FLIGHT SERGEANTS (Flt Sgt)
   a) Maintain flight Form 11s, Missed Work.  
   b) Prepare the flight for inspection, and assist the F/CC in teaching drill and ceremonies.  
   c) Take attendance and report to the F/CC.  
   d) Train the right guide and guide bearer in correct drill and ceremonies.

5-21 ELEMENT LEADERS (EL)
   a) Ensures all members of their element are familiar with VA-20052 policies.  
   b) Learn the manual of the guiding, and leading elements in drill and ceremonies.  
   c) Take attendance of elements when in flight formation, and assist the F/CC and F/Sgt.

5-22 RIGHT GUIDES/GUIDON BEARERS
   a) Learn the manual of the guidon, and lead the flight in the direction and cadence of marching.  
   b) Maintain their respective guidon in good condition.

5-23 TRANSFER CADETS
   a) All cadets transferring from other JROTC units must complete all VA-20052 promotion requirements for the rank held before becoming eligible for promotion. This policy applies to cadet officers as well as enlisted cadets.  
   b) Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons. (Cf. para. 3-6 for precedence).  
   c) Cadets transferring to the VA-20052 will hold the same permanent rank (cf. para. 6-2e) held when departing the previous AFJROTC unit, regardless of branch of service. Cadets transferring from other service JROTC units will have their ranks converted to AFJROTC cadet rank of equal value.  
   d) Rank must be verified by official documentation from the previous JROTC unit.
CHAPTER 6 - CADET PROMOTION SYSTEM

6-1 CADET GRADE/RANK

a) Cadet “rank” and cadet "grade" are interchangeable -- they mean the same thing. It is the level of promotion a cadet has achieved.

b) Cadet permanent rank is as follows:
   i. AS 100  C/Basic Airman to C/Airman First Class
   ii. AS 200  C/Airman First Class
   iii. AS 300  C/Senior Airman
   iv. AS 400  C/Staff Sergeant

c) Cadet staff rank is assigned according to the Unit Manning Document, 5.24.

d) Cadets are required to know: the cadet rank structure; the names, ranks and titles of the cadets in their chain of command; and the names, ranks, and titles of the cadets in staff positions.

   NOTE: A copy of the current corps chain-of-command is posted on the COC bulletin board.
UNIT MANNING DOCUMENT

The Unit Manning Document (UMD) is a record of authorized positions. It not only outlines authorized positions, but also authorized grades and the number authorized to hold that position. An asterisk (*) denotes the number is determined by unit strength. If corps needs dictate these numbers may be exceeded. Statement of Authorized Officer Grades:

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>POSITION/TITLE</th>
<th>GRADE AUTH</th>
<th>AUTH</th>
<th>ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td>C/Col</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Vice Commander</td>
<td>C/LtCol</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Special Assistant</td>
<td>C/Col</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspector General/Safety</td>
<td>C/Major</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>C/1Lt</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Senior Enlisted Advisor</td>
<td>C/CMSgt</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>KHAS/Community Service Officer</td>
<td>C/1Lt</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/TSgt</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Chaplain (CH)</td>
<td>C/2Lt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TRAINING SQUADRON (CTS)

<table>
<thead>
<tr>
<th>TRAINING SQUADRON (CTS)</th>
<th>POSITION/TITLE</th>
<th>GRADE AUTH</th>
<th>AUTH</th>
<th>ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Squadron CC</td>
<td>C/Major</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Squadron First Sergeant</td>
<td>C/SMSgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight Commander</td>
<td>C/Capt</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Flight Sergeant</td>
<td>C/MSgt</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Flight Guide</td>
<td>C/SSgt</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Element Leader</td>
<td>C/SrA</td>
<td>12</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Airman</td>
<td>C/A1C, Amn, AB</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drill Teams Armed/Unarmed</td>
<td>C/1Lt</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Drill Team NCOICs</td>
<td>C/MSgt-SSgt</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Guard</td>
<td>C/1Lt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Guard NCOIC</td>
<td>C/MSgt-SSgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model Rocketry/Airplane Club/SIM</td>
<td>C/1Lt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PT/CC</td>
<td>C/2Lt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

MISSION SUPPORT SQUADRON (MSS)

<table>
<thead>
<tr>
<th>MISSION SUPPORT SQUADRON (MSS)</th>
<th>POSITION/TITLE</th>
<th>GRADE AUTH</th>
<th>AUTH</th>
<th>ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Support Sq. CC</td>
<td>C/Major</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Squadron First Sergeant</td>
<td>C/SMSgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission Support Flight WINGS]</td>
<td>C/1Lt</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/MSgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Affairs (PAO)</td>
<td>C/2Lt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/Tsgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruiting Officer</td>
<td>C/1Lt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/Tsgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APT Team Leader</td>
<td>C/MSgt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logistics Flight</td>
<td>C/1Lt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/Tsigt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Plans Flight</td>
<td>C/2Lt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NCOIC</td>
<td>C/SSgt</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

NOTE: If a cadet has two jobs, rank authorization may be exceeded if necessary.
6-3 PROMOTION POLICY

a) All cadets new to JROTC will enter as an airman basic (AB). Cadets who enter from a sister-service will receive permanent cadet rank based on the number of JROTC years having been completed. Assigned.

b) Cadets must be eligible for promotion in order to be promoted.

c) Promotions reinforce AFJROTC principles and goals, and go to those who have earned it.

d) There are two types of cadet rank: permanent (based on AS years) and assigned, or temporary (based on cadet leadership or job assignments).

<table>
<thead>
<tr>
<th>JROTC YR</th>
<th>Beginning Rank</th>
<th>1st Sem.</th>
<th>End of Year Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) First year cadets</td>
<td>AS 100</td>
<td>Airman Basic</td>
<td>Airman 1st Class</td>
</tr>
<tr>
<td>b) Second year cadets</td>
<td>AS 200</td>
<td>A1C</td>
<td>SRA</td>
</tr>
<tr>
<td>c) Third year cadets</td>
<td>AS 300</td>
<td>SRA</td>
<td>SSgt</td>
</tr>
<tr>
<td>d) Fourth year cadets</td>
<td>AS 400</td>
<td>SSgt</td>
<td></td>
</tr>
</tbody>
</table>

i. Staff/Positional Rank A (optimized: earliest and highest possible advance through the ranks) could look like this:

<table>
<thead>
<tr>
<th>1 SEM</th>
<th>2 SEM</th>
<th>3 SEM</th>
<th>4 SEM</th>
<th>5 SEM</th>
<th>6 SEM</th>
<th>7 SEM</th>
<th>8 SEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIC</td>
<td>SRA</td>
<td>SSgt</td>
<td>MSgt</td>
<td>2Lt</td>
<td>Maj</td>
<td>LtCol</td>
<td>Col</td>
</tr>
</tbody>
</table>

6-4 CADET PERFORMANCE REPORTS

a) Performance reports are reviewed during promotion boards, disciplinary boards, awards boards, and under other special circumstances, e.g., NSHS administrative or counselor requirement, scholarship nominations, letters of recommendation, etc.

b) Performance reports are completed on "ratees," the cadet being rated, by "raters," the cadet(s) performing the assessment.

c) Ratees are generally assessed by two raters in 3-5 performance areas—preparedness, uniform wear, behavior, participation, drill—and are initiated at the mid-point and completed during the second-to-last week in 2nd and 4th grading periods.

d) At the middle of the grading period (at/about three weeks)—

a) Ratees will complete a draft self-evaluation report.

b) Ratees will then meet with their raters and discuss the self-assessment.

c) Raters will provide input and their assessment, annotating the report.

d) Ratees and raters will initial the report at each of the ten areas of assessment.

e) The F/Sgt will collect the assessments and file them in the flight notebook.

f) The cadet’s chain-of-command reviews Performance Reports, returning any that are questionable. After any required resolution, the c/squadron commander forwards all reports to the c/group vice-commander in preparation for a Cadet Promotion Board.

Challenges to Performance Reports—cadets may challenge reports through their chain-of-command. Challengers must professionally present their cases based on facts, not on emotion or unsubstantiated claims. Challengers have thirty (30) days from the date of the report being placed in their personnel file to register a protest, and must lodge the challenge in writing.
6-5 PERFORMANCE REPORT (Form 17)
NAME: ____________________ FLT/STAFF POS.: __________ RANK: ________

<table>
<thead>
<tr>
<th>Period of Supervision</th>
<th>GP1</th>
<th>GP2</th>
<th>GP 3</th>
<th>GP 4</th>
<th>20__/20__</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. UNIFORM:</strong> How many inspections were there? How many times did the cadet wear his/her uniform? What is his/her level of pride? Inspections?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>2. DRILL:</strong> How well does the cadet drill or participate in drill? Proficient? Knowledgeable? Willing to drill?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>3. PREPARATION:</strong> Is the cadet ready for class (i.e. books, homework, paper, pens, and other requirements)?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>4. ATTENDANCE:</strong> What is the cadet’s absence or tardy rate? Frequent? Rare? How many tardies? ___. How many absences? ___.</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>5. HUMAN RELATIONS:</strong> How well does the cadet get along with superiors, peers, subordinates, instructors, etc.?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>6. BEARING (attitude):</strong> Level of bearing? Daily—in and out of uniform. Merits? ___. Demerits? ___. Letters of counseling or reprimand?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>7. BEHAVIOR:</strong> Does rate follow directions of superiors; obeys rules; projects positive image at all times?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>8. COCURRICULAR ACTIVITIES:</strong> Is the rate involved in corps / school activities other than drill?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>9. UNIT GOALS:</strong> Has the rate contributed actively and positively to the achievement of unit goals?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>10. OVERALL:</strong> How does rate compare with others of the same grade level, rank and experience?</td>
<td>1st Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2nd Rater</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Points/max 100 | Total Points/max 100 | ASI INITIALS | 1st Rater Name / Rank | 2nd Rater Name/Rank | SASI INITIALS | 1st Rater Signature | 2nd Rater Signature | VA-20052 Form 17, August 2009
6-6 PROMOTIONS & AWARDS

a) Promotion and Award Cycles: four promotion boards per semester.
   1) Promotion Eligibility: all cadets, airman or above, are promotion-eligible with the following exceptions: those who have had OSS or ISS; those who are on academic probation or AFJROTC probation; or those who have received any failing grades.

b) Promotion Eligibility
   1) Cadets must have attained at least a B in JROTC and a B average in all other classes for at least one grading period.
   2) Cadets must have attained at least a B in JROTC and a C average in all other classes for two grading periods.
   3) Cadets may not have received a D or lower in any NSHS classes.
   4) Cadets must have at least a B in military bearing and in drill and must not have any teacher, counselor or staff referrals—formal or informal.
   5) Cadets must have participated in an AFJROTC activity or a school co-curricular activity (para. 8-5 through 8-20) during the current grading period.
   6) Cadet officer-candidates nominated for promotion must be free from academic probation. Academic probation occurs when a cadet received a failing grade in ANY class during the most recent grade-reporting period.
      i. Officer candidates must have completed four full semesters over at least a two-year period (i.e. be an AS-3 or AS-4) in the corps. (Exceptions can be made for cadets who join the program during their sophomore or junior year.) They must have successfully completed a cadet leadership school, and be in good standing in the cadet corps.
      ii. Officer candidates must have a cumulative 2.5 GPA at the time of nomination, and at the end of the current grading period.
      iii. Officer candidates must have and maintain at least an A (94% average) in AFJROTC and a C (78%) or better in all other classes.
      iv. Officer candidates must maintain an A (94%) in military bearing.
      v. Officer candidates must participate regularly in AFJROTC co-curricular activities.
   7) Cadet enlisted members are not held to the same academic standards as cadet officers. However, the following criteria must be met:
      i. Cadets must be passing all courses enrolled in at the time of testing (no Ds).
      ii. Cadets must maintain a satisfactory military bearing grade (at least a C).
      iii. Cadets testing for senior NCO (C/MSgt to C/CMSgt) must have at least a 2.50 GPA at the time of nomination; they must have a B (86%) in AFJROTC academics, at least a B (86%) in military bearing, and a C (78%) or better in ALL other classes.
   8) Cadets must not be serving any NSHS suspensions at the time of screening for promotions or during the time promotion tests are being administered.
   9) Cadets must be free from VA-20052 probation (probation as a result of a disciplinary board or ASI/SASI action) at the time of screening for promotions or during the time promotion tests are being administered.
   10) Cadets being spot promoted must be otherwise eligible for promotion.
c. Promotion Preparation and Award Nomination Instructions.

1) Cadets may work on promotion agreements throughout the grading period, but they must be complete all academic and training tasks and submit the promotion agreement to their flight or team sergeants **two weeks prior to the end of the grading period.**

2) Cadet F/Sgts validate all sections of the promotion agreement for validity and initial the form. Additionally, F/Sgts will make initial recommendations for cadet awards in the “comments” area of the Form 11 [or indicate “no awards recommended”] and sign and submit the form to the F/CC NLT **ten days prior to the end of the grading period.**

3) Cadet F/CCs review all promotion agreements, insure validity, and indicate recommendations for promotion and/or for award(s), sign the forms and submit them to squadron commanders for review and approval NLT **five days prior to the end of the grading period.**

4) Cadet squadron commanders review promotion agreements and award recommendations, rack and stack them, and then submit them to the CV NLT **three days prior to the end of the grading period.**

5) The cadet CV will coordinate with the CC who will convene a Cadet Promotion Board (para. 6-7) **NLT two days prior to the end of the grading period.**

   a) A Cadet Promotion Board is convened (cf. para. 6-7).

   b) The Board will validate the number of rank openings according to the UMD—promotions will be made IAW the UMD limitations. That is—twenty-five cadets may have been recommended for promotion to SSgt, and twenty-five promotion scores assigned.

   The UMD only authorizes twenty SSgts total. The number of cadets scored for promotion will be adjusted to meet UMD limitations.

   c) The Board will submit its recommendations to the cadet group commander, the ASI and the SASI NLT **the last day of the grading period.**

6) After obtaining SASI approval, the cadet CC and cadet CV will submit the forms and the board results to the Mission Support Commander.

7) The cadet MS CC will confirm promotion and UMD validity and task the cadet DP to process the promotion forms and award recommendations.

8) The cadet DP will compile promotion and award lists **NLT the third day of the new grading period.** The cadet DP will validate the list after grades have been posted.

   Ineligible cadets’ names will be removed from the list, and the final promotion list will be prepared, posted and announced in class **NLT the first week of the new grading period.**

9) Cadet squadron/F/CCs and sergeants will coordinate to prepare rank and/or awards for presentation to coincide with the promotion and award list release, posting, and announcement.

d. Recognition of promotions is usually accomplished during the All Cadet Call (ACA) or the first uniform wear day after promotion have been announced. Formal recognition of promotions and awards will be recognized at ACA.
e. Spot Promotions: A cadet may be appointed to a higher rank on the spot as deemed appropriate by the SASI. Spot promotions are rare, and are only appointed when it is in the best interest of the corps. Cadets who have received a spot promotion during a grading period must complete promotion agreement/rank requirements during the grading period and are ineligible for the next regularly scheduled promotion cycle.

NOTE: IAW, AFJROTC Operational Supplement, Ch. 1, Section 9, all cadets may be assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed; i.e., the permanent grades are as follows:

1st year cadets is C/Airman;
2nd year: C/Airman First Class;
3rd year: C/Senior Airman; and
4th year: C/Staff Sergeant.

Permanent grades may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the AFJROTC Instructors. Permanent officer status may be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the SASI.

6-7 THE PROMOTION BOARD

a. Time. Formed for every promotion cycle NLT the last week of the grading period and for Spot Promotions at a date, time, and location proposed by the cadet group commander and ratified by the SASI/ASI.

b. Board members. The c/group commander will recommend a group of 3-7 cadets from Group Staff and Flight Command. The SASI and ASI will review the proposed Promotion Board of eight cadets, modify if necessary, and approve the board.

c. Procedures

1) The senior cadet on the board serves as its president. S/he is responsible for the timely completion of the board activities, the conduct of the board, and in casting the deciding vote on any matter that is deadlocked (three-three vote).

2) Promotion Board members will determine a promotion score for each cadet (Spot Promotions addressed separately):
   a) Determine in conjunction with the cadet DP if cadet is eligible for promotion. Cadets determined to be ineligible for promotion receive a board score of zero. Eligibility for promotion is determined prior to any tests being administered to avoid wasting the candidate’s time.
   b) Collect and assess tests, if administered. Tests are administered and scored by the ASI or the SASI.

NOTE: Administrative actions are taken into account in the Performance Report.
CHAPTER 7 – AWARDS & DECORATIONS

7.0 PHILOSOPHY

7.1. General. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in Operational Supplement Chapter 7. Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons (e.g. Outstanding Cadet, Patriotic Flag, Bataan March, etc.). Only medals specifically designated within the Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.

7.2. National Awards. AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). 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. 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.

7.3. Order of Precedence of AFJROTC medals and ribbons.

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. American Legion Scholastic Award (Medal/Ribbon)
9. American Legion General Military Excellence Award (Medal/Ribbon)
10. American Veterans Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Order of World Wars Award (Medal/Ribbon)
13. Military Officers Association Award (Medal/Ribbon)
14. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
15. Military Order of the Purple Heart Award (Medal/Ribbon)
16. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
17. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
18. The Retired Enlisted Association Award (Medal/Ribbon)
19. The Celebrate Freedom Foundation Award (Medal/Ribbon)
20. Air Commando Association Award (Medal/Ribbon)
21. Distinguished Unit Award with Merit (Ribbon)
22. Distinguished Unit Award (Ribbon)
23. Outstanding Organization Award (Ribbon)
24. Outstanding Flight Ribbon
25. Top Performer Ribbon
26. Outstanding Cadet Ribbon
27. Leadership Ribbon
28. Achievement Ribbon
29. Superior Performance Ribbon
30. Academic Ribbon
31. Cadet Leadership Course Ribbon
32. Special Teams Placement Ribbon
33. All Services National Competition (Medal/Ribbon)
34. Air Force Nationals Competition (Medal/Ribbon)
35. Orienteering Ribbon
36. Leadership Development Requirement (LDR) Leadership Ribbon
37. Drill Team Ribbon
38. Color Guard Ribbon
39. Saber Team Ribbon
40. Marksmanship Ribbon
41. Good Conduct Ribbon
42. Service Ribbon
43. Health and Wellness
44. Recruiting Ribbon
45. Activities Ribbon
46. Attendance Ribbon
47. Dress and Appearance Ribbon
48. Longevity Ribbon
49. Bataan Death March Memorial Hike Ribbon
50. Patriotic Flag Ribbon
**NOTE:** Grandfathered National Awards - Cadets receiving these National-level awards listed below (items 51-58) prior to 30 July 2018, and wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021 (grandfathered). 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. These ribbons may be worn by cadets (if earned prior to 30 July 2018) during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. These ribbons will no longer be eligible for wear after 1 August 2021.

51. Daughters of the American Revolution Award  
52. National Sojourners Award  
53. Sons of the American Revolution Award  
54. Scottish Rite, Southern Jurisdiction Award  
55. Sons of Union Veterans of the Civil War Award  
56. Sons of Confederate Veterans H.L. Hunley Award  
57. National Society United States Daughter of 1812  
58. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, American Military Retirees Association "LEAP", United Daughters of the Confederacy etc.)

7.4. Cadets receiving these Civil Air Patrol (CAP) awards listed below (items 59-63) prior to 30 July 2018, and who wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021 (grandfathered). These ribbons may be worn by cadets (if earned prior to 30 July 2018) during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. These ribbons will no longer be eligible for wear after 1 August 2021.

59. General Carl Spaatz Award  
60. General Ira C. Eaker Award  
61. Amelia Earhart Award  
62. General Billy Mitchell Award  
63. General J.F. Curry Achievement Award

7.5. **Other JROTC.** AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

7.6. **Other Accoutrements.** Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.
7.7. Descriptions and Criteria of AFJROTC Medals and Ribbons. Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

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 HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

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

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

**7.7.5. Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. National-level Awards These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

**7.7.6. Air Force Association (AFA) Award.** Cadets may only receive this award once. This AFA-sponsored award and is presented annually at each unit to the outstanding 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 the, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (promptness, obedience, and respect for customs).

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

7.7.7.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

7.7.7.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days’ notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

7.7.8. 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.

7.7.8.1.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s overall scholastic achievements. Each cadet must:
- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

7.7.8.1.2. 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.

7.7.9. 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.

7.7.9.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s general military excellence. Each cadet must:
- Rank in the top 25% of their AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

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.

7.7.10. 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.

7.7.10.1.1. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:
• A positive attitude toward AFJROTC programs and service in the Air Force.
• Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
• Personal attributes (initiative, dependability, judgment, and self-confidence).
• Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
• Obtained a grade of “A” (or the numerical equivalent) in their AS class.
• Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

7.7.10.1.2. 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.

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

7.7.11.1. This award is presented annually for military and academic achievement to an outstanding fourth-year cadet in a 4-year program. The recipient must possess individual characteristics contributing to leadership such as:
• Be in the top 10% in the AFJROTC program.
• Be in the top 25% in academic grades.
• Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

7.7.11.2. The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

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

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

7.7.12.2. 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.

7.7.13. 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.

7.7.13.1. This award is presented annually to an outstanding 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.

7.7.13.2. 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.

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

7.7.14.1. 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.

7.7.14.2. This award presented annually to an outstanding third or fourth-year cadet in a 4-year program who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester.
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.

7.7.14.2. 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.

7.7.15. 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.
7.7.15.1. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:
- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of “B” or better in all subjects for the previous semester.
- Not a previous recipient of this award.

7.7.15.2. The SASI selects the recipient and requests the award from the nearest Military.

7.7.15.3. 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.

7.7.16. 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.

7.7.16.1. This award recognizes an outstanding third- or fourth-year cadet in a 4-year program. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

7.7.16.2. 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 or AFSA HQ.

7.7.17. Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

7.7.17.1. This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

7.7.17.1. The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. AFJROTC units requesting replacement ribbons must send a check for $2.00 to cover the cost of mailing up to two ribbons.

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

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

7.7.19.1. SASI may go on line at www.gocff.org/jrotc to nominate cadets for this award.

7.7.19.2. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

7.7.20. 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.

7.7.21. 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.

7.7.22. 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.
7.7.23. 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.

7.7.24. 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.

7.7.25. Top Performer Award. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet’s tenure in AFJROTC. 7.7.25.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a units cadets based on a cadet’s performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit’s assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

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

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

7.7.28. Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.29. Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service.
rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Unit criteria include evaluation of cadet academic and staff/appointed leader performance of are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. 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. Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.31. 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. Unit Criteria for this award includes service as cadre or Top 6, or recognition as an “Outstanding Cadet.”

7.7.32. Special Teams Competition Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service 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.

7.7.33. Joint/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.

7.7.34. 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.

7.7.35. Orienteering Ribbon. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Unit criteria include completion of orienteering curriculum and participation in an orienteering event or competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
7.7.36. Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Unit criteria include being an integral part of the planning team and a key leader in the event or service project. 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.

7.7.37. Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Unit criteria: attendance at 75% of practices and participation in at least one competition. 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. Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Unit criteria also includes attendance at 75% of practices and serving in flag and rifle positions. 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.

7.7.39. Saber Team Ribbon. Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). Unit criteria: attendance at 75% of practices. 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.

7.7.40. Marksmanship Team Ribbon. Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). Unit criteria: must also have attended 75% of practices. 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. Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

7.7.43. Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit’s
wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award.

Cadets who score in the Physical Fitness Test’s 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device.

These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

7.7.44. Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Criteria for this award will be published in the unit’s Cadet Guide. Unit criteria: participation in three recruiting events in addition to recruiting two new members. 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. Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.46. Attendance Ribbon. Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

7.7.48. Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC school year (semester with a 4X4 block schedule). 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.

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

7.7.50. Patriotic Flag Ribbon. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Unit Criteria: cadets must have participated in 75% of morning/afternoon flag details. 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.

7.8 Requirements. Cadets are required to wear their awards, decorations and devices on their uniforms (cf. para. 3-4 for precedence). Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (the routine wear of both medals and ribbons is prohibited). Medals are to be placed on a mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons. Refer to AFI 36-2903 for instructions on stacking multiple medals.

7.9 Shoulder Cords. Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. Wear the shoulder cord only on the light blue shirt and the service dress coat. SASI criteria for cords: cadet staff are entitled to wear shoulder cords.

7.10 Sister Service. AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. The SASI will coordinate with the losing unit senior instructor, review the official cadet record, and make the best determination as to what equivalent AFJROTC ribbon(s) to issue.

7.11 “Stolen Valor.” The wearing of awards, decorations or devices not officially granted to cadets is a violation of the Cadet Honor Code.

7.12 AFJROTC Badges
Ground School Badge: Awarded for completion of the honors ground school curriculum option or completion of an aviation ground school program prescribed by the FAA.
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.
Flight Certificate Badge: Awarded to any cadet who possesses a valid FAA pilot’s certificate for either powered or non-powered aircraft.

Awareness Presentation Team (APT) Badge: Awarded for participation on an Awareness Presentation Team.

Kitty Hawk Air Society (KHAS) Badge: Awarded to those cadets who are members of their local chapter of the Kitty Hawk Air Society and meet the locally developed criteria.

Model Rocketry Badge: Awarded to a cadet who completes locally approved requirements and course of instruction in rocketry.

American Modeling Association (AMA) Wings: Awarded to cadets who are members of the model airplane club and complete the locally developed program.

Aerospace Education Foundation (AEF) Academic Cadet Award:

Awarded for academic excellence as signified by attaining an overall 3.3 GPA. The cadet cannot have received any grade below a “C” on their transcript. The cadet must be recommended by the SASI.

NOTE: Awarded to all upcoming Junior and Senior cadets who meet the academic criteria.

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

CyberPatriot and Stellar Explorer pins are issued to participating cadets by the host organization. Pins are not available for commercial purchase. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms. Marksmanship badges will not be worn with medals.
CHAPTER 8 - CADET OPERATIONS

8.1. General
a. Cadet operations and activities give an added dimension to the corps to make it more rewarding, fun, entertaining and educational.
b. Cadets lead themselves and others in team, flight, squadron and group operations to aim high and achieve a cadet-run unit.
c. It is the “cadet corps,” and your involvement helps to make it stronger.

8-2 UNIT GOALS
a. HQ AFJROTC requires that the unit develop a minimum of six annual goals.
b. At the beginning of each AY, the cadet staff will review and analyze past unit goals, study best practices, and compile new unit goals for the upcoming school year.
   1) The goals will be reviewed and approved by the SASI and then input into the Holm Center Wings website.
   2) The cadet staff will monitor goals and efforts to insure unit success.

8-3 CADET STAFF AND CORPS MEETINGS
d. Cadet operations and activities give an added dimension to the corps to make it more rewarding, fun, entertaining and educational.

8-4 CADET STAFF AND CORPS MEETINGS
a. Group Staff meeting information.
   1) Cadet staff and corps meetings are held once a week during the school year or on an as needed basis. Meeting times are set by senior cadet staff, ASI or the SASI.
   2) Meeting agendas will be posted at least 24 hours in advance of the scheduled meeting.
   3) Meeting location is normally in the VA-20052 classroom.
   4) Meetings are attended by the SASI or the ASI. They will act as advisors to support cadet staff and to ensure meetings are consistent with AFJROTC goals.

Group Staff meeting procedures and suggested agenda.

1) OPEN MEETING
   a) Group/CC chairs and opens the meeting with the Cadet Oath, cadet responsibilities, and the minutes of the last meeting. MSS/DP representative reads the minutes.
   b) Group/CC then asks for staff agency reports.
      1) MSS/DP begins taking notes on the meeting (to include attendance).

2) OLD BUSINESS
   a) Status of all previous business not "closed" at the last meeting.
   b) Personnel tasked with projects (project/action officers) are expected to provide up to date information at this time.

3) NEW BUSINESS:
   a) Matters of concern to the corps not previously discussed.
   b) Group/CC decides if the topic has merit
      1) Can it be resolved during the meeting?
      2) Does it require an action or project officer?
      3) Assign project officer
   c) DP insures the new business item is recorded as follows:
(1) Action Item Name
(2) Project/Action Officer assigned
(3) Action(s) required
(4) Suspense date
(5) Status (may not be any initially)

NOTE: Carry the above forward each meeting as the means for tracking the action item.

4) DISCUSSION
   a) Group/CC polls cadet staff for comments.
   b) After cadets have finished their discussion, the SASI/ASI make comments.

5) ADJOURNMENT
   a) Group/CC announces the time and place for the next meeting after the SASI/ASI final comments.

6) Group/CC asks for further comments (there should be none), and then dismisses the meeting.

NOTE: The minutes of the meeting will be reviewed and approved by the ASI/SASI, and posted in the AFJROTC classroom as soon as possible after the meeting. In addition, the DP will file a copy in the DP notebook.

Staff Meetings: Conducted along the lines of the corps meeting. These meetings are set as necessary by the applicable cadet OIC/NCOIC.

NOTE 1: DO NOT COMPETE WITH BASIC ACADEMIC COMMITMENTS when setting corps and staff meetings.

NOTE 2: Unexcused absences from group or staff meetings are cause for removal from position, reduction of cadet rank, and possible additional disciplinary action.

8-5 CADET REVIEW BOARDS

a. Board information
   Boards are formed for recognition or for discipline. Every board participant must conduct himself or herself with the highest degree of integrity, regardless of the role they have.

1) Recognition boards include: Promotions (para. 6-7), awards, Summer Leadership School and recognition.

2) Disciplinary boards occur when one or more cadets have had sufficient difficulty in the corps to warrant a serious corps review of their conduct (cf. Chapter 4).

b. Board Composition

3) Group/CC proposes a list of board members for approval to the SASI/ASI.
4) The board will consist of five or seven members. The odd number will always ensure there are no tie votes (the board president votes to break potential ties).
5) The senior cadet officer on the board will always serve as its president.
6) The junior cadet on the board will always serve as its recorder.
7) Boards involving enlisted cadet members will always have at least one, but no more than three enlisted members.
8) Boards involving the discipline of a cadet officer will consist of cadet officers.
9) Group/CC directs the DP to publish a Letter of Selection notifying board members once the SASI/ASI has approved the composition of the board. The letter only contains the time, place, type of board and who the members are and any uniform requirements. If it is a Review board, Group/CC also directs the DP to publish a Letter of
Notification be sent to the cadet(s) facing disciplinary action. The letter must cite the board time, place and a summary of why they are meeting a Review board and the uniform requirements.

c. Board Procedures
1. Members meet at the specified time and place (the SASI or ASI attend as observers).
2. Members are informed by Group/CC about its purpose according to the type of board (board members and SASI/ASI are the only ones present).
3. Members perform their duties as instructed by Group/CC and concludes its work with a recommendation.
4. Group/CC reviews the recommendation for accuracy and appropriateness (and directs corrections if required).
5. Group/CC passes the board recommendation on to the SASI/ASI for approval and certification.
6. Chair processes official results by forwarding them to DP.
7. DP takes appropriate administrative action (publish special orders, etc.), and places the documentation of administrative action(s) in appropriate personnel files, along with one copy in the DP notebook.

NOTE 1: Cadets reporting to boards will comply with the procedures contained in VA-20052-1.

NOTE 2: All cadets participating in Review Board will wear the designated uniform if one is specified.

NOTE 3: The uniform wear requirements for boards other than review boards will be determined by Group/CC.

8-6 SERVICE PROJECTS
Supporting our school and community. These can include park cleanups, graffiti eradication, Sentara Medical Community visits; American Heart Association, March of Dimes support, etc. The corps wants to serve. Qualifications for JROTC community service is that the event is planned, organized, and executed by cadets and supervised by one or both of the AFJROTC instructors. All cadets must earn 20 community service hours per semester—this is to make “Service before Self” more just words on the wall, but a reality in cadet lives.

8-7 FIELD TRIPS
Field trips are taken to enhance the cadets’ morale and awareness of the “Real World” job opportunities. Trips are taken to military bases, civil airports, and educational sites.

Trip requirements:
1) Cadets must obtain and complete a Field Trip Permission Form or with teachers’ and parents’ or guardians’ signatures, as applicable.
2) Cadets will be issued the field trip forms a week before the event/trip; cadets must turn in forms to the ASI/ASI NLT COB two days before the trip.
3) Cadets must maintain a minimum of 70% or C in AFJROTC plus a satisfactory citizenship grade and be passing all other courses for the current quarter. You cannot be failing any courses.
4) Cadets must meet AFJROTC personal grooming standards.
5) Cadets must meet NSHS’s minimum eligibility requirements as outlined in their student agenda.

8-8 FUNDRAISING
VA-20052 besides being a class is also a “club;” therefore money is needed to support activities and projects that the Air Force and NSHS do not fund. At least two major
Fundraising activities will be scheduled during the school year. Types of activities for which funds will be used are:

1. Awards Banquet, Military Ball, Dining Out
2. Drill Meets, Field Day, Refreshments, Picnics, etc.
3. Special uniform or class equipment such as Honor Guard, Drill Team, Saber Team and Orienteering Team equipment or classroom media.

8-9 RECRUITING

The primary way that VA-20052 continues its existence! Recruiting is mainly conducted through recruiting visits to middle schools, NSHS’s Open House, and cadets recruiting other students one-on-one.

1. Recruiting visits are conducted by a recruiting team made up of three to six cadets and the ASI or SASI. Cadets must be nominated by senior cadet staff and approved by the SASI/ASI in order to be on the recruiting team. Cadets participating in recruiting visits to schools will be awarded a Recruiting Ribbon at the end of the school year.

2. Open House involves cadets, ASI and SASI working to increase AFJROTC awareness by staffing a table in the main NSHS academic building and manning the VA-20052 facility. Literature on AFJROTC is passed out to interested parents and students and questions are answered about AFJROTC. Tours of the VA-20052 facility are offered. Participating cadets earn service points towards their Service ribbon.

3. One-on-one recruiting is the most powerful way to keep VA-20052’s enrollment healthy. Every cadet should consider himself or herself to be a recruiter. Asking a friend to join should be easy if you believe in the AFJROTC program. Each cadet who gets a student to enroll in VA-20052 earns a Recruiting ribbon with confirmed registration.

8-10 CADET TEAMS

A. Cadet drill and orienteering teams are an extension of the AFJROTC basic curriculum for those cadets who want more from the program than the aerospace courses offer in terms of drill, ceremony and public performance. It is the varsity aspect of VA-20052.

1) Color guard, drill teams and rifle/saber teams are the most visible part of the corps. Added emphasis is placed on appearance, attitude, attendance and performance.

2) Practices are conducted after school, and will be scheduled and supervised by the ASI or SASI.

8-10.1 Awareness Presentation Team (APT)

1) The APT is composed of three to five cadets selected by the SASI/ASI based on their academic standing, verbal skills, appearance, and attitude. This select group makes presentations at local middle and elementary schools, serving as role models for the students they visit.

2) APT Badges are awarded to APT members who make one or more presentations.

a. Presentations will be reviewed and pre-approved by the ASI or SASI prior to scheduling.

b. Visits to schools will be coordinated with the SASI or ASI, NSHS administration and counselors, and with the applicable principal(s).

2) Presentations are 3-7 minutes on drugs, dropping out of school, avoiding fights, etc.

d. Presentations are made without questions and answer sessions (those are reserved for the recruiting trips).

8-10.2 KITTY HAWK AIR SOCIETY (KHAS)
1. KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members’ knowledge of the Air Force role in aerospace.

2. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature.
   a. Eligibility: Cadets must have a 4.0 in AFJROTC and at least a cumulative grade point average of 3.5. Cadets must be nominated by a member of KHAS, ASI or SASI. KHAS members review nominations and make membership recommendations to the SASI for approval.
   b. Activities:
      a. Encourage academic excellence in the corps.
      b. Pursue leadership roles in the community service projects either by volunteering to be the project officer or by enthusiastically supporting the project(s).
      a. Undertake various projects as a means of furthering the corps understanding of the Air Force’s role in aerospace science education.

3. Active members are awarded the KHAS Badge.

8-10.4 MODEL AIRPLANE & ROCKETRY PROGRAM
1. The building of static, non-flying models that can be built from commercial kits. They are usually made from styrene plastic, although some wooden and paper kits are available.
2. The designing building and flying of model rockets that are made of paper, plastic, balsa wood or other suitable lightweight material. (Model rockets constructed in this manner are approved for use by AFJROTC members.) The model rocketry club will be organized I.A.W. AFJROTCI 36-2010, 2.4.2 and 2.4.2.1. The club commander and its officers will brief the SASI and ASI prior to any rocket launch. This is a new program and is slated to be offered in Second Semester, 2019.
3. Flight Simulators
   Advanced cadets will have opportunities to use the five flight simulators constructed and maintained by the cadet staff. Cadets enrolled in or who have completed AS 200, The Science of Flight and who are projected for enrollment in Advanced Honors Ground School, will use the flight simulators in class activities. They will also have opportunities to pursue advanced skills by “flying” the sims after school. Practices will be conducted after school, and will be scheduled and supervised by the ASI or SASI.

8-10.6 Quadcopters
   The STEM Quadcopter elective will be taught beginning second semester of each academic year, and will be an activity to which cadets in good standing can participate, as determined by the ASI. Activities include learning about quadcopters, learning the principles of flight, conducting quadcopter operations, and learning to maintain and repair quadcopters. Demonstrations and competitions may be conducted during the AY.

8-10.7 JLAB
   Cadets will be invited to participate in the annual JROTC Leadership Academic Bowl, a nationally recognized academic competition created exclusively for JROTC students. JLAB consists of a series of competitive online tests, completed by teams of cadet collaborating to determine answers to questions in timed responses. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity.

8-10.8 Marksmanship
To introduce air rifle marksmanship and the sport of shooting; to show how these activities fit into the JROTC program. Cadets learn discipline, patience, skill and safety in range firing activities. Using air rifles, cadets learn to fire at 10 meters distance. Competition firing in prone, standing, kneeling positions. First year cadets may not participate in marksmanship until Second Semester, and must complete an application and a safety course, as well as pay the marksmanship team fee, to begin to participate.

8-10.9 MILITARY BALL
A formal military dinner and dance for cadets and their guests, held once a year. Cadets wear formal uniform combinations and guests wear formal or semi-formal dress.
CHAPTER 9 – DEMILITARIZED RIFLES AND SABERS

9-1 CADET BEHAVIOR CRITERIA FOR RIFLES AND SABERS

The SASI must approve all cadets recommended by the drill team commander to handle rifles or sabers. Cadets who handle rifles or sabers must meet stringent conduct standards.

a. Cadets selected to be on the a team that uses rifles or sabers must understand that any violation of the behavior requirements (as covered in this Cadet Guide) is cause for immediate dismissal from the drill team. Other disciplinary actions may be taken depending on the severity of the infraction.

b. Cadet Behavior Requirements for Demilitarized Rifles.

1) All aggressive or threatening behavior with a rifle is strictly prohibited (pointing at someone, acting like you are sighting at people/targets/etc.).

2) Horseplay or irresponsible behavior with a rifle is strictly prohibited.

3) Cadets WILL NOT leave the supervision of AFJROTC staff when in possession of an AFJROTC rifle.

4) Only authorized cadets may handle sabers and only when permitted and supervised by the AFJROTC staff.

5) A rifle handled properly in a ceremony lends dignity and solemnity to an event. A rifle handled improperly detracts from the goals of the AFJROTC program.

c) Cadet Behavior Requirements for Sabers:

1) Sabers, handled properly in drill event or ceremony, lend dignity and solemnity to an event. A saber handled improperly is unsafe and detracts from the goals of the AFJROTC program.

2) Sabers will be used for certain drill team events or ceremonial purposes only.

3) Sabers are to be maintained with the factory dull, rounded edges; sharpening the blade is expressly prohibited.

4) Only AFJROTC staff will have access to stored sabers.

5) Only authorized cadets may handle sabers and only when permitted and supervised by the AFJROTC staff.

6) Cadets with sabers will be under constant supervision of the instructors.

7) Cadets selected to handle sabers understand that any violation of safety or behavioral standards is cause for immediate dismissal from the Saber Team. Other disciplinary actions may be taken depending on the severity of the infraction.

8) Any aggressive or threatening behavior with a saber is strictly prohibited.

9) Any horseplay or irresponsible behavior with a saber is strictly prohibited.
9-2 CONTROL & STORAGE OF DEMILITARIZED RIFLES AND SABERS

1. PHILOSOPHY: How well the corps manages its demilitarized rifles and sabers has a direct impact on the credibility of the AFJROTC program at NSHS. The emotional aspect and cost associated with these devices can cause any incident to receive a great deal of attention.

Demilitarized Rifles

1. Storage in under the direct supervision of the SASI/ASI. Rifles are stored in an Air Force approved storage cabinets, in a secure storage room within the storage room that only the SASI or ASI can open. Each container and storage room will have a separate and unique lock requiring three distinct keys to access these items.

2. Control of demilitarized rifles once removed from the storage cabinet will be the direct responsibility of the ASI or SASI. The ASI/SASI is assisted by the cadet’s drill team component commander or detail commander and the cadet(s) using the rifle(s). All parties must maintain constant visual surveillance of the demilitarized rifles until they are returned to the storage cabinet. This requirement also applies to transportation of the rifles.

Sabers

1. Storage is under the direct supervision of the ASI or SASI. Sabers are stored in a locked container in the secure storage area within the unit supply room that only the ASI or SASI can open.

2. Control of sabers once removed from the storage container will be the direct responsibility of the ASI or SASI assisted by the drill team component or detail commander and the cadet(s) using the saber(s). All parties must maintain constant positive control of the sabers at all times until they are returned to the storage container. This requirement also applies to transportation of the sabers.

Inventory. The ASI or SASI along with the drill team or detail commander will conduct an inventory at the beginning of each normal school day. Any time rifles or sabers are checked out, positive control must be maintained; an inventory must be re-accomplished at the end of any detail. Additionally, the DM Weapons/Saber Control Log must be properly annotated by the team/detail commander and the ASI or the SASI. The ASI or SASI will immediately notify the NSHS principal, district security and headquarters AFJROTC when any shortages are detected.

NOTE: all members of the corps have the responsibility to exercise positive control of demilitarized weapons and sabers. Cadets will report to the ASI or SASI any incident involving the loss of control of demilitarized rifles or sabers or any irresponsible behavior with them—to not do so is a violation of the Cadet Honor Code.
CHAPTER 10 – PHYSICAL FITNESS

10-1 HEALTH & WELLNESS CURRICULUM

a. Physical Fitness is an integral part (i.e. 10%) of the AFJROTC curriculum and is called the Health and Wellness Program.

b. Each cadet, with parental/guardian consent and if not prohibited because of a physical limitation, must complete and/or make-up all PT assignments. Failure to do so will result in a grade reduction. AFJROTC PT at NSHS are described and outlined in VA-20052 Forms 6, 7 and 8.

After an initial base-line test, cadets will be tested each grading period using the following exercises.

1) Sit-ups
2) Push-Ups
3) One-mile Run
4) Lunge
5) V-sit Reach

c. The Health & Wellness Program is an exercise program focused upon individual base-line improvements with the goal of achieving national standards calibrated to age and gender. The program is implemented throughout the year.

At the beginning of the semester, cadets are tested to establish base line physical conditioning. Thereafter, cadets participate in one-to-six of thirty-six exercises at least once a week. The exercises develop all muscle groups and provide anaerobic and aerobic intensity.

At the end of the semester, cadets will be tested again to ascertain improvements. Though this program, cadets are encouraged to improve their physical conditioning so that they can lead active, healthy lifestyles and experience the reward of self-improvement—and have fun.

For more info, cf. VA-20052 Forms 6, 7 and 8.
Badges/Insignia not listed here are unauthorized.
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

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

CADET ENLISTED RANK

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

Rank insignia not listed here is unauthorized.

The First Sergeant device is not authorized.
Enlisted Ranks will have no hat insignia on the flight cap.

The former officer flight cap emblem will not be worn on the flight cap.
Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*

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

Officers will wear rank insignia on the ABU cap.
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 ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ 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.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.
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 ½ to inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.
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 ½ 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).
11. Ground School Badge. See Note 15.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. Medals (regardless of what type) are not authorized for wear on this uniform.
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer’s left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.
1. *AFJROTC Command Patch* (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).

2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patch will be worn Velcro attached.


4. *Cadet Name Patch* (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be “CADET AFJROTC”.

5. **Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**

   * Flight patches may be purchased from a vendor using MilPer funds.
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 ½ 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-formal 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.
1. Berets. Solid Color, white, dark blue or black ONLY, with AFJROTC officer or enlisted rank insignia or mini-Hap Arnold Insignia. The former officer/enlisted flight cap emblem will not be worn on the beret.

2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.

3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. This does not apply to uniforms worn during regular uniform days.

4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, dark blue, or black only. These items will not be worn on regular uniform days.

5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Ascots will not be worn on regular uniform days.

6. Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.

7. Specialized unit rank/shoulder boards are not authorized.

8. Wrist bands are not authorized.

9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
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 ¾ inch stripe on the outside length of the pants, silver, dark blue, or black only. These items will not be worn on regular uniform days.

5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Ascots will not be worn on regular uniform days.

6. Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.

7. Specialized unit rank/shoulder boards are not authorized.

8. A ½ 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 ½ to 1 inch below left shoulder seam.
Attachment 7-16

Sample Uniform Pictures
Attachment 7-16

Sample Uniform Pictures

Local Purchased PFT Gear

FEDMALL Purchased Air Force PTG
3.1.2. Hair-Male.
Tapered appearance on both sides and the back of the head, both with and without headgear. A **tapered appearance** is one that when viewed from any angle outlines the member’s hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ½ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions. See Fig. 3.2 for sideburns, mustache and beard and for graphic examples of male hair standards.

3.1.2.1. 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 Fig. 3-1, orifice of the ear opening is at ref. point A.

3.1.2.2. Mustaches. Male Airmen may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Fig. 3-1, ref. points B, C, and D.

3.1.2.3. Beards. Beards are not authorized (exception in paragraph 3.1.2.3.1) unless for medical reasons, when authorized by a commander on the advice of a medical official. If commander authorizes, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance. Commanders and supervisors will monitor progress in treatment to control these waivers. If necessary for medical reasons, facial hair will be kept neat and conservative (moderate, being within required limits (not more than ¼ inch); not excessive or extreme), as defined by the local commander.
3.1.3. Hair-Female.

Minimum length is one inch, unless approved by the commander upon recommendation from a military treatment facility for medical reasons, to a maximum bulk of three inches from scalp. Hair will end above the bottom edge of collar and any side of an invisible line drawn parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention. Except in the physical training uniform (PTU), hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends. Bangs will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). Scrunches are not authorized. See Fig. 3.3 for women’s hair.

3.1.3.1. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a “rooster tail”; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.

3.1.3.2. Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings similar to the individual’s hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards in paragraph 3.1.3 above. Dreadlocks, (defined as long strands of hair that have been twisted closely from the scalp down to the tips; heavy matted coils of hair which form by themselves, eventually fusing together to form a single dread; or unkempt, twisted, matted individual parts of hair), shaved head, flat-tops and military high-and-tight cuts are not authorized hairstyles for female Airmen.

3.1.3.3. Hair color, highlights, and frosting will not be faddish and will be natural looking hair color for human beings, similar to the individual’s hair color (e.g. black, brunette, blond, natural red, and grey).
3.2. **Fingernails.** Male Cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman’s complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must be clean and well-groomed and not exceed ¼ inch in length beyond the tip of the finger; they must not interfere with the performance of duties.

3.3. **Cosmetics.** Male Cadets are not authorized to wear 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 distinctly contrast with their complexion, 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. Cosmetics will not be worn during field conditions.

3.5. **Body Piercing/Ornamentation**

3.5.1. In uniform on or off campus: With the exception of earrings for women (see paragraphs 6.3.1.1), 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).

3.5.2. In civilian attire on official duty during AFJROTC activities: With the exception of earrings for women (small gold, silver, pearl or diamond studs, 1 pair in lowest piercings), all members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to and/or through ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).

3.5.3. In civilian attire off duty on AFJROTC activities: With the exception of earrings for women (see paragraphs 6.3.1.1) and areas in and around military family and privatized housing, all Air Force members are prohibited from attaching, affixing and/or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).

3.5.4. 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. Waivers are not required for cadets with permanent yellow gold, white gold or platinum caps that were applied as a result of dental/medical necessity.

3.6. **Body Alteration/Modification.** Intentional alterations and/or modifications to a members body that result in a visible, physical effect that disfigures, deforms or otherwise detracts from a professional military image are prohibited. Examples of prohibited conduct include (but are not limited to) tongue splitting or forking, tooth filing, acquiring visible, disfiguring skin implants, and gouging [GAUGES] (piercing holes large enough to permit light to shine through.)
I am an Air Force JROTC cadet.

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

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

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

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me.

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

I am an Air Force Junior ROTC Cadet.

AIM HIGH! FLY! FIGHT! WIN!