SPRING VALLEY HIGH SCHOOL

Air Force Junior ROTC SC–064
Spring Valley High School

120 Sparkleberry Lane
Columbia, SC 29229

School Year 2026 - 2027

CADET HANDBOOK

2017 Distinguished Unit

2018-19 Distinguished Unit w/ Merit

2022 Distinguished Unit

2023 Distinguished Unit w/ Merit

[redacted]

Name / Flight: _____

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MEMORANDUM FOR ALL Cadets 8 Aug 2025

FROM: Senior Aerospace Science Instructor

SUBJECT: Welcome Letter

1. It is my pleasure to welcome you to Spring Valley AFJROTC. As Spring Valley's largest student organization, we will offer you the student/cadet a very diverse opportunity to pursue your passion, connect with like-minded people, and to practice and hone your leadership skills in an intense, goal-oriented environment that is designed to prepare you for a career after high school.

2. JROTC is unique in that it is a student-led organization. Students/cadets are responsible for the day-to-day management of each of our six classroom periods or flights. All cadets are expected to practice discipline and good judgment. Additionally, you will be challenged to not only strive for academic excellence, but become "other people-minded" as we continue to make a lasting impression in our community. Whether you want to go to college, or enlist in the military, or work as a civilian, you will be stretched as you demonstrate the values of the United States Air Force: integrity, service before self, and excellence in all we do.

3. The first step to your growth and development as a cadet, is to read and learn this cadet manual. It will serve as a terrific repository for you and help prepare you for success in SC-064. If you have a question or a concern, don´t hesitate to ask one of the cadet leaders or myself. I am very happy to be your Commander and Senior Aerospace Science Instructor, and I will work hard to gain your trust and respect as we begin this journey toward molding young students into great citizens for our country--I look forward to the journey!

Sincerely,

Gregory Perry

GREGORY PERRY, Major, USAF (ret)
Senior Aerospace Science Instructor

Chapter 1
Military/AFJROTC Information

1.1. **The Air Force Mission**: The mission of the United States Air Force is as follows:
"The mission of the United States Air Force is to fly, fight and win in air, space and cyberspace."

1.2. **The AFJROTC Mission**: The mission of the AFJROTC Program and SC-064 is as follows:
"Develop citizens of character dedicated to serving their nation and community"

1.3. **Core Values**: The Air Force bases the mission and vision on a shared commitment to three core values:
Integrity first, Service before self, Excellence in all we do

1.4. **Air Force Motto**
Aim High, Fly Fight, Win

1.5. **The Cadet Honor Code**
"I will not lie, cheat, or steal, nor tolerate anyone among us who does."

1.6. **The Airman's Creed**

I AM AN AMERICAN AIRMAN.
I AM A WARRIOR.
I HAVE ANSWERED MY NATION'S CALL.
I AM AN AMERICAN AIRMAN.
MY MISSION IS TO FLY, FIGHT, AND WIN.
I AM FAITHFUL TO A PROUD HERITAGE,
A TRADITION OF HONOR,
AND A LEGACY OF VALOR.
I AM AN AMERICAN AIRMAN.
GUARDIAN OF FREEDOM AND JUSTICE,
MY NATION'S SWORD AND SHIELD,
ITS SENTRY AND AVENGER.
I DEFEND MY COUNTRY WITH MY LIFE.
I AM AN AMERICAN AIRMAN.
WINGMAN, LEADER, WARRIOR.
I WILL NEVER LEAVE AN AIRMAN BEHIND,
I WILL NEVER FALTER,
AND I WILL NOT FAIL.

1.7. **Air Force Junior ROTC Cadet Creed**

I am an Air Force Junior ROTC 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.

1.8. **The Air Force Song**

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

1.9. **The National Anthem**
Oh say can you see! By the dawn's early light What so proudly we hailed At the twilight's last gleaming Whose broad stripes and bright stars Through the perilous fight O'er the ramparts we watched,were so gallantly streaming? And the rockets red glare, the bombs bursting in air! Gave proof through the night, that our flag was still there. Oh say does that star spangled banner yet wave! For the land of the free and the home of the brave

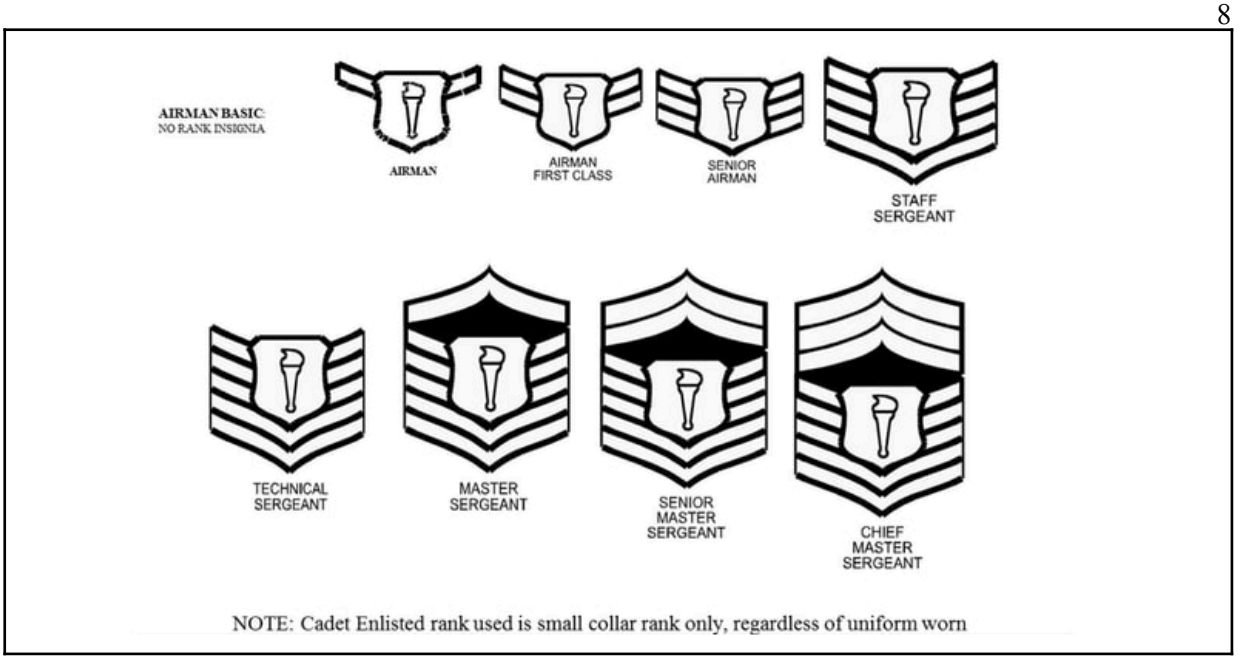
1.10. **The Seven Cadet Responses**	
1. Yes, Sir/Ma'am	2. No, Sir/Ma'am
3. No excuse, Sir/Ma'am	4. Sir/Ma'am, I do not know.
5. Sir/Ma'am, I do not understand.	6. Sir/Ma'am, may I ask a question?
7. Sir/Ma'am, may I make a statement?	

1.11. **AFJROTC Chain of Command**
President of the United States Secretary of Defense Secretary of the Air Force Air Force Chief of Staff Chief Master Sgt. of the Air Force Commander, Air Education and Training Command Commander, Air University Commander, Holm Center

Commander, Air Force Reserve Officer Training Corps Commandant, Officer Training School Director, Air Force Junior Reserve Officer Training Corps Senior Aerospace Science Instructor Cadet Group/Squadron/Flight Commander

1.12. **Air Force Junior ROTC Abbreviations**
1.12.1. **USAF** - United States Air Force
1.12.2. **AFJROTC** - Air Force Junior Reserve Officer Training Corps
1.12.3. **AS** - Aerospace Science
1.12.4. **ASI** - Aerospace Science Instructor
1.12.5. **SASI** - Senior Aerospace Science Instructor
1.12.6. **PT** - Physical Training
1.12.7. **NCO** - Non-Commissioned Officer

1.13. **Air Force Junior ROTC Ranks**
CADET OFFICER RANK   NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.
CADET ENLISTED RANK



1.14. **<u>Air Force Junior ROTC Reporting Procedures.</u>** The procedures for reporting in for a Review Board, Promotion Board, or after a specific request are as follows:

1.14.1. Cadet knocks twice on the door and states "Cadet (state cadet's rank and name) reporting in for (state purpose) (or "as ordered")" with a salute.

1.14.2. The cadet waits for the salute to be returned and permission to enter to be granted.

1.14.3. The cadet does not sit unless invited to by the senior cadet.

1.14.4. To report out the cadet renders a salute and asks, "Permission to be dismissed, Sir/Ma'am?". If permission is granted, the cadet marches out of the room.

Chapter 2
The AFJROTC PROGRAM

2.1. **The AFJROTC Mission**
"Develop citizens of character dedicated to serving their nation and community"

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

2.3. **Admission of Students.** (AFJROTCI 36-2001, par. 3.5.0. & 3.5.3) To be eligible for membership and continue in the AFJROTC program each student must be:

2.3.1. Physically fit (qualified for physical education in the school)

2.3.2. In a grade above the 8th grade.

2.3.3. A citizen or national of the United States or an alien admitted for permanent residence.

2.3.4. Enrolled in and attended a regular course of instruction in the school.

2.3.5 Selected by the Senior Aerospace Science Instructor (SASI) with the approval of the principal designated representative.

2.4. **Disenrollment.** A cadet may be disenrolled for:

2.4.1. Failure to maintain acceptable standards.

2.4.2. Inaptitude or indifference to training.

2.4.3. Discipline reasons.

2.4.4. Undesirable character traits

2.4.5. Failure to remain enrolled in school.

2.4.6. Individual request.

2.4.7. Any other reason deemed appropriate by the principal and SASI.

2.4.8. If the above requirements are not met, the following actions will be taken:

2.4.8.1. AFJROTC instructors will notify parents in writing and will write a discipline notice to administrators.

2.4.8.2. If the problem continues, JROTC instructors will counsel the student, contact parents again and write a discipline notice to administrators.

2.4.8.3. If student conduct does not improve, the administration, along with the AFJROTC instructor, will consider the student for disenrollment.

2.5. **Academic Credit.** Each cadet will receive one full credit toward graduation or each full year of the AFJROTC program successfully. Under *Block Scheduling* each semester is considered a full year. One credit of AFJROTC may be used as a substitute for the Physical Education credit required by the South Carolina Department of Education.

2.5.1. **Student Evaluation.** Cadets are evaluated on a number of different items to arrive at the overall grade. The items evaluated and the weight of each is as follows:

2.5.1.2. **Academic.** These subjects are normally taught two days each week by the Senior Aerospace Instructor (SASI). Grades are determined by tests, class projects, individual projects, reports, and homework. The grades will be averaged for nine-week periods and will constitute 60 percent of the total AFJROTC grade.

2.5.1.3. **Leadership.** This subject is normally taught two days each week by ASI. Grades are determined by tests, individual projects, reports, and homework. Leadership grades will constitute 40 percent of the total AFJROTC grade. However, because of the varied content of leadership, it is important to understand what is considered. The following items make up the Leadership Grade:

2.5.1.3.1. Classes on fundamentals of leadership, history of military customs, military ceremonies, courtesy, and traditions.

2.5.1.3.2. Drill performance and command of drill based on actual performance and participation in individual and group movements.

2.5.1.3.3. **Wear of the Uniform.**

2.5.1.3.3.1. Each cadet is required to wear the uniform one day each week that is scheduled during the school year.

2.5.1.3.3.2. A student who fails to wear their uniform due to an excused absence must wear their uniform on the day they return. Exceptions may only be rewarded by the SASI or ASI.

Failure to make up the uniform grade results in a permanent grade of zero (0) for that week. Cadets will be graded on their appearance in uniform as determined by a formal personal inspection.

2.5.1.4. **Physical Training.** This subject is led once a week by the flight leaders. Cadets are graded on their participation, attitude, and wear of PT gear.

2.5.1.4.1. PT gear consists of the following:

2.5.1.4.1.1. Dress code appropriate athletic shoes.

2.5.1.4.1.2. Dress code appropriate athletic shorts or sweatpants.

2.5.1.4.1.3. Dress code appropriate athletic shirt or sweatshirt.

2.5.1.4.2. USAF PT gear is distributed at the start of each academic year or block free of charge. Cadets are expected to wear this uniform each week.

Chapter 3
CADET CORPS

3.1. **Cadet Corps Organization.** The South Carolina 64th Air Force Junior ROTC Group will be organized as specified in AFJROTC 36-2001 par. 3.9. The organizational structure will consist of a Group Commander and a staff as depicted by Attachment 1.

3.2. **Division of the Staff**. To establish the most productive structure and organization of leadership within SC-064, the staff has been divided into five main sectors: Senior Leadership Staff, Operations Squadron, Special Teams Squadron, Aerospace Squadron, and Mission Support Squadron. The following are descriptions of each sector and their duties.

3.2.1. **Senior Leadership Staff.** The Senior Leadership Staff consists of the top five cadets that oversee the four squadrons. These include the Group Commander, Deputy Group Commander, Operations Officer, Executive Officer, and Command Chief. The Senior Leadership Staff will execute the following:

3.2.1.1. Present and Display the highest moral character of the corps.

3.2.1.2. Maintain control and oversight of both leadership staff and the rest of the corps.

3.2.1.3. Handle disciplinary actions within the corps.

3.2.1.4. Oversee and plan all corps events unless delegated to another staff member.

3.2.1.5. Report to the SASI about the overall welfare of the corps.

3.2.1.6. Appoint new staff members for the following years and when necessary.

3.2.1.7. Hold Disciplinary/Review Boards for cadets as needed.

3.2.2. **Operations Squadron.** The Operations Squadron commands the instruction of cadets within the classroom. The squadron is responsible for the following:

3.2.2.1. Assisting the SASI in the instruction of the cadets.

3.2.2.2. Teaching and enforcing the rules and regulations of SC-064.

3.2.2.3. Developing the leadership skills of cadets during the instructional period.

3.2.2.4. Handling discipline and order within the classroom.

3.2.2.5. Grading cadets on cadet distributed tests, quizzes, assignments, and inspecting uniforms.

3.2.3. **Special Teams Squadron.** The Special Teams Squadron directly supervises all leadership development requirement activities. The squadron is responsible for the following:

3.2.3.1. Overseeing and handling all leadership development requirement activities.

3.2.3.2. Managing the leadership development teams' competitions.

3.2.3.3. Creating a rich learning environment for all cadets involved with any special teams and/or leadership development requirements.

3.2.3.4. Promoting cadets' involvement in the corps through co-curriculars.

3.2.4. **Mission Support Squadron.** The Mission Support Squadron runs the logistical and day to day internal operations of the corp. It is responsible for the following:

3.2.4.1. Overseeing and handling the corps day to day operations.

3.2.4.2. Managing all internal affairs of the corps.

3.2.4.3. Aiding the corps to reach our yearly unit goals.

3.2.5. **Aerospace Squadron.** The Aerospace Support Squadron handles all matters that create a positive and enduring image of the school and JROTC in the community. It is responsible for the following:

3.2.5.1. Ensuring all matter of the corps is publicized through all available social media

3.2.5.2. Ensuring all events and programs are documented for posterity

3.2.5.3. Managing all community service projects including yearly calendar, cadet participation, and tracking of hours served

3.2.5.4. Planning all major events and curriculum in action trips to include managing the yearly calendar of events to number of cadets for each trip to completing all associated documentation.

3.3. **Command and Staff Functions.** Following are the duties and responsibilities of the command and staff functions within the corps of cadets:

3.3.1. **Group Commander.** The Cadet Group Commander must be the most outstanding cadet in the corps. He/She is responsible for:

3.3.1.1. The appearance, discipline, efficiency and conduct of the entire cadet corps.

3.3.1.2. Ensuring that every member of the corps has the equal chance to develop as a leader according to their ability.

3.3.1.3. The accomplishment of all corps programs and missions as outlined in AFJROTC 36-2001 and this manual.

3.3.1.4. Managing the cadet corps activities according to Air Force principles and procedures and those outlined in this manual.

3.3.1.5. Personally commanding the corps during parades, reviews, etc.

3.3.1.6. Representing the AFJROTC on the school inter-club council.

3.3.1.7. Conducting a formal staff meeting at least once each month.

3.3.1.8. Posting information in a cadet read file. The read file must be signed by all staff officers

3.3.2. **Deputy Group Commander.** The Cadet Deputy Group Commander is the principal assistant and advisory to the Group Commander. Responsibilities consist of:

3.3.2.1. Assuming command of the group during the absence of the Group Commander.

3.3.2.2. Enforcing the decisions and directions of the Group Commander

3.3.2.3. Ensuring that the staff is properly organized, working as a team, and engaged in planning future activities for the group.

3.3.2.4. Ensuring all cadets meet standards set forth in AFI 36-2903 Military Dress and Appearance guide by establishing an Inspector General Team to evaluate and report on standards compliance.

3.3.2.5. Leading the promotion process by chairing all officer promotion fitness interviews

3.3.2.6. Acting as President of the Cadet Review Board, to include selection of the members.

3.3.3. **Operations Officer.** The Cadet Operations Officer is primarily concerned with completion of the unit mission. He/She is responsible for:

3.3.3.1. Assuming command of the group during the absence of the commander & deputy commander.

3.3.3.2. Planning, coordinating, and scheduling co-curricular activities.

3.3.3.3. Scheduling all parades, reviews, retreats, and similar types of public appearances.

3.3.3.4. Training and scheduling all cadet recruiting teams

3.3.3.5. Supervising the Mission Support Squadron, the Special Teams Squadron, the Aerospace Squadron, and the Operations Squadron.

3.3.4. **Executive Officer.** The cadet executive officer assists the Group commander with daily and Corps activities. Responsibilities consist of:

3.3.4.1. Planning and organizing assigned cadet corps activities.

3.3.4.2. Representative for co-curricular activities involving other JROTC units.

3.3.4.3. Supervising the execution of activities to ensure that the corps upholds the procedures outlined in this manual.

3.3.4.4. Coordination of plans with cadet staff officers

3.3.5. **Command Chief.** The CCM is the senior NCO cadet in the corps. He/She reports to the Deputy Group Commander on all matters concerning the enlisted members of the group. He/She is responsible for:

3.3.5.1. Reviewing weekly status report sheets turned in by staff.

3.3.5.2. Handling all issues among enlisted grade cadets.

3.3.5.3. Assisting the cadet group commander and deputy commander in the administration and operation of the group.

3.3.5.4. Advising the flight sergeants and enlisted cadets in a monthly meeting.

3.3.6. **Operations Squadron Commander.** The Operations Squadron Commander is the leader of all flight commanders and flight sergeants. The Operations Squadron Commander is reported to the Operations Officer and manages the Operations Squadron. He/She is responsible for:

3.3.6.1. Ensuring the efficiency of the Flight Commanders and Flight Sergeants

3.3.6.2. Conducting Flight Commander meetings, as necessary.

3.3.6.3. Executing Cadet of the Quarter for all flights.

3.3.6.4. Ensuring Winter Days totals are accounted for each flight.

3.3.6.5. Ensuring all flights are advised on events, activities, and information needed to maintain the efficiency of the unit.

3.3.6.6. Consolidating data from each flight to decide, approve, and finalize all Recognition Awards.

3.3.7. **Flight Commander.** The Cadet Flight Commander is the class leader to manage the classroom. He/She is concerned with the leadership, training, and discipline of his/her flight. He/she is responsible for:

3.3.7.1. Maintaining the appearance, discipline, efficiency, training, and conduct of the flight.

3.3.7.2. Planning and coordinating activities within the flight.

3.3.7.3. Recommending the top cadets within the flight for awards and recognition to the squadron commander. Recommendations for cadets of the quarter are to be made before the end of each quarter for each AS level in the flight.

3.3.7.4. Recording all cadet participation in corps activities including Curriculum in Action Field Trips, Esprit de Corps activities, and co-curriculars.

3.3.7.5. Reporting cadet information to the Personnel Officer to input into the Wings program.

3.3.7.6. Coordinating with the Personnel Officer once a week to ensure that cadet data is up to date.

3.3.7.7. Presenting cadets with ribbons as needed.

3.3.8. **Flight Sergeant.** The Flight Sergeant is the first line supervisor of the flight. He/She reports to the Flight Commander, the First Sergeant, then the Command Chief. He/She is responsible for:

3.3.8.1. Keeping order and discipline within the flight at all times.

3.3.8.2. Assuming command of the flight in the absence of the flight commander.

3.3.8.3. Assisting in leadership and drill training for individual cadets.

3.3.8.4. Assisting the Flight Commander in his/her duties as needed.

3.3.8.5. Serving as the main behavioral counselor for the cadets of his/her respective flights.

3.3.9. **Special Teams Squadron Commander.** The Special Teams Squadron Commander is the manager of all teams in the unit and oversees the Special Teams Squadron.The Special Teams Squadron Commander reports to the Operations Officer he/she is responsible for:

3.3.9.1. The Academic Bowl Team, Aerospace, the Color Guard, the Drill Team, the Kitty Hawk Air Honor Society, The Raider Team, Stellar Xplorer and Saber teams.

3.3.9.2. Coordinating cadet group activities

3.3.9.3. Keeping the Operations Officer up to date on activities and information.

3.3.9.4. Coordinating staff meetings for the Special Teams Squadron.

3.3.10. **Aerospace Officer.** This position may be assigned as an additional duty. The Aerospace Officer is in charge of the Aerospace co-curricular and should be experienced in building and flying model rockets and/or airplanes. The Aerospace Officer reports to the Special Teams Commander. He/She is thoroughly familiar with the aircraft simulators. Responsibilities include:

3.3.10.1. Familiarizing cadets with the use and operation of the simulator.

3.3.10.2. Scheduling the use of the simulator for all cadets authorized to use the simulator.

3.3.10.3. Developing activities or programs to encourage cadets to use the simulator.

3.3.10.4. Teaching, demonstrating, and ensuring proper operation of the school assigned drone.

3.3.10.5. Ensuring that the simulator is not abused by any cadet and is properly secured after each use.

3.3.10.6. Conduct all meetings of the club and develop programs to encourage cadets to become members.

3.3.10.7. Keep a record of progress of each cadet in the club and also appoint all cadets to their jobs within the club.

3.3.10.8. Personally check all model rockets and aircraft before each launch to ensure that they meet all safety standards.

3.3.10.9. Schedule meetings as needed.

3.3.11. **Kitty Hawk Air Society Officer.** The Kitty Hawk Air Society (KHAS) is a nationally recognized honor society for AFJROTC cadets. The KHAS Officer must be a member of the society and elected as president of the society by its members. He/She reports to the Special Teams Squadron Commander and has the following duties:

3.3.11.1. Conduct meetings of the society at least once each month

3.3.11.2. Develop programs to qualified cadets to join for membership

3.3.11.3. Plan activities to promote fellowship within the society

3.3.11.4. Ensure that the society meets its obligations accepted under the "*Adopt-A-Highway"* program

3.3.11.5. Organize and conduct monthly volunteering events.

3.3.11.6. Coordinating service events with the Community Service Officer to guarantee that each KHAS member has the volunteering opportunities to meet the KHAS membership standards.

3.3.12. **Academic Bowl Team Commander.** The Academic Bowl Team Commander commands the unit's Academic Bowl Team. He/She reports to the Special Teams Commander and has the following duties:

3.3.12.1. Ensure that the SASI has registered the team for all competitions at least a month prior to the competition date.

3.3.12.2. Pick team members in coordination with the Operations Officer and the Special Teams Squadron Commander.

3.3.12.3. Establish training and competition dates.

3.3.12.4. Ensure computers and smart boards are operational for each practice and competition.

3.3.12.5. Provide a written report to the Special Teams Commander after each competition is completed.

3.3.12.6. Assist the First Sergeant and CCM in distributing academic tests for basic cadets.

3.3.13. **Stellar Xplorers Commander.** The StellarXplorers Commander is in charge of the unit's Stellar Xplorers Team. He/She reports to the Special Teams Commander and has the following duties:

3.3.13.1. Ensure that the SASI has registered the team for competitions.

3.3.13.2. Pick team members in coordination with the Operations Officer and the Special Team Squadron Commander and with approval from the SASI.

3.3.13.3. Establish training and competition dates.

3.3.13.4. Ensure the computer and smartboard are operational for each practice and competition.

3.3.13.5. Provide a written report to the Special Teams Commander after the competition is completed.

3.3.14. **Raider Team Commander.** The Raider Team Commander is in charge of the unit's Raider Team. He/She is responsible to the Special Teams Commander and has the following duties:

3.3.14.1. Responsible for the training of the Raider cadets.

3.3.14.2. Responsible for the upkeep of the Raider equipment.

3.3.14.3. Teach cadets basic first aid procedures and casualty care and be informed themselves.

3.3.14.4. Teach cadets the basics of ropes, knot tying, rope bridge building, and rappelling.

3.3.14.5. Prepare and lead cadets through Raider Team competitions.

3.3.14.6 **Drill Team Commander**

3.3.14.6.1 Responsible for the training of the Drill Team cadets

3.3.14.6.2 Develops and perfects both regulation and exhibition routines

3.3.14.6.3 Responsible for the upkeep of the Drill Team equipment

3.3.14.6.4 Prepare and lead cadets through Drill Team competitions

3.3.14.7 **Color Guard Commander**

3.3.14.7.1 Responsible for the training of the Color Guard cadets

3.3.14.7.2 Responsible for the upkeep of the Color Guard equipment

3.3.14.7.3 Coordinate with school officials to plan and participate in sponsored or volunteer events

3.3.14.7.4 Select a group of cadets to be held responsible for the raising and lowering of the state and national flag every school day.

3.3.14.8 **Sabre Team Commander**

3.3.14.8.1 Responsible for the training of all Sabre Team Cadets

3.3.14.8.2 Responsible for upkeep of all Sabre equipment

3.3.14.8.2 Responsible for coordinating all Sabre team events including but not limited to: Homecoming, Military Ball, etc.

3.3.15. **Mission Support Squadron Commander.** The Mission Support Officer is the manager of internal affairs for the corps. The Mission Support Officer reports to the Operations Officer and commands the Mission Support Squadron. He/she is responsible for:

3.3.15.1. Ensuring proper maintenance of administrative and personnel files.

3.3.15.2. Taking roll and recording the proceedings of staff meetings

3.3.15.3. Holding Mission Support Squadron meetings once every month.

3.3.15.4. Ensuring adequate controls are established for proper accounting of money

3.3.15.5. Learning the responsibilities and procedures of each functional area

3.3.15.6. Making sure all classroom boards are up to date

3.3.15.7. Managing the duties of the Mission Support Squadron.

3.3.16. **Health and Wellness Officer/NCO.** The Wellness Officer reports to the Mission Support Squadron Commander. Responsibilities include:

3.3.16.1. Representing the cadet at school intramural athletic planning meetings.

3.3.16.2. Organizing cadet corps teams to participate in school intramural events.

3.3.16.3. Acting as a “coach” or manager of cadet corps teams entered in intramural events.

3.3.16.4. Develop plans for competitive events between flights within the cadet corps.

3.3.16.5. Establishing a cadet physical fitness program.

3.3.16.6. Scheduling times and dates for physical fitness tryouts so cadets may earn the AFJROTC Physical Fitness Ribbon and notifying the Personnel Officer when a cadet has met all requirements for the award.

3.3.16.6.1. Requirements can be found in section 5.7.55.

3.3.16.7. Consolidating and managing the PT Test results from each flight to chart improvement for the unit goals.

3.3.17. **Logistics Officer/NCO.** The Cadet Logistics Officer is concerned with equipment, uniforms and supplies. He/She reports to the Mission Support Squadron Commander and is responsible for:

3.3.17.1. Assisting the ASI in issue, inspection, inventory, and turning in of uniforms and equipment.

3.3.17.2. Briefing the Deputy Commander on any supply problems.

3.3.17.3. Issuing and exchanging insignias of rank with cadets and arranging ribbons earned by cadets on appropriate ribbon bars.

3.3.17.4. Keep the supply room in inspection order, limit cadets to authorized personnel only.

3.3.17.5. Requesting supplies when inventory is low.

3.3.18. **Personnel Officer/NCO.** The Personnel Officer is concerned with the record keeping of all unit cadets. He/She reports to the Mission Support Squadron Commander is responsible for:

3.3.18.1. Creating and maintaining a personnel file for each cadet.

3.3.18.2. Coordinating award presentations .

3.3.18.3. Posting all cadet promotions/awards/personal achievements

3.3.18.4. Input of information into the WINGS computer system.

3.3.18.5. Working with the Logistics Officer and flight leaders to make sure all information is updated.

3.3.18.6. Updating wellness information.

3.3.18.7. Coordinating with flight leaders one a week to update cadet data.

3.3.19. **Morale Welfare and Recreation Officer/NCO.** The Morale Welfare and Recreation Officer promotes a sense of spirit and community within the corps. He/she reports to the Mission Support Squadron Commander and does the following:

3.3.19.1. Promote esprit de corps and AFJROTC spirit at unit events and activities.

3.3.19.2. Organizes and conducts a fun activity for cadets of the corps once every nine weeks to foster a greater sense of Esprit de Corps and build the bonds between cadets.

3.3.19.3. Coordinating with the Operations Squadron Commander, he/she presents the flights with monthly recognition awards including Honor Flight (see section 5.3.16.5).

3.3.20. **Building Management Officer.** The Building Management is concerned with general upkeep of the building. He/She reports to the Mission Support Squadron Commander and is responsible for:

3.3.20.1. The daily upkeep and maintenance of the building.

3.3.20.2. Maintaining appearance and efficiency of the building.

3.3.20.3. Restoring building and areas back to their original state after cadet activities and events.

3.3.21. **Aerospace Squadron Commander.** The Aerospace Squadron Commander is the manager of external affairs for the corps. The Aerospace Officer reports to the Operations Officer and commands the Aerospace Squadron. He/she is responsible for:

3.3.21.1. Taking roll and recording the proceedings of staff meetings

3.3.21.2. Holding Aerospace Squadron meetings once every month.

3.3.21.3. Learning the responsibilities and procedures of each functional area

3.3.21.4. Making sure all classroom boards are up to date

3.3.21.5. Managing the duties of the Aerospace Squadron.

3.3.21.6. Ensuring the maintenance of the corps online presence

3.3.21.7. Ensuring adequate documentation for all corps events

3.3.22. **Public Affairs Officer.** The Public Affairs Officer reports to the Mission Support Squadron Commander and is responsible for:

3.3.22.1. Writing news articles concerning activities of cadets and cadet corps for publication in the ROTC Website.

3.3.22.2. Submitting properly coordinated and approved press releases to all appropriate media.

3.3.22.3. Providing videos and media for corps functions.

3.3.22.4. Posting current information concerning corps activities on corps social media.

3.3.22.5. Attending corps functions and keeping record through photo and video.

3.3.23. **Historian.** The Historian maintains the documents of the Corps history and achievements. He/She reports to the Aerospace Squadron Commander and hold the responsibilities of:

3.3.23.1. Recording historical information and data pertaining to Corps activities.

3.3.23.2. Documentation of historical activities, achievements, and special interest items in the Corp.

3.3.23.3. Updating and maintaining the corp scrapbook.

3.3.24. **Event Planner.** The event Planner assists with the organization and coordination of CIA activities and events. He/She reports to the Aerospace Squadron Commander and is responsible for:

3.3.24.1. The appearance, discipline, efficiency and conduct of all cadets during CIA trips

3.3.24.2. Recording and recovering all cadets documentation pertaining to safety and wellness for future CIA trips

3.3.24.3. Organization of management of Cadets during CIA Trips

3.3.25. **Community Service Officer.** The Community Service Officer manages the corps' community service involvement and volunteering. His/her duties entail:

3.3.25.1. Promoting the value of Community Service throughout the corps and inspiring a desire to serve

3.3.25.2. Managing all community service hours served submitted by flight leaders

3.3.25.3. Organizing a community service event once a month to guide the unit toward their community service hour goal

3.3.26. **Cadet Appointment and Rotation.** The SASI will select the Cadet Group Commander, Deputy Group Commander, Operations Officer, and the Flight Commanders. The Group Commander and Deputy Commander will then select the staff officers and NCOs after a personal interview. These individuals must be approved for staff by the SASI.

3.3.26.1. Cadet promotions of staff positions must be made in coordination with the progression of the cadet's educational grade and age. Position promotions are granted in such a manner that a cadet will experience and increase responsibility and leadership.

3.3.26.2. Rotation of staff positions may be made at the end of each school year. However, extenuating circumstances may make it necessary to keep certain cadets in specific positions for only one semester.

3.3.26.3. Special promotions of positions may be made at any time in order to fill a need or to recognize special merit.

3.4. **Promotions and Demotions.** Rank promotions are used to motivate cadets to continuously work hard and feel rewarded.

3.4.1. Avoid promoting cadets to maximum authorized rank too quickly to ensure proper progression and promotion opportunities. Whereas, demotion is warranted when cadets do not produce and they become ineffective. Demotions are used as a last resort.

3.4.2. **Promotion Requirements.** The following are the requirements for promotions to each rank, however, the SASI reserves the right to grant exceptions whenever he/she deems necessary:

3.4.2.1. **Cadet Airman Ranks.** The following are the requirements for the promotion to ranks of Cadet Airman through Cadet Senior Airman:

3.4.2.1.1. **Cadet Airman.** The following requirements must be met to reach the rank of Cadet Airman:

3.4.2.1.1.1. Ability to execute all stationary movements.

3.4.2.1.1.2. Knowledge of the following items from the Cadet Manual:

3.4.2.1.1.2.1. The AFJROTC Mission.

3.4.2.1.1.2.2. The AFJROTC Objective.

3.4.2.1.1.2.3. The Air Force Core Values.

3.4.2.1.1.2.4. The Air Force Motto.

3.4.2.1.1.2.5. The Cadet Honor Code.

3.4.2.1.1.2.6. The Air Force Song.

3.4.2.1.1.2.7. The National Anthem.

3.4.2.1.1.2.8. The Seven Basic Cadet Responses.

3.4.2.1.1.2.9. The AFJROTC Abbreviations.

3.4.2.1.1.2.10. Air Force Active Duty Ranks and AFJROTC Ranks.

3.4.2.1.1.2.11. SC-064 Chain of Command.

3.4.2.1.1.2.12. Classroom Rules and Regulations (see section 4.2).

3.4.2.1.1.2.13. Uniform wear regulations (see section 5.2).

3.4.2.1.1.3. Relative knowledge of the entire Cadet Manual.

3.4.2.1.1.4 Recommendation from flight leaders.

3.4.2.1.3. **Cadet Senior Airman.** The following requirements must be met to reach the rank of Cadet Senior Airman:

3.4.2.1.3.1. All requirements for Cadet Airman.

3.4.2.1.3.2. Passing the JROTC class with a grade of 85% or higher.

3.4.2.1.3.3. Participation in three community service events.

3.4.2.1.3.4. Basic knowledge of the 30 Step Drill Sequence.

3.4.2.1.3.5. Knowledge of all drill movements.

3.4.2.1.3.6. Recommendations from flight leaders.

3.4.2.2. **Cadet Noncommissioned Officers Ranks.** The following are the requirements for the promotion to ranks of Cadet Staff Sergeant to Cadet Chief Master Sergeant:

3.4.2.2.1. **Cadet Staff Sergeant.** The following requirements must be met to reach the rank of Cadet Staff Sergeant:

3.4.2.2.1.1. All requirements for Cadet Airman.

3.4.2.2.1.2. Passing the JROTC class with a grade of 85% or higher.

3.4.2.2.1.3. Participation in five community service events.

3.4.2.2.1.4. Ability to command the 30 Step Drill Sequence with a grade of 70% or higher.

3.4.2.2.1.5. Earned a score of 100 on any five uniform inspections.

3.4.2.2.1.6. Recommendations from flight leaders.

3.4.2.2.2. **Cadet Technical Sergeant.** The following requirements must be met to reach the rank of Cadet Technical Sergeant:

3.4.2.2.2.1. Requirements for AS100 Cadets:

3.4.2.2.2.1.1. All requirements for Cadet Staff Sergeant.

3.4.2.2.2.1.2. Correct execution of Reporting In and Out Procedures (see section 1.14).

3.4.2.2.2.1.3. A NCO or flight sergeant position on Leadership Staff for their ASII year.

3.4.2.2.2.2. Requirements for AS200 Cadets:

3.4.2.2.2.2.3. All requirements for Cadet Staff Sergeant.

3.4.2.2.2.2.4. Correctly execute Reporting In and Out Procedures.

3.4.2.2.2.2.5. Approval from the SC-064 Promotion Board.

3.4.2.2.3. **Cadet Master Sergeant.** The following requirements must be met to reach the rank of Cadet Technical Sergeant:

3.4.2.2.3.1. Must be an AS200 cadet.

3.4.2.2.3.2. Passing the JROTC class with a grade of 90% or higher.

3.4.2.2.3.3. Earned the Service Award Ribbon

3.4.2.2.3.4. Approval from the SC-064 Promotion Board for C/MSgt.

3.4.2.2.4. **Cadet Senior Master Sergeant.** The rank of Cadet Senior Master Sergeant should only be granted to cadets of superior performance.

3.4.2.2.5. **Cadets Chief Master Sergeant.** The rank of Cadet Chief Master Sergeant is reserved for the Command Chief Master sergeant and should only be granted to cadets of that position. Exceptions can be granted by the SASI.

3.4.2.3. **Cadet Officer Ranks.** The following are the requirements for the promotion to ranks of Cadet 2nd Lieutenant to Cadet Colonel:

3.4.2.3.1. **Cadet 2nd Lieutenant.** The following requirements must be met to reach the rank of Cadet 2nd Lieutenant:

3.4.2.3.1.1. Passing the JROTC class with a grade of 90% or higher.

3.4.2.3.1.2. Served 15 community service hours through the corps.

3.4.2.3.1.3. Must have a job position on SC-064 Leadership Staff.

3.4.2.3.1.4. Approval from the SC-064 Promotion Board for C/2d Lt.

3.4.2.3.2. **Cadet 1st Lieutenant.** The following requirements must be met to reach the rank of Cadet 1st Lieutenant:

3.4.2.3.2.1. Passing the JROTC class with a grade of 90% or higher.

3.4.2.3.2.2. Served 15 community service hours through the corps.

3.4.2.3.2.3. Must have a job position on SC-064 Leadership Staff.

3.4.2.3.2.4. Approval from the SC-064 Promotion Board for C/1st Lt.

3.4.2.3.3. **Cadet Captain.** The following requirements must be met to reach the rank of Cadet Captain:

3.4.2.3.3.1. Passing the JROTC class with a grade of 90% or higher.

3.4.2.3.3.2. Served 25 community service hours through the corps.

3.4.2.3.3.3. Must have a job position on SC-064 Leadership Staff.

3.4.2.3.3.4. Approval from the SC-064 Promotion Board for C/Capt.

3.4.2.3.4. **Cadet Major.** The following requirements must be met to reach the rank of Cadet Captain:

3.4.2.3.4.1. Passing the JROTC class with a grade of 90% or higher.

3.4.2.3.4.2. Served 25 community service hours through the corps.

3.4.2.3.4.3. Must have a job position on SC-064 Leadership Staff.

3.4.2.3.4.4. Approval from the SC-064 Promotion Board for C/Maj.

3.4.2.3.5. **Cadet Lieutenant Colonel.** The rank of Cadet Lieutenant Colonel is reserved for the Deputy Group Commander and the Group Commander and should only be granted to cadets of that position. Exceptions can be granted by the SASI.

3.4.2.3.6. **Cadet Colonel.** The rank of Cadet Colonel is reserved for the Deputy Group Commander and the Group Commander and should only be granted to cadets of that position. Exceptions can be granted by the SASI.

3.4.3. **Frequency of Promotions.** Promotions Tests and promotion boards are offered at the end of every nine weeks.

3.4.3.1. Exceptions are made for early testing by formal recommendations from flight commanders for promotions to ranks below staff sergeant. Exceptions are also granted to promotions made in correlation with a promotion in position.

3.4.4. **Promotion Ineligibility.** A student who received an F in ROTC academics, conduct, or in leadership is not eligible for promotion during the promotion cycle in which such grade was received. A student who has not paid for fundraising items is not eligible for promotion until the items are paid.

3.4.4.1. Cadet Officers who do not clear their accounts within 2 weeks after completion of a fundraising activity are ineligible for promotion. In addition, they will be referred to the Cadet Review Board to determine if they should continue to serve in a cadet officer position.

3.5. **Staff Meetings.** The Group Commander will conduct a formal staff meeting at least once a month. All major staff officers will attend. The Executive Officer will keep the minutes of the staff meetings. Only members of the cadet corps may be present at cadet staff meetings. At the discretion of the Group Commander, an officer's call may be substituted for one of the staff meetings. All officers of the unit are required to attend officer's calls.

3.5.1. Staff meetings are for the purpose of exchanging information, not for solving problems or doing staff work. A primary reason for monthly staff meetings is to permit the cadet commander to follow up on pending actions and to exchange corps news items with the staff.

3.5.2. Problems are to be solved by individual or small group work, and presented to the cadet commander and the staff in written form or by special briefings.

3.5.3. Coordination can be effective in staff meetings by exchanging information. New policies or changes in corps activities are also under discussion and decided at staff meetings.

3.5.4. Special staff meetings, such as problem solving meetings, may be called by the commander at any time. Advanced notice of one day should be given to make sure everyone who is to attend knows about the meeting and can prepare.

3.5.5. The Executive Officer is responsible for recording, posting, and tiling minutes of staff meetings. Normally the staff meeting will follow the following format:

3.5.5.1. Announcements

3.5.5.2. Assignments.

3.5.5.3. Inquiries by the commander.

3.5.5.4. Comments from individual staff officers.

3.5.5.5. Special briefing.

Chapter 4

Conduct and Deportment

4.1. **Cadet Officer and NCO Authority.** Cadet officers and NCOs are authorized to take charge of any direct subordinate cadets in the performance of AFJROTC leadership training. They will judiciously enforce military discipline at all times and will never demean, belittle, harass, or use profane or obscene language. Proven abuse of officer or NCO authority will result in a review by the Disciplinary Board of the individual in question.

4.1.1. **Cadet Officer and NCO Responsibilities.** Cadet officers and NCOs will make suggestions that will improve the appearance and behavior of subordinates at any time that performance and appearance standards are unsatisfactory.

4.1.1.1. Acceptable leadership and human relations methods will be exercised in the performance of these responsibilities.

4.1.1.2. They are also required to report major infractions of appearance and behavior standards by subordinates to the SASI/ASI and First Sergeant as soon as possible after observed.

4.1.2. **Cadet Conduct and Responsibilities.** AFJROTC cadets are expected to require a minimum amount of supervision and to display the most outstanding citizenship qualities of any group of students at Spring Valley High School.

4.1.2.1. Cadets represent their unit and school at all times. Therefore, creation of disturbances, display of insolent attitude, and complete failure to comply with uniform appearance standards are considered to be serious breaches of discipline.

4.1.2.2. Cadets are expected to show respect for all cadet officers and NCOs, and to cadets with superior rank. Cadets are required to willingly comply with requests, instructions, and cooperate fully with other cadets in accomplishing classroom or co-curricular activities.

4.2. **Classroom Rules and Regulations.** In order that effective learning may take place in the AFJROTC classroom, certain rules and procedures will be enforced.

4.2.1. Cadets will enter the classroom quietly.

4.2.2. When the instructor enters the class, the flight commander or flight sergeant will call the flight to “Attention” and then “Seats”. After, they will take proper roll and report into the Instructor, “Sir, all cadets present and accounted for. Room awaiting further instructions.”

4.2.2.1. Cadets not in the classroom and/or by his/her seat when the bell sounds will be sent to C-148 to receive a tardy pass.

4.2.3. Cadets must sit in assigned seats unless authorized to move about by instructor or flight leaders.

4.2.4. No cell phone or electronic devices will be used in the classroom unless granted permission by the SASI/ASI or flight leaders.

4.2.5. Cadets are to only use Chromebooks or laptops when instructed by the SASI/ASI or flight leaders.

4.2.5.1. Cadets may only use computers for classroom related work and research. Computers may not be used for games, videos, entertainment, or social media.

4.2.6. IDs must be worn at all times in the classroom.

4.2.7. Cadets must keep their hands to themselves.

4.2.8. Cadets must respect their instructors and leadership staff, as well as each other.

4.2.9. Talking back to the SASI/ASI or flight leaders is not allowed.

4.2.10. Cadets must always request permission before executing any action. This includes but is not limited to speaking, throwing away trash, using the restroom, or speaking to the SASI/ASI.

4.2.11. Only staff members are allowed at the podium.

4.2.12. No writing on the whiteboard or smartboard unless authorized by the SASI/ASI or approved staff.

4.2.14. No sitting on desk tops.

4.2.15. Paper or other trash will not be left on the floor around the desks. At the end of the class period put all trash in the trash can.

4.2.16. No food, gum, or drink--excluding water--is allowed in the classroom with the exception of a scheduled meeting during lunch. All other exceptions may only be made by the SASI/ASI and flight leaders.

4.2.17. If cadets bring water, it must have a twist top.

4.2.18 No touching the plastic models or pictures in the classroom.

4.2.19. Cadets may not touch anything that does not belong to them without the owner's consent.

4.2.20. No sleeping in class. If feeling ill, one will be issued a pass to the health room. If one feels groggy or sleepy, they may stand at parade rest in the back of the classroom until refreshed.

4.2.21. Any extent of profanity is not tolerated.

4.2.22. "Cutting down" or "making fun" of fellow cadets is not allowed.

4.2.23. When proceeding to the drill pad, cadets must march silently at attention in formation unless commanded otherwise.

4.2.24. Cadets must raise their hands at a 90° angle with a fist when requesting to speak. Cadets must wait to be called on before speaking. To be courteous to others, cadets must let the speaker finish before raising their hand. Only productive and helpful comments are acceptable. Rudeness will not be tolerated.

4.2.25. At the end of class, on ringing of the bell, the flight commander or flight sergeant will call the room to “attention” and dismiss the class with the Instructor’s permission. Cadets will exit the room in an orderly manner.

4.2.26. Cadets displaying inappropriate behavior will be given warnings and points taken off on leadership and bearing then after which they may be dismissed from class and sent to C-148.

4.3. **Saluting and Addressing Leadership Staff Members.** Of all the customs and courtesies of the Air Force, the salute, a greeting and a symbol of respect, is one of the oldest and most important.

4.3.1. The exchange of salutes between officers and enlisted personnel is customary in military organizations worldwide.

4.3.2. Saluting between cadets is required only in the JROTC classroom/office, the JROTC drill area, or while in uniformed formations. Salutes may be exchanged at any time or location as an expression of comradeship and respect.

4.3.3. A cadet in charge of a uniformed formation will render a salute to the instructor or a cadet officer approaching the formation upon their initial approach to the formation.

4.3.4. Cadets in uniform will render a salute whenever the National Anthem is played outside. When indoors, cadets will show respect for the National Anthem by standing at attention.

4.3.5. When an enlisted cadet passes an officer outdoors in uniform, he/she must render a salute approximately seven paces away. The enlisted member must hold the salute and address him/her by “Cadet (cadet’s last name.)” The officer would then return the salute and put his/her hand down, at which point the enlisted cadet may also put down his/her salute. Subordinate officers must also salute higher ranking officers in the same fashion.

4.3.6. When indoors or outdoors in uniform, all enlisted members and subordinate officers must address superior staff members by “Cadet (cadet’s last name.)” However, this should be accompanied by a salute only when outdoors.

4.3.7. When traveling in groups outdoors in uniform, the highest ranking cadet will salute and address superior officers for the group.

4.3.8. Failure to salute or address staff members will result in a warning or demerit.

Chapter 5

Uniforms, Insignias, and Awards

5.1. **Uniform Issue and Turn-In.** The Air Force Junior ROTC uniform is, with minor exceptions, the same as that worn by members of the United States Air Force.

5.1.1. Cadets are required to meet the same appearance standards as Air Force personnel Uniforms will be issued in new or freshly cleaned condition. Each cadet is responsible to keep the uniform in good condition throughout the year.

5.1.2. The uniform is federal property and is issued to each cadet on loan, free of charge.

5.1.3. Each cadet must meet all personal appearance standards before being issued a uniform. Cadets who do not meet these standards by the subsequent unenrollment date for their intended class type will be removed from the AFJROTC program.

5.1.4. At the end of, transfer, or removal from the AFJROTC program, all uniform items, *except shoes, socks, name tag, headgear, ties/tie tabs and ribbons* must be returned.

5.1.5. Female cadets are exempt from the wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. She must purchase her own maternity clothing.

5.1.6. Uniforms are debt sheeted at time of issue

5.2. **Wear of the Uniform.**

5.2.1. Weekly wear of the Air Force Junior ROTC uniform is intended to provide practical experience in military grooming, behavior, and appearance.

5.2.1.1. Cadets must be constantly aware of their responsibility for maintaining their uniform in good order and wearing it correctly. Cadets are required to wear the uniform one day each week and on other special occasions as specified by the instructors.

5.2.1.2. The uniform must be worn for the entire school day in order to receive credit.

5.2.2. Uniforms will not be worn at work. If a cadet is engaged in any activity that may cause his or her uniform to become soiled, such as shop, auto mechanics, art, P.E., etc, a proper apron or covering garment may be worn over the uniform, or the uniform may be removed for the duration of the activity. The uniform must be worn before and following such activity.

5.2.3. It is permissible to remove the jacket while in any of the classrooms.

5.2.3.1. The service dress coat will be worn fully buttoned at all other times.

5.2.3.2. Neckties will not be loosened or removed, and buttons will be kept fastened at all times.

5.2.4. The uniform cap will be worn with the uniform anytime a cadet is outside of a building.

5.2.5. The lightweight blue jacket when worn will be zipped half up.

5.2.6. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.

5.3. **Accouterments.**

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

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

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

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

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

5.4. **Shoulder patches, cords and tabs**.

5.4.1. AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge). Wear of the AFJROTC and /SFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat. White/Black Lamp of Knowledge patch will be worn on the ABUs front left pocket and on the left shoulder of OCPs/affix with Velcro.
5.4.1.1 Unit Patch. Optional. If worn, must be on the right shoulder only (ABU on front right pocket and for OCPs the unit patch on the right shoulder (affix with Velcro) below the American Flag patch; if no unit patch is available leave blank. Unit patches must be approved by HQ AFJROTC via the waiver's module in WINGS prior to purchase or use.

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

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

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

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

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

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

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

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

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

5.6.2. Awards have been categorized into four categories.

5.6.2.1. Authorized to present and wear.

5.6.2.2. Authorized to present and unauthorized to wear.

5.6.2.3. Unauthorized. Host organization may submit a package to present.

5.6.3. Order of Precedence of medals and ribbons.

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

5.7. **Descriptions and Criteria of Medals and Ribbons**. Ribbons will not be worn with Medals (either the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instruction.

5.7.1. **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through the jrotc.jrs.support@au.af.edu mail box or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate

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

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

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

5.7.4. **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 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.

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

5.7.6. **Air Force Association (AFA) Award.** Cadets may only receive this award once. This AFA- sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. The award recipient must possess/meet the following personal characteristics and eligibility Criteria: Top 1% of the cadets in a unit in the following areas, academics, leadership, and Professionalism. Positive attitude (toward AFJROTC or SFJROTC and the school). Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

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

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC 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).

5.7.7. **Daedalian Award.** Cadets may only receive this award once. The Order of Daedalian's was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award

is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

5.7.7.1. 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.

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

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

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

5.7.8.2. The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter.

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

5.7.9.1. This award is presented annually to one second- or third-year cadet (in a 3year 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

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

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

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

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

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

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

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

- Be in the top 10% in the AFJROTC 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.

5.7.11.2. 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. See Attachment 7-17 for list of award points of contact.

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

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

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

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

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

5.7.13.1. This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC 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.

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

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

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

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

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

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

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

5.7.16. **Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

5.7.17. **Military Order of the Purple Heart Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

5.7.17.1. 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.

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

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

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

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

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

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

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

5.7.19.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal,

certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

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

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

- A positive attitude toward AFJROTC 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.

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

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

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

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

5.7.21.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at

bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

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

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

5.7.22.2. The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, 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. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates.

5.7.23. **The Retired Enlisted Association (TREA) Award.** Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC 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.

5.7.24. **The Celebrate Freedom Foundation Award.** 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.

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

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

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

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

5.7.27. **Distinguished Unit Award (DUA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.

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

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

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

5.7.30.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be

considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a 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.

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

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

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

5.7.33 **Superior Performance Ribbon.** Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC and SFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

5.7.35. **Academic Ribbon.** Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, 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.

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

5.7.37. **Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, 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.

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

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

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

5.7.41. **Leadership Development Requirement (LDR) Ribbon** Awarded at the SASI's discretion for leadership in JROTC 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.).

5.7.42. **Drill Team Ribbon** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Must attend 75% of all scheduled Drill Team practices and events in which they are selected to participate.

5.7.43. **Color Guard Ribbon** Cadets must participate in at least 75% of all scheduled Color Guard practices or at least 5 color guard performance events to receive this ribbon (cumulative).

5.7.44. **Sabre Team Ribbon** Cadets must participate in at least 75% of all scheduled Saber Team practices or at least 2 sabre team performance events to receive this ribbon (cumulative).

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

5.7.46. **Joint Service Academic Bow (JLAB) Team Ribbon** Cadets must be a member of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

5.7.47. **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)

5.7.48. **StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)

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

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

5.7.51. **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.\

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

5.7.53. **Good Conduct Ribbon** Awarded to cadets without suspensions of any kind, no adverse reports from other staff or faculty in a semester.

5.3.54. **Service Award.** Awarded for distinctive performance in school, community and/or AFJROTC service projects. The ribbon is presented for active participation service projects totalling 15 hours of service and contributing significantly to the overall objective and goals of the organization. Bronze oak leaf clusters are presented for subsequent 10 hours served after the first 15.

5.7.55. **Health & Wellness Ribbon.** Awarded for sustained participation in a developed physical fitness program. The SASI awards this ribbon based on the following criteria:

	Female	Male
Push-ups	22	45
Sit-ups	30	40
Flex Hang	-NA	-NA
Pull-Ups	-NA	-NA
Mile Time	10 Min	8 Min

5.7.56. **AFJROTC Recruiting Ribbon.** Awarded for outstanding effort in unit recruiting activities. This award is also presented to all cadets who have successfully recruited a student into the corps. The cadet recruited must fill out only one verification form for the cadet to receive a recruiting ribbon. Cadet's who successfully recruit two students may receive a promotion.

5.7.57. **Activities Ribbon.** Awarded for participation in co-curricular competitive activities (Drill meets, Color Guard, Parades, Rocket Meet, Academic Meets, etc.) the SASI awards this ribbon using locally developed criteria.

5.7.58. **Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused absences in their JROTC class in nine weeks.

5.7.59. **Dress and Appearance Ribbon.** Awarded for wearing uniform on all designated uniform days and conforming with all AFJROTC dress and appearance standards. The award is

presented to cadets earning a grade of 100 on their uniform inspections for three consecutive weeks.

5.7.60. **Longevity Award.** Awarded for the completion of Aerospace Science I. Completion for subsequent years is denoted by bronze oak leaf clusters. The ribbon may be presented in the start of the ASII cadets' second year or semester block.

5.7.61. **Bataan Death March Memorial Hike 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.,).

5.7.62. **Patriotic Flag 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.

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

5.8. **Quarterly Recognition** Quarterly Recognition awards are awarded every quarter for outstanding dedication and high achievements in corps activities and requirements.

5.8.1. Top Server: The Top Server Award is presented to the cadet who served the most verified hours through the unit's service projects.

5.8.2. Top PT: The Top PT Awards are presented to the male and female with the fastest mile, the most push-ups in the allotted time, and the highest overall PT score.

5.8.3. Top Gun: The Top Gun Award is awarded to the cadet on Leadership Staff who demonstrates the greatest qualities of leadership.
5.8.4. Group Honor Cadet: The Group Honor Cadet Award is presented to the cadet with the highest overall PT scores, service hours, event participation, merits, and uniform inspection scores. He/She will receive the Outstanding Cadet Ribbon as an award.

5.8.5. Honor Flight: The Honor Flight Award is awarded to the flight with the highest overall PT scores, service hours, event participation, merits, and uniform inspection scores.

5.8.6. Flight Honor Cadet: The Cadet with the highest overall PT scores, service hours, event participation, merits, and uniform inspection scores from each flight. They will be awarded with the Superior Performance Ribbon.

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

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

Chapter 6
Appearance and Grooming Standards

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

6.1.1. Hair-male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer

patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

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

6.1.1.2. 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 as determined by applicable SASI.

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

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

6.1.2.2. **Necklace**. Will not be visible at any time. If worn, it will be concealed under a collar or undershirt.

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

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

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

6.1.5. **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.10.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. (An exception being a single set of earrings specified below.)

6.1.6. **Back Packs**. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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

6.2. **Specific Female Cadet Grooming Guidelines.**

6.2.1. **Hair-Female.** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back.

6.2.1.1. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.group

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

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

6.2.1.3.1. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance. 7.10.1.2.2. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair. 7.10.1.3. Unauthorized: Mohawk, mullet or etched design.

6.2.1.4. **Hair Accessories.** If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

6.2.2. **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

6.2.4. **Earrings**. Male cadets are not authorized to wear earrings while in uniform. 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 uniform combination. If a member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.

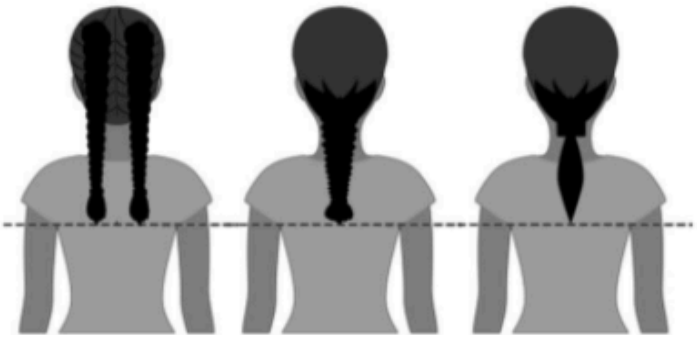
Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

6.2.5. **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 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.

6.2.5.1. **Cosmetic Tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste. Cosmetic tattoos done for neither purpose are now permitted as well. However, they must abide by the Air Force regulations.

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

Figure 3.2: Female Hairstyle Examples.



Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. In addition, women's bangs may now touch their eyebrows, but not cover their eyes.

Figure 3.2: Female Hairstyle Examples.

6.4. **Specific Male Cadet Grooming Guidelines.**

6.4.1. **Hair-Male**. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

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

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

6.4.4. **Beards**. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit a waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance.

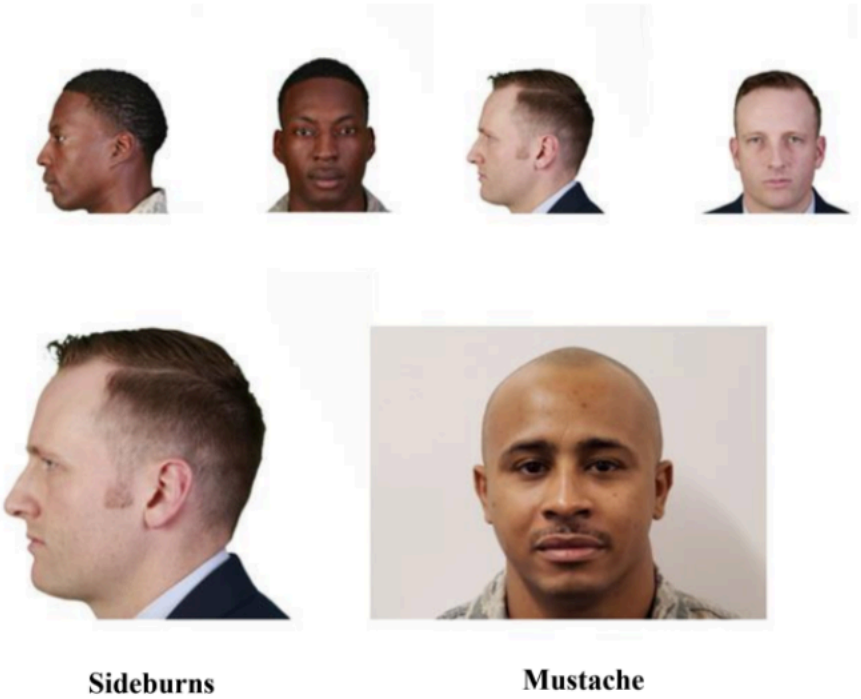
6.4.5. **Dental ornamentation**: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity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

6.4.6. **Fingernails**. Male cadets are not authorized to wear nail polish.

6.4.7. **Earrings**. Male cadets in uniform may not wear earrings or any other type of facial piercings.

6.4.8. Appropriate undergarments are required to be worn with all uniform combinations. Wear an undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Figure 3.1. Male Hair Grooming Standards.



Chapter 7
Cadet Review Board/Promotion Board

7.1. **The Cadet Review Board.** A Cadet Review Board is established for the purpose of submitting recommendations to the SASI concerning matters that directly affect the morale and discipline within the cadet corps. Recommendations may include, but are not limited to, demotion, removal from leadership position, temporary suspension of rank, or removal from the cadet corps.

7.1.1. **Procedures.** The Cadet Group Commander may require the Deputy Commander to convene the review board under the following circumstances:

7.1.1.1. When informed by a Flight Commander of substandard performance by a cadet, such as not wearing the uniform for two consecutive weeks, or frequently missing uniform days.

7.1.1.2. For any officer who misses a uniform day without an approved reason.

7.1.1.3. For any cadet accused of lying, cheating, or stealing during any cadet corps activity, whether it be in the classroom, on a field trip, or in fundraising.

7.1.1.4 For any cadet officer or NCO who is not performing to the expectation of their position.

7.1.2. **Membership.** Membership of the Cadet Review Board will consist of the Deputy Group Commander, four other officers and the Personnel Officer. The Deputy Commander will select the members of the board before each meeting and will act as the Board President. If the offense may result in a recommendation for demotion, removal from a staff position, or removal from the cadet corps, the board members must represent all four Aerospace Science classes. The Personnel Officer will be a nonvoting member of the board and will act as the board recorder, recording the minutes of the meeting. Review board minutes will be submitted to the Cadet Group Commander in the following format:

7.1.2.1. Date and time of meeting.

7.1.2.2. Members present.

7.1.2.3. Purpose of the meeting.

7.1.2.4. A brief synopsis of the proceedings.

7.1.2.5. Recommendations

7.2. **The Cadet Promotion Board** The purpose of the Cadet Promotion Board is to assess higher ranking cadets to decide if they are fit for promotion and create a stressful experience for cadets to overcome.

7.2.1. **Procedures.** The Group Commander will hold promotion boards at the end of the first semester for all cadets applying for the rank of C/TSgt or higher.

7.2.1.1 A cadet who desires rank approval by the board must submit an application for promotion and receive a memorandum with the date and time of his/her board interview.

7.2.1.2 The board will interview the cadet and pose questions that can be used to assess the cadet's leadership abilities, communication skills, and knowledge to determine whether or not the cadet is fit for promotion.

7.2.1.3 The cadet must correctly report in and report out using the procedures found in section 1.14.

7.2.2. **Membership.** The Group Commander will act as Board President and will select any two Senior Leadership Staff members to preside. The number of board members must be odd with the Executive Officer taking notes of the proceedings and writing the approval/disapproval report.

Chapter 8
Cadet Corps Activities

8.1. **AFJROTC Leadership Development Activities (LDR).** LDR activities are those functions which cadets help plan and which serve to augment AFJROTC classroom and leadership education requirements. In many cases cadets who participate in co-curricular activities are rewarded by earning merits, promotion credit points, or awards.

8.1.1. **Curriculum-In-Action Trips.**

8.1.1.1. Field Trips. Cadets will make curriculum-in-action field trips to airports, industries, and military installations. Cadets may also make trips to march in local area parades, participate in drill meets, etc. In each case parents must complete a Field trip permission slip if the cadet will be absent from any classes as a result of the field trip.

8.1.1.2. DOD Flights. AFJROTC cadets are authorized by the Department of Defense to take orientation flights in military aircraft, depending on the availability of aircraft and national defense conditions. Parents must sign a Flight Permission Form before cadets will be permitted to make such flights.

8.1.2. **Available LDR Activities.**

8.1.2.1. Raider Team. The AFJROTC Raider Team competes in physical activities meant to test their physical abilities and mental fortitude. These include the tire flip and carry, log activities, 5k runs, pushups, situps, etc. The team is divided into two groups, alpha and bravo. Competitions are either won on a points based scale or speed based with the two teams' end times being averaged together for a total time.

8.1.2.2. Drill Team. The AFJROTC Drill Team performs basic and fancy drill routines at school and community functions when requested. Our most notable co-curricular is our championship drill team champions and 9 time national and 21 time state champions. The drill team is divided into Armed, Unarmed, and Color Guard teams who practice, compete, and perform regularly across the nation.

8.1.2.3. Color Guard. A division of the Drill Team, the color guard team presents the colors at various functions in the school and throughout the district to include surrounding areas in downtown Columbia. The colors guard consists of three teams of cadets bearing the National flag, State flag, (School flag on special occasions), and two armed guards.

8.1.2.3. Sabre Team. The Sabre Team consists of cadets who perform a ceremonial demonstration during formal events, such as military balls, school pageants, or weddings.

8.1.2.5. Academic Bowl Team. The AFJROTC Academic Bowl, is a competition held for AFJROTC units around the world. In this competition, a team of four compete by answering questions based on the SAT, ACT, and JROTC curriculum.

8.1.2.6. Aerospace. Aerospace is a co-curricular that helps expose students to aerospace science, engineering, and flight and inspire the next generation of pilots, astronauts, and engineers. In this co-curricular, students practice flying weekly on a simulator and are offered real flight training.

8.1.2.7. Kitty Hawk Air Society (KHAS). KHAS is the academic honor society of AFJROTC that promotes 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.

8.1.2.8. Cyber Patriots. CyberPatriot's National Youth Cyber Defense Competition challenges teams of high school and middle school students to find and fix cybersecurity vulnerabilities in virtual operating systems. Using a proprietary competition system, teams are scored on how secure they make the system. Top teams advance through the online round of competition, and the best of the best advance to the in-person National Finals Competition.

8.1.2.9. StellarXplorers. StellarXplorers is a co-curricular that competes against schools in questions regarding satellites and outerspace using mathematical techniques.

8.1.3. **Fundraising**. Each year it is necessary that the cadet corps conduct fundraising activities in order to carry out planned events. The funds raised are used to pay entry fees in drill meets, pay for transportation for field trips, and to fund awards banquets and other social activities. Students who participate in fundraising activities may be eligible for incentive prizes.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Attachment 7-1

Hap Arnold Optional Enlisted/Officer Service Cap Insignia

OFFICERS SERVICE CAP INSIGNIA

MODEL ROCKETRY BADGE

Kitty Hawk Honor Society Badge

DISTINGUISHED CADET BADGE

METAL OR CLOTH

GROUND SCHOOL BADGE

FLIGHT SOLO BADGE

FLIGHT CERTIFICATE BADGE

UNMANNED AIRCRAFT BADGE

Cadets may only wear one of these badges on their uniform

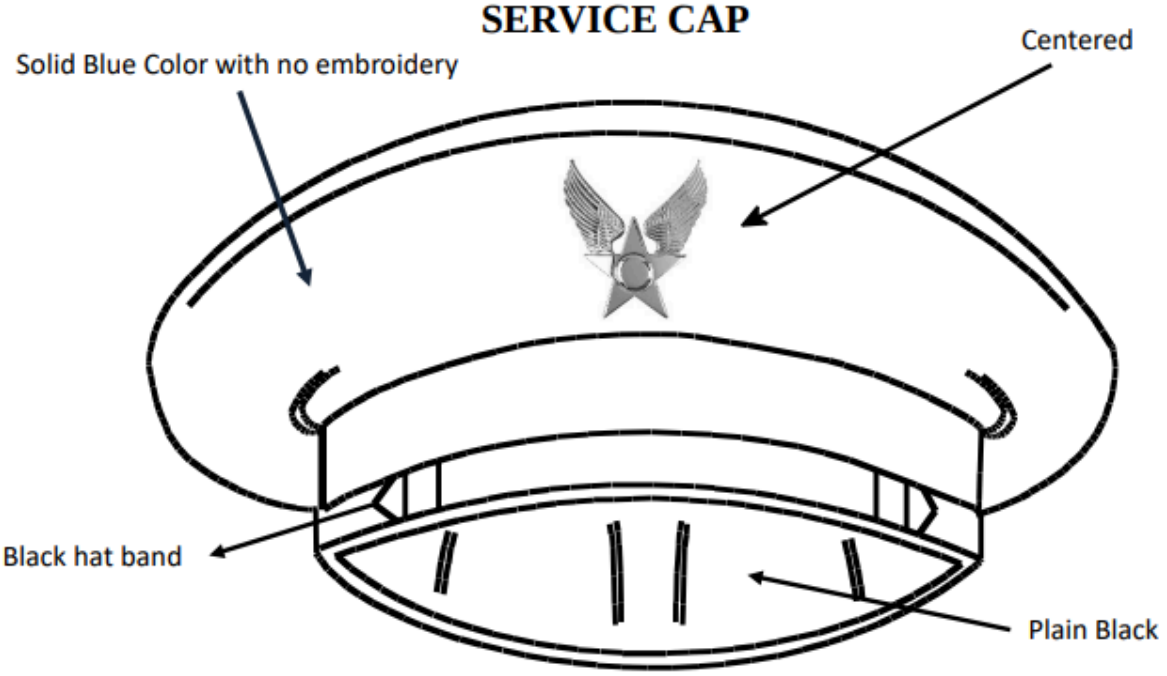
AWARENESS PRESENTATION TEAM BADGE

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

AEF BADGE

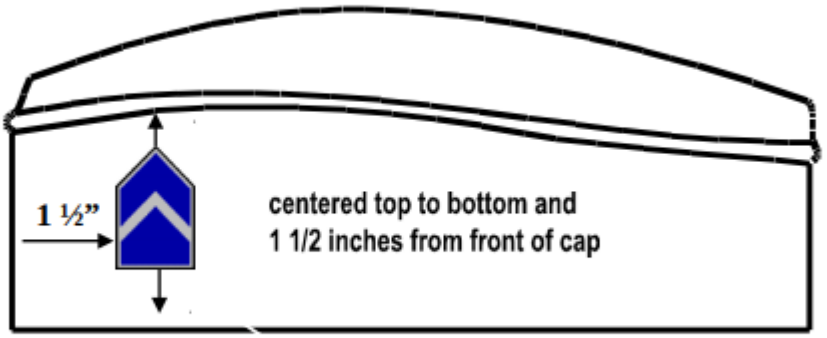
Badges/Insignia not listed here are unauthorized for wear.

SERVICE CAP

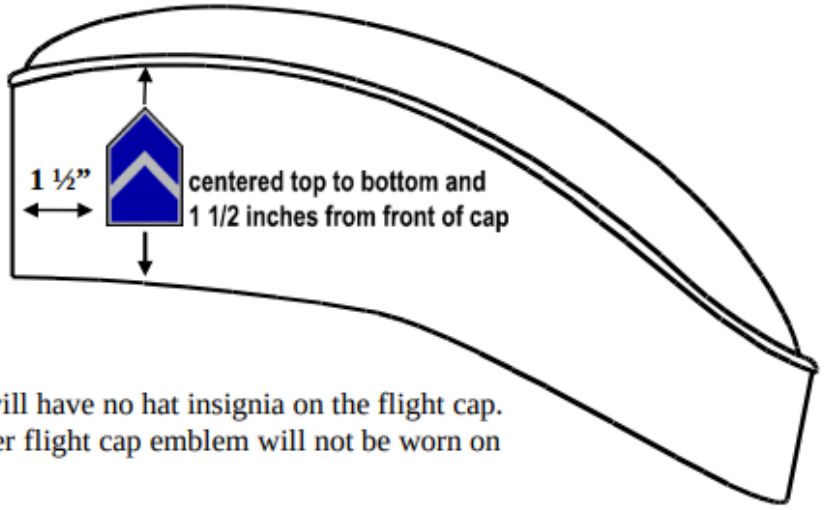


Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*

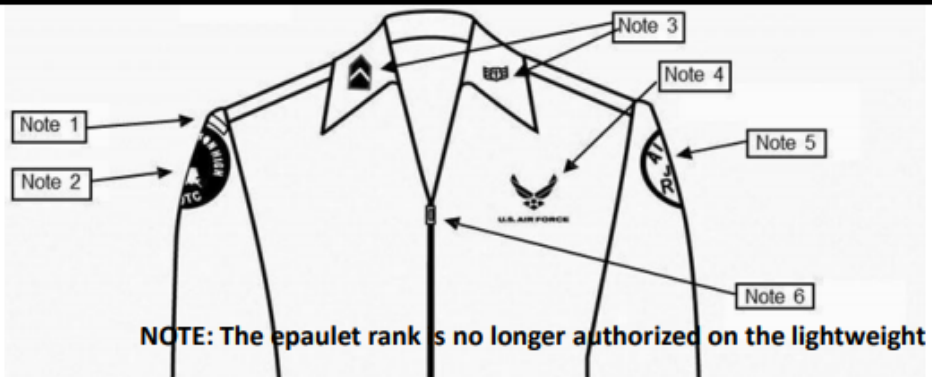


- Enlisted Ranks will have no hat insignia on the flight cap.

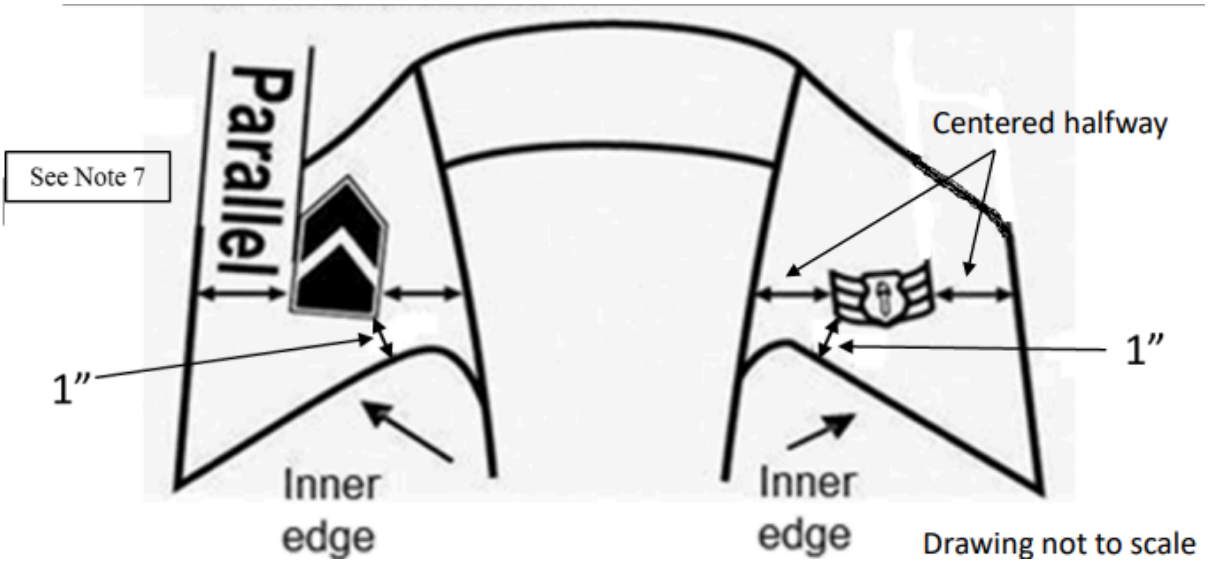


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET LIGHT WEIGHT BLUE JACKET

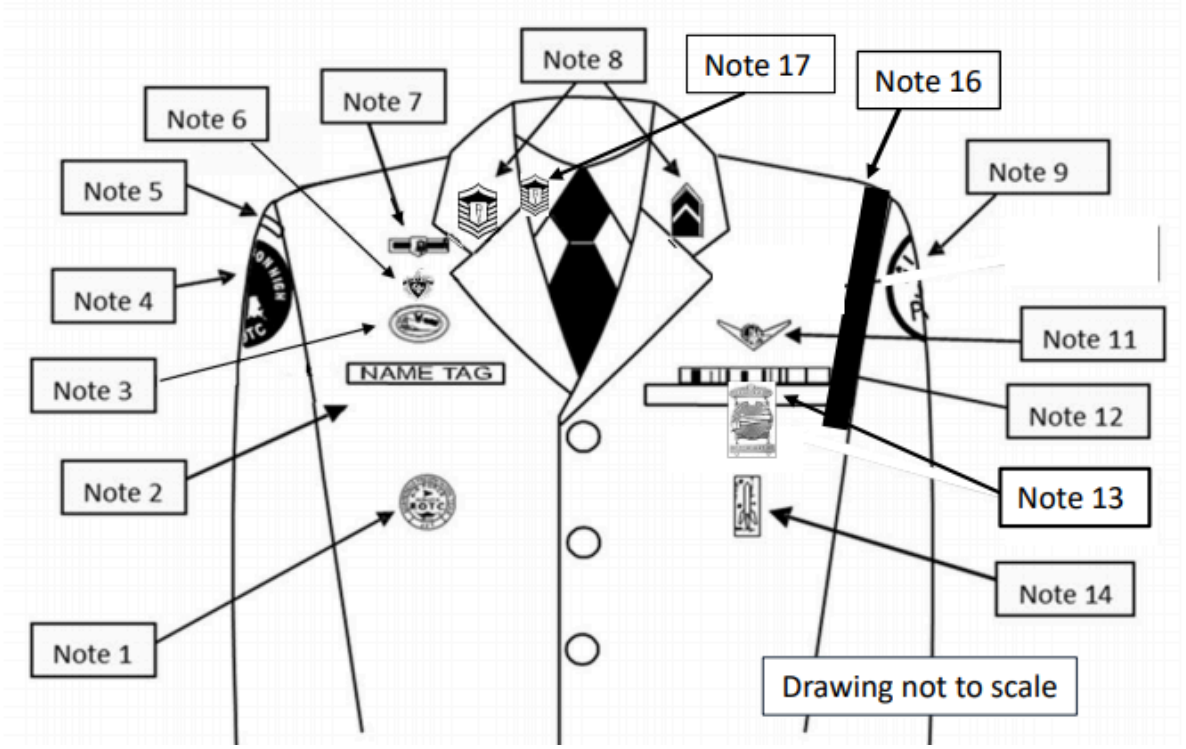


NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right 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. Per AJFROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, 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.**

CADET MALE SERVICE DRESS

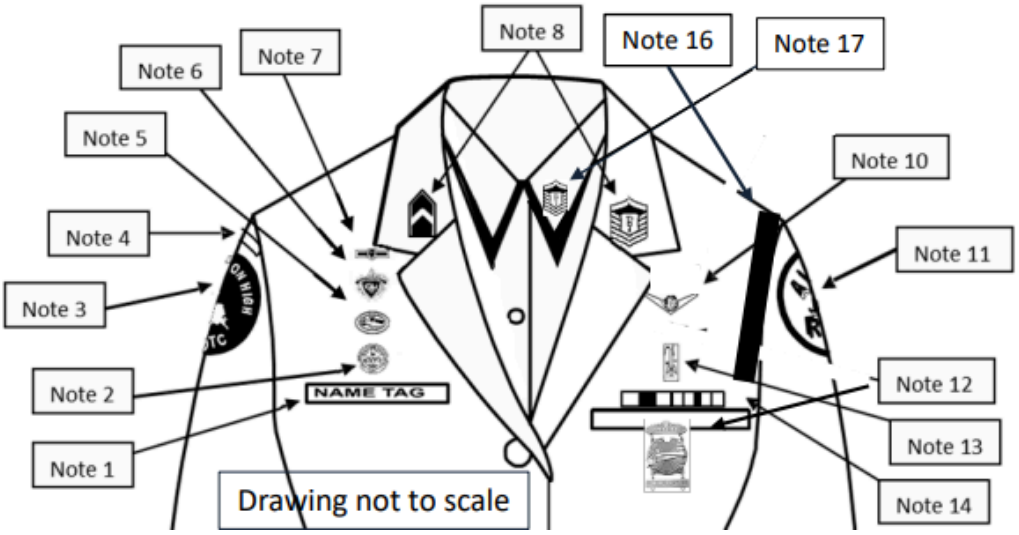


1. Awareness Presentation Team (APT) Badge. Centered 2 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ to 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. #1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground
9. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
14. Model Rocketry Badge. Worn 2 inches below the pocket.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the Cyber Patriot National FInalist Badge. No more than two Flight badges are authorized.
16. Shoulder Cord. no wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET FEMALE SERVICE DRESS

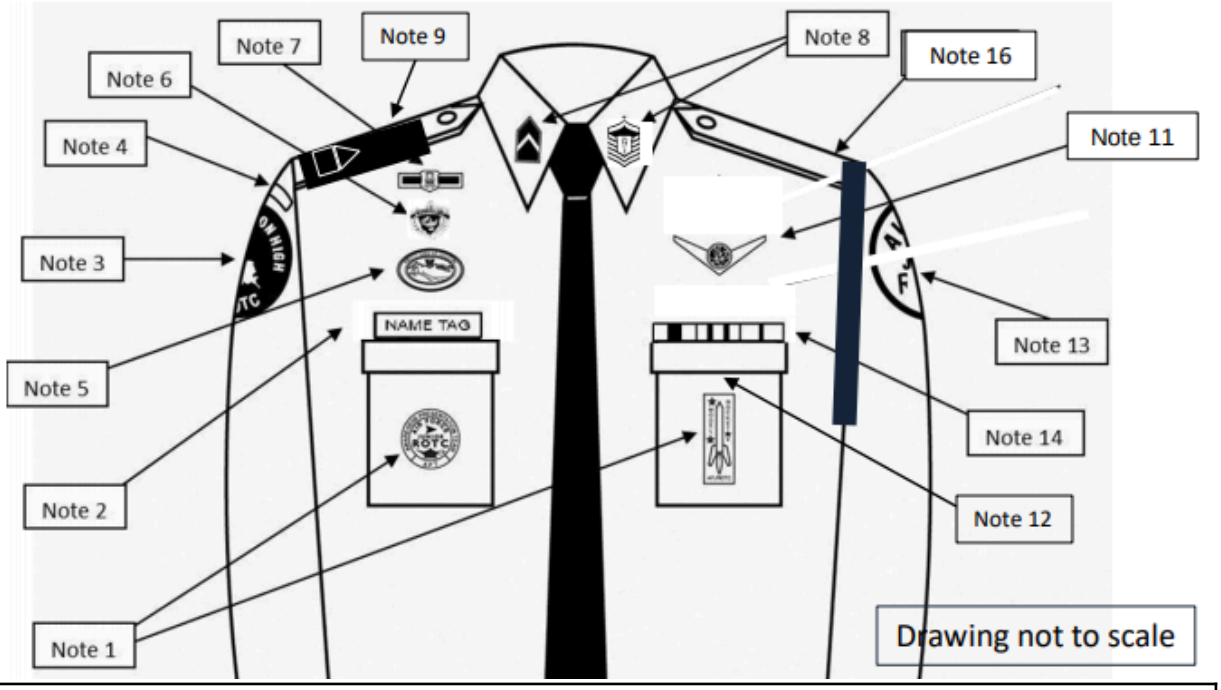


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center 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. Palace insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above the previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than two Flight badges are authorized.
16. Shoulder Cord. no wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET MALE BLUE SHIRT

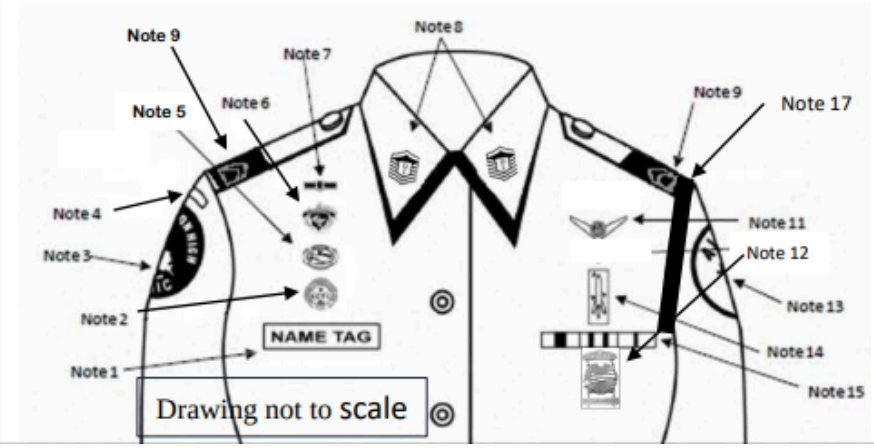


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered ½ to 1 inch below the 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 (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. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only, when using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt of service dress uniform. **Marksmanship badges will not be worn with medals**.
13. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, 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. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered

horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National FInalist Badge. No more than two flight badges are authorized.

16. Shoulder Cord. no wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

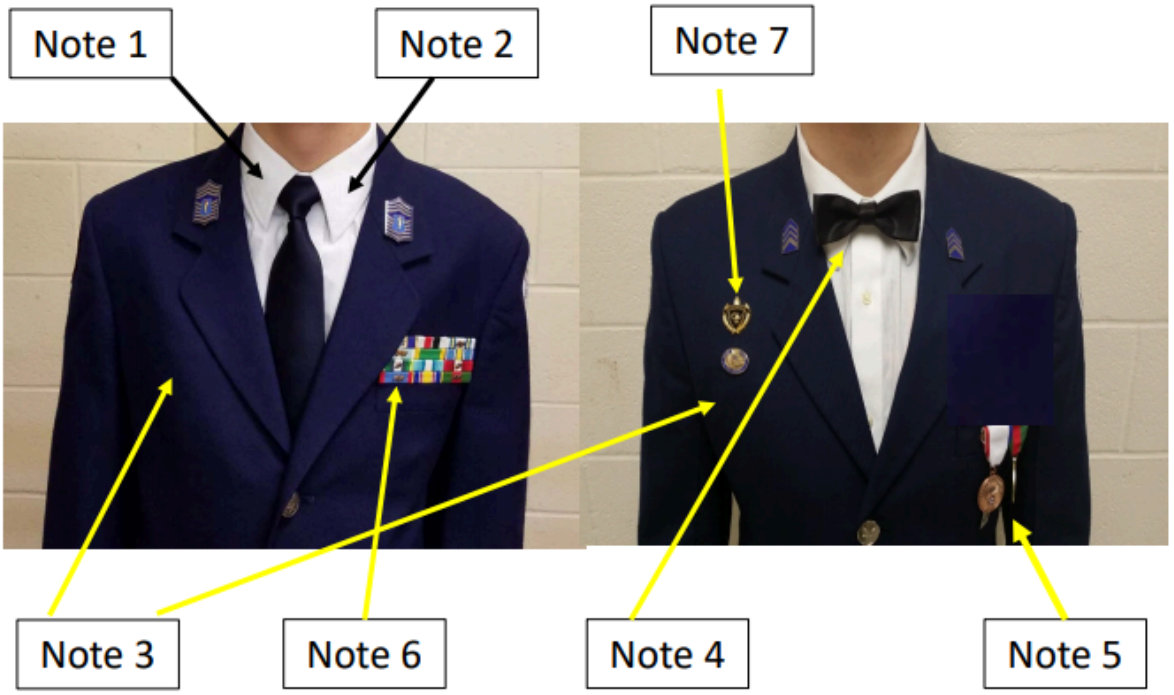
CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inch higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 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 shoulders 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, palace as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.

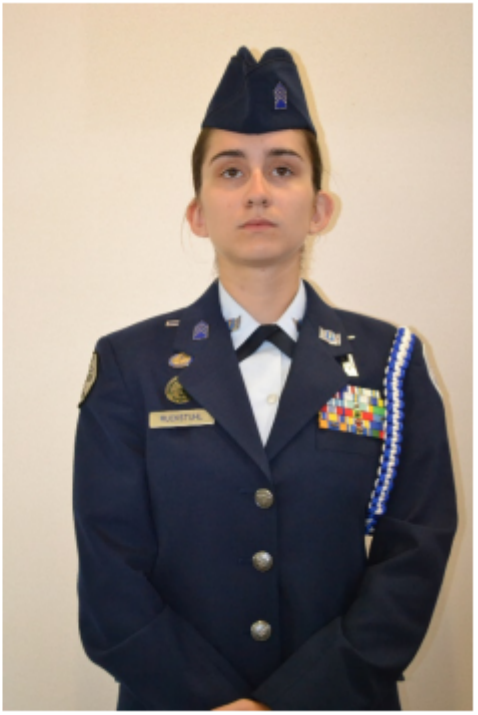
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence of badges are as shown on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National FInalist Badge. No more than two Flight badges are authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

Semi-Formal Dress Uniform



1. The blue of white long-sleeve shirt will be plain, knit or woven, commercial ype with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not ended to wear two sets of ranks ont he semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue now 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.

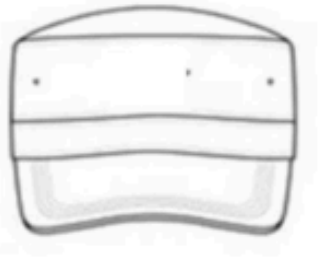
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC**
10. **or SFJROTC cadets.**



CADET OCP
Male and Female

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

CADET ABU and OCP HEADGEAR



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

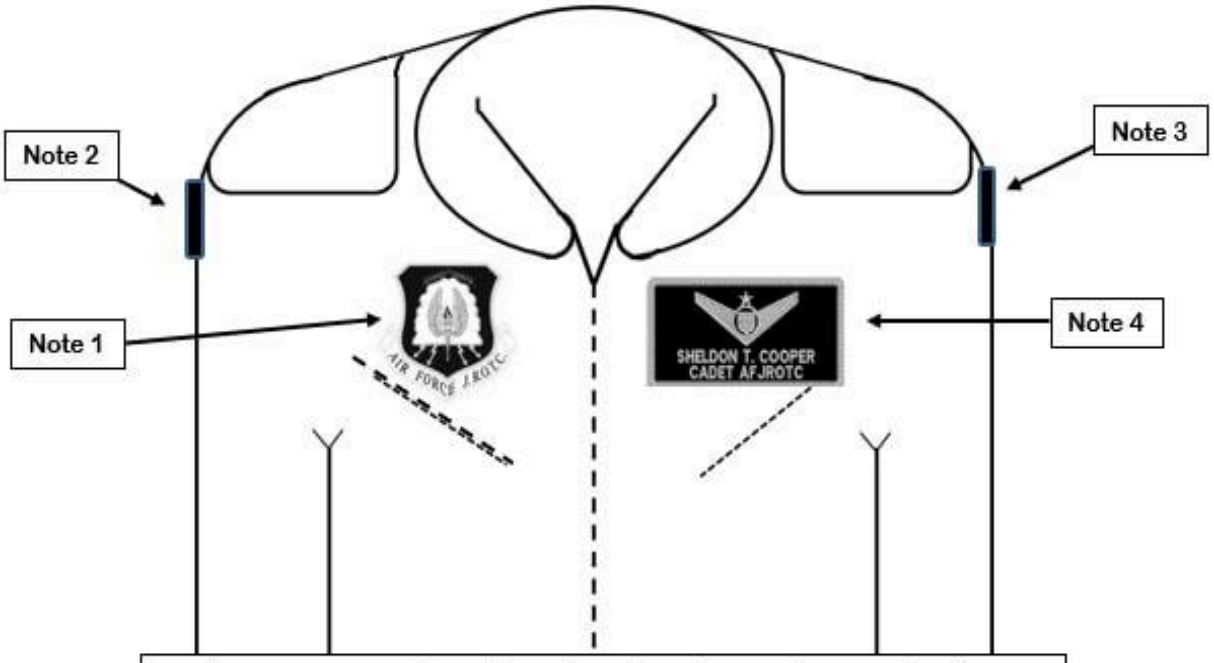
Officers will wear rank insignia on the ABU/OCP cap.

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

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

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

FLIGHT SUIT (Male and Female)



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

- Flight patches and Velcro may be purchased from a vendor using MilPer funds.
- **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
- Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

30 Step Drill Sequence

Fall In	To the Rear (To the rearp, Harch!)
Open Ranks (Open Ranks, Harch!)	To the Rear (To the rearp, Harch!)
Ready Front (Red ep, Hunt!)	Column Right (Column Right, Harch!)
Close Ranks (Close Ranks, Harch!)	Forward March (Forward, Harch!)
Present Arms (Pre sent, Harms!)	Eyes Right (Eyes, Right!)
Order Arms (Order, Harms!)	Ready Front (Red ep, Hunt!)
Parade Rest (Parade, Hess!)	Column Right (Column Right, Harch!)
Attention (Flight, Tench Hut!)	Forward March (Forward, Harch!)
Left Face (Left, Hace!)	Change Step (Change Step, Harch!)
About Face (About, Hace!)	Column Right (Column Right, Harch!)
Forward March (Forward, Harch!)	Forward March (Forward, Harch!)
Right Flank (Right Flank, Harch!)	Halt (Flight, Halt)
Left Flank (Left Flank, Harch!)	Left Face (Left, Hace!)
Column Right (Column Right, Harch!)	Right Step (Right Step, Harch!)
Forward March (Forward, Harch!)	Halt (Flight, Halt)

* REPORT IN: “SIR/MA’AM, (CADET) YOUR NAME, REPORTING FOR DRILL EVALUATION.”

** REPORT OUT: “SIR/MA’AM, THIS COMPLETES MY DRILL EVALUATION.”

CHAIN OF COMMAND

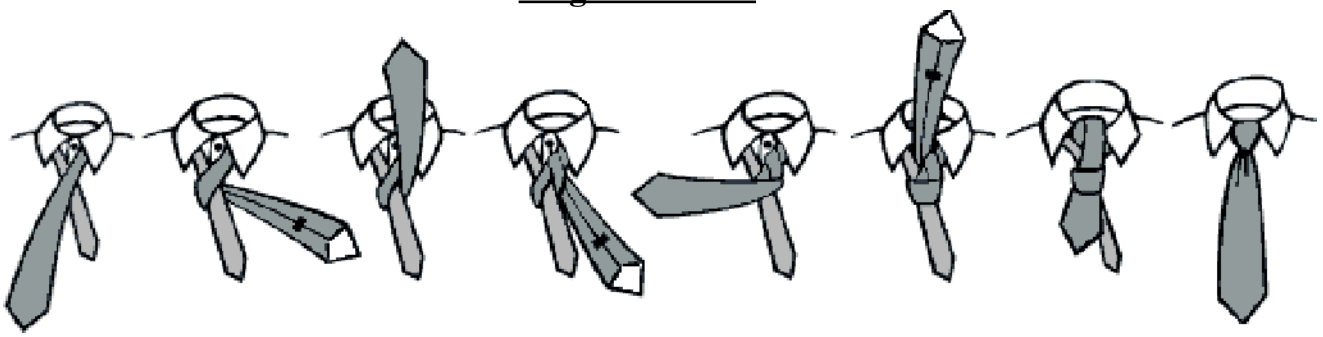
President of the United States /Commander-in-Chief	President Donald Trump
Secretary of Defense	Honorable Pete Hegseth
Secretary of the Air Force	Dr. Troy E. Meink
Chief of Staff, United States Air Force	Gen David W. Allvin
Chief Master Sergeant of the Air Force	CMSgt David A. Flosi
Commander, Air Education and Training Command	Lt Gen Brian Robinson
Commander, Air University	Lt Gen Andrea Tullos
Commander, Holm Center	Brig Gen Houston Cantwell
Director, Air Force Junior ROTC	Colonel Matthew E. Tipton
Superintendent, Richland School District 2	Dr. Kim Moore
Principal, Spring Valley High School	Mr Jeff Temoney
Aerospace Science Instructor	MSgt Chad Cribb
Aerospace Science Instructor	MSgt Dylan Shehane
Cadet Group Commander	C/Colonel Kevin Veneroso
Cadet Deputy Group Commander	C/Lt Colonel Dominic Green
Cadet Command Chief	C/CMSgt Davon Dillard

Physical Training Standards

Female	**Male**	
Push-ups	22	45
Sit-ups	30	40
Mile Time	10 Min	8 Min

TYING A NECKTIE

Single Windsor



1. Begin with the wide end on your right and extending about a foot below the narrow end of your tie. (Pictures are mirror images, in other words images are what you would see if you were looking in a mirror.)

2. Bring the wide end of the tie over the narrow (right side to left side).

3. Bring the wide end back underneath (left side to right side).

4. Bring the wide end of the tie through the middle of the loop (right side to left side).

5. Bring the wide end around the front (left side to right side).

6. Bring the wide end of the tie through the back of the loop (right side to center).

7. Hold the front of the knot loose with your index finger; pass the wide end down through a loop (created in step 5) in the front.

8. Remove your finger and tighten the knot.

9. Hold the narrow end of the tie and slide the knot up to the collar.

AIR FORCE JROTC HAZING POLICY

OUTLINED IN CH 7 OF AFJROTCI 36-2010

7.7. Prohibition on Physical Discipline, Hazing, and Unofficial Teams. Instructors will ensure these prohibitions are published in the unit's current Cadet Guide or current operating instruction. These prohibitions are applicable to all AFJROTC events, activities, and/or practices. These prohibitions apply to AFJROTC instructors, AFJROTC cadets, and any other person who may be involved with, coaching, or otherwise participating with cadets, or attending or observing an AFJROTC event, activity, and/or practice.

7.7.1. No person will encourage, allow, or condone the use of any type of physical act or abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to physical exercises, menial tasks (e.g., cleaning bathrooms), or any physical exchange such as shoving, pulling, or hitting.

7.7.2. No person will encourage, allow, or condone the use any type of psychological abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to any effort to humiliate, tease, intimidate, or publicly reprimand or embarrass a cadet for failure to achieve a specific result.

7.7.3. No person will encourage, allow, or condone the use of any form of hazing, whether physical or psychological, within any AFJROTC event, activity and/or practice. All persons involved will ensure any membership requirements or qualifications to join any approved AFJROTC team, event, or activity does not include anything humiliating, demeaning, or otherwise unapproved by this instruction.

7.7.4. No person will encourage, allow, or condone the use of any device, gimmick, or game to select an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result.

7.7.5. Unofficial groups, secret societies, private clubs, or any other unofficial entity within an AFJROTC program is prohibited.

Any cadet who feels they may be a victim of hazing should report to a JROTC instructor immediately.

A copy of this sheet should be kept with the Cadet Guide. This sheet MUST be made available upon request to ANY CADET in the unit, no questions asked.

MEMORANDUM OF UNDERSTANDING (MOU)

FROM: Spring Valley JROTC, SC-064

SUBJECT: Disenrollment Policy for JROTC Cadets

1. **Purpose:** To document an understanding between the parties involved. Parties include HQ AFJROTC, AFJROTC SC-064, Spring Valley High School Leadership, Guidance Counselors, Cadets, and Parents.
2. **Cadet's Obligations**: Each cadet will abide by all AFJROTC program rules and regulations; the SC-064 Air Force JROTC Student Contract; and be fully responsible for the care and maintenance of their assigned uniforms, textbooks, and other AFJROTC Equipment.
3. The Senior Aerospace Science Instructor(SASI) is charged with managing a fully compliant Air Force JROTC program. The SASI, with proper cause, has the authority to remove a noncompliant student at any time during the academic year. The SASI is the final decision authority on all cadet enrollment/disenrollment actions.
    1. Spring Valley High School will provide guidance and training on expectations and requirements of cadets enrolled into JROTC. SC-064 will host an initial information night at the beginning of each semester to introduce the program and explain the requirements with respect to grooming, uniform wear, and cadet behavior.
    2. All parties will have access to the requirements through our school website. DD Form 3203 (Student Code of Conduct and Parent/Guardian Consent Form) will be distributed to each cadet and returned within the first 10 days of school.

4. **Disenrollment Criteria**: The SASI recommends disenrollment from AFJROTC to the school Administrator for approval (See SC-064 AFJROTC Contract). Supportive documentation and corrective counseling will precede any recommendations for disenrollment. A cadet may be removed from the AFJROTC program for any of the following reasons or any other inappropriate behavior that either disrupts or discredits the Air Force core values or the program's mission of developing citizens of good character.
    1. Failure to wear their uniform 4 or more times in a semester
    2. Failure to meet personal grooming standards (hair, piercings, etc)
    3. Failure to maintain acceptable standards as outlined in the Student Contract, Cadet Guide, and any other AFJROTC Guidance/Directive
    4. Lack of concern or effort to follow program requirements
    5. Disrespect and belligerent to instructor or other students
    6. Misconduct or disciplinary reasons to include any illegal drug involvement
    7. Any other reason the SASI or the administration deem appropriate

5. **Disenrollment Process**: The following is a basic process of progressive action yet does not require each action to follow in secession of the previous action.

   1st Offense: Cadet receives verbal counseling, documentation within Power School and notification to Parent.

   2nd Offense: Cadet receives written counseling,documentation within PowerSchool, notification to parent, and detention

   3rd Offense: Cadet receives documentation within PowerSchool, request for Parent Teacher conference, and detention

   4th Offense: Cadet receives a discipline referral and conference with an administrator and parent(when available) to complete removal process and cadet is removed from the AFJROTC Program.

   Note: If the offense is related to fighting, drug possession/use or chronic disrespect or class disruption, disobedient behavior or incident, recommendation for removal from the program may occur without the expectation of a second or third offense.

6. AFJROTC Unit SC-064 and Spring Valley High School continue to recognize that AFJROTC remains a solely volunteer program for students desiring to be a member of the program.