



Patchogue-Medford
High School

Air Force
Junior
Reserve
Officer Training
Corps
Academic
Year 2019



NY-093 Cadet Guide

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AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS

This is your official NY-093 Cadet Guide. This guide outlines the minimum standards of conduct and levels of performance expected of each Cadet to be successful in the AFJROTC Program. It is also designed to inform Cadets of AFJROTC policies and related Patchogue-Medford High School requirements. Although not an Air Force Regulation, this guide supplements and supports AFJROTC Instructions and Patchogue-Medford School District policies. It is applicable to all Cadets and is directive in nature. Each Cadet will be held fully responsible for knowing the details of this guide and for complying with its requirements.

I wish you have a successful, enjoyable, and rewarding year.

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Table of Contents

Chapter One:	AFJROTC Program	6
1.1.	Mission	
1.2.	Air Force Core Values	
1.3.	Cadet Honor Code	
1.4.	Instructors	
Chapter Two:	Admission, Transfer, and Disenrollment	7
2.1	Admission	
2.2	Responsibilities	
2.3.	Transfer	
2.4.	Reserve Cadet	
2.5.	Disenrollment	
Chapter Three:	Curriculum	8
3.1.	Aerospace Science	
3.2.	Health and Wellness	
3.3.	Leadership Education	
Chapter Four	Cadet Job Descriptions & Responsibilities	10
4.1.	Job Descriptions	
4.2.	Cadet Officer/NCO Responsibilities	
Chapter Five:	Policies and Procedures	15
5.1.	Flag Detail	
5.2.	Classroom Conduct	
5.3.	Classroom Procedures	
5.4.	Academic Grading Policy	
5.5.	Make-up Assignments	
5.6.	Uniform Inspection	
5.7.	Cadet Saluting	
5.8.	Authority	
5.9.	Cadet Contract	
5.10.	Hazing	
5.11.	Harassment/Discrimination	
5.12	Cadet use of Electronic Devices	
Chapter Six	Rank and Promotion	19
6.1.	Cadet Promotion System	
6.2.	Promotions	
6.3.	Permanent Promotions	
6.4.	Reduction in Rank	
Chapter Seven	Staff Meetings, Special Activities, Teams and Clubs	21
7.1.	Cadet Commander Staff Meeting	
7.2.	Team Meetings	

- 7.3. Leadership Development Requirement Activities
- 7.4. Curriculum in Action Trips

Chapter Eight: **Cadet Health and Physical Fitness** **23**

- 8.1. Cadet Health and Wellness Program

Chapter Nine: **Air Force Uniform and Appearance Standards** **24**

- 9.1. Responsibilities
- 9.2. Personal Grooming Guidelines
- 9.3. Female Cadet Grooming Guidelines
- 9.4. Male Cadet Grooming Guidelines
- 9.5. Uniform of the Day
- 9.6. Service Dress Uniform
- 9.7. Male Blue Service Uniform
- 9.8. Female Blue Service Uniform
- 9.9. Care of Blue Service Uniform
- 9.10. Lightweight Blue Jacket
- 9.11. Physical Training Uniform
- 9.12. Special Uniform and Appearance Rules
- 9.13. Rules While in Uniform

Chapter Ten: **Recognitions Awards and Decorations** **40**

- 10.1 Badges
- 10.2 Shoulder Items
- 10.3 Awards and Decorations
- 10.4 Presentation of Awards and Decorations
- 10.5 Order of Precedence of AFJROTC Medals and Ribbons
- 10.6 Description and Criteria for AFJROTC Medals and Ribbons
- 10.7 National level Awards
- 10.8 Cadet Awards and Decorations

Chapter Eleven: **Social Functions** **61**

- 11.1. Awards Banquet
- 11.2. Parents' Night
- 11.3. War of the Cords

Attachments

- 1. Cadet Organizational Chart
- 2. Authorized Air Force JROTC Badges and Insignia
- 3. Air Force JROTC Rank Insignia
- 4. Cadet Male Headgear
- 5. Cadet Female Headgear
- 6. Cadet Lightweight Blue Jacket
- 7. Cadet Male Service Dress
- 8. Cadet Female Service Dress
- 9. Cadet Male Blue Shirt
- 10. Cadet Female Blue Shirt

11. Air Force JROTC Ribbon Chart

CHAPTER ONE

AFJROTC PROGRAM

1.1. MISSION

Our unit hopes to stimulate interest in various subjects such as the aerospace age, strengthening character, encouraging completion of high school, and to pursue higher education.

1.2. AIR FORCE CORE VALUES

Integrity first; Service before self; Excellence in all we do.

1.3. CADET HONOR CODE

A Cadet will not lie, cheat, or steal nor tolerate those who do.

1.4. INSTRUCTORS

1.4.1. Senior Aerospace Science Instructor (SASI):

The SASI, a retired Air Force Officer, is the senior member of the AFJROTC Aerospace Science and Leadership Education staff and is responsible for teaching Aerospace Science. The SASI is responsible to the Principal, Patchogue-Medford High School, the Administrative Coordinator for Curriculum and Assessment, Eastern Suffolk BOCES, and the Director, AFJROTC for the overall conduct and direction of the AFJROTC program at Patchogue-Medford High School.

1.4.2. Aerospace Science Instructor (ASI):

The ASI is a retired United States Air Force Senior Noncommissioned Officer and assists the SASI by teaching the Leadership Education curriculum. The ASI is primarily responsible for teaching Leadership Education (to include drill and ceremonies), maintaining all uniforms, supplies and equipment used by the Cadet Corps, and advising Cadets how to organize fund-raising activities. When the SASI is absent, the ASI is in charge of the unit.

CHAPTER TWO

ADMISSION, TRANSFER, and DISENROLLMENT

- 2.1. **ADMISSION:** Admission to the AFJROTC program at the Patchogue-Medford High School is a privilege—not a right. To be eligible for membership and continuation in the AFJROTC program, each Cadet must meet the following minimum criterion:
 - 2.1.1. Enrolled as a full-time student in grades 9 – 12 at Patchogue-Medford High School.
 - 2.1.2. Display good behavior.
 - 2.1.3. Must pass the current AFJROTC course they are enrolled in to continue in the program.
- 2.2. **RESPONSIBILITIES:** All Cadets must comply with the policies, regulations and requirements of the unit as outlined in this guide. Each Cadet must accept full responsibility for safeguarding, care, and maintenance of the Air Force uniform and textbooks issued to them.
- 2.3. **TRANSFER:** Cadets transferring from an Army, Navy, Marine, or Air Force JROTC units, will be admitted with full credit for the JROTC service satisfactorily completed with a certificate of completion from their former JROTC unit.
- 2.4. **RESERVE CADETS:** NY-093 does not have reserve Cadets.
- 2.5. **DISENROLLMENT**
 - 2.5.1. The following are conditions under which a Cadet is considered for disenrollment:
 - 2.5.1.1. Failure to maintain acceptable Cadet standards; i.e. poor military bearing, poor dress and appearance, or unacceptable conduct (in/out of uniform).
 - 2.5.1.2. Failure to wear the Air Force uniform three times during the first quarter of a school year.
 - 2.5.1.3. Insubordination or disrespect toward Instructors or higher ranking Cadets.
 - 2.5.1.4. Failure to maintain grooming/dress & appearance as outlined in AFI 36-2903 within the first quarter of a school year.
 - 2.5.1.5. Failure to comply with the Patchogue-Medford High School Student Code of Conduct.
 - 2.5.1.6. Failure to obey lawful orders of Cadet superiors or failure to carry out Cadet responsibilities.
 - 2.5.1.7. Violations of the Cadet Honor Code.
 - 2.5.1.8. Failing the first and second quarters of any AFJROTC course.
 - 2.5.1.9. Cadets who fail any AFJROTC course will NOT be allowed to enroll in any future AFJROTC courses.

CHAPTER THREE

CURRICULUM

3.1. AEROSPACE SCIENCE/LEADERSHIP EDUCATION (AS/LE): The Aerospace Science (AS) classes are held on Mondays and Wednesdays and the Leadership Education (LE) classes are offered on Tuesday and Thursday. The syllabus for each academic year will determine which textbooks will be used. The AS and LE course descriptions are outlined below:

- 3.1.1. AS 100/LE 100: An introduction to the development of civilian and military aerospace power worldwide. Included are U.S. military history and the role of military airpower in developing and shaping the U.S. civilian and military aerospace communities, introduction to basic aeronautics, aircraft motion and control, rockets and space exploration history. The leadership portion of the course promotes followership and leadership fundamentals, customs and courtesies of the Armed Forces, drill and ceremonies, uniform wear, customs and courtesies, Cadet corps organization/leadership, citizenship, and problem solving techniques. Practical activities are included to promote individual self-reliance, discipline, responsibility, and citizenship. "Followership" skills are strongly emphasized.
- 3.1.2. AS 200/LE 200: An introduction to the science of flight. It is a general study of meteorology, aviation physiology, aeronautics, aerospace propulsion systems and air navigation. The leadership portion of the course stresses communication skills, leadership training, an understanding of individual and group behavior and solving conflicts. Cadets are provided an opportunity to apply these skills during seminars, exercises and drill and ceremonies.
- 3.1.3. AS 300/LE 300: An introduction to the manned/unmanned exploration of space and space science. It includes astronautics, astronomy, orbital mechanics, U.S. and foreign space programs, aerospace propulsion systems, rocketry, and space travel along with advanced military and civilian aerospace programs. The leadership portion focuses on life skills & career opportunities to prepare Cadets for life after graduation (college, tech school, military, work force, etc). Cadets practice interviews, prepare applications and do financial planning. In addition, leadership skills are improved to prepare Cadets for command and staff positions in the Cadet Corps.
- 3.1.4. AS 400/LE 400: The AS-IV course emphasizes leadership practice and management of the Cadet Corps. These duties and responsibilities include the challenge of command and staff, individual planning and career management. The course integrates/applies all previous academic and leadership instruction. The Cadet commander and senior staff perform leadership duties in the Cadet corps. These duties may be rotated each semester to give the maximum number of deserving Cadets an opportunity to serve in different command and staff functions. The emphasis is on performance and constructive feedback in a

positive learning environment. Basic financial planning is introduced for post-high school life.

3.2. HEALTH AND WELLNESS: We offer physical training every Friday. The goals are to identify areas of improvement for each Cadet and to teach the Cadets about living a healthy lifestyle.

3.3. LEADERSHIP EDUCATION: The leadership education curriculum is designed to develop leadership skills and involve Cadets in as many areas of the AFJROTC program as possible. Discipline generates enthusiasm for perfection and pride in performance. These are the basis of leadership development and a Cadet's motivation to become actively involved. The more each Cadet puts into the program, the more he or she will receive in benefits from being a productive member of the AFJROTC program.

3.3.1. Cadets are expected to act and behave as responsible and mature young men and women. Likewise, they must earn the right to be treated as young adults by gaining the respect of their fellow Cadets during their training in AFJROTC. Cadets must be willing to change their perspective and adjust their attitudes in order to meet the objectives of self-discipline, self-control, and self-responsibility that will be required of them.

3.3.2. Cadet leaders are carefully selected by the SASI and are responsible for carrying out most leadership activities. The SASI and ASI mentor the senior Cadet leaders—who, in turn, train their subordinates and other Cadets who are their junior. This is similar to the training programs at all military academies. Cadets are expected to respond promptly and properly to the SASI/ASI directives and senior Cadet leader's instructions. Based on their maturity, leadership potential, demonstrated performance and discipline, Cadets will be given rank and promotions commensurate with their abilities and readiness to accept increased responsibilities.

3.3.3. As a Cadet's experience in the corps is gained, each Cadet should receive less direct supervision from the SASI/ASI and more supervision from senior Cadet leaders. A fundamental tenant and requirement of military discipline for all Cadets is to always be loyal to the Cadet Corps, respect SASI/ASI, and obey the lawful orders of all Cadet leaders appointed over them.

3.3.4. Formal leadership education is conducted two (2) days each week—normally Tuesday and Thursday. Cadets will undergo a comprehensive “open ranks” inspection (normally on Thursday) and will be given a grade based on proper uniform wear and personal appearance standards. Uniform grades will range from “0” for failure to wear the uniform, to 100 for meeting the highest U.S. Air Force uniform and personal appearance standards.

CHAPTER FOUR

CADET JOB DESCRIPTIONS AND RESPONSIBILITIES

4.1. JOB DESCRIPTIONS

- 4.1.1. COMMANDER (CC): The CC is supervised/mentored by the SASI and is responsible for the following:
 - 4.1.1.1. Command and control of the Cadet Corps, through staff officers and subordinate commanders.
 - 4.1.1.2. Maintaining and enforcing high standards of Cadet grooming, dress, appearance, discipline, efficiency, training, morale, esprit de corps, and operation.
 - 4.1.1.3. Supervising and directing all the major activities of their staff. This authority may be delegated to the Deputy Commander and other top staff; however, *RESPONSIBILITY CANNOT BE DELEGATED TO A SUBORDINATE*.
 - 4.1.1.4. Assigning Cadets to projects and committees, outlining duties, establishing completion dates, monitoring progress, and ensuring project completion.
 - 4.1.1.5. Recommendations for promotions and leadership position changes are submitted to the ASI for comments, prior to submission to the SASI for final action. *PROMOTIONS OR LEADERSHIP POSITION CHANGES WILL NOT BE ACCOMPLISHED WITHOUT SASI APPROVAL*.
 - 4.1.1.6. Coordinating all Cadet activities with the SASI/ASI and advising them of all school and non-school related activities affecting the Cadet corp.
 - 4.1.1.7. Oversees Honor Guard, Logistics, Astronomy, and Dungeons and Dragons.
- 4.1.2. DEPUTY COMMANDER (CD): The CD is supervised by the Cadet Commander and is responsible for:
 - 4.1.2.1. Learning and practicing all duties of the CC.
 - 4.1.2.2. Assumes command in the absence of the CC.
 - 4.1.2.3. Assisting the CC as directed.
 - 4.1.2.4. Keeping the CC informed of all activities at all times
 - 4.1.2.5. Overseeing Public Affairs, Personnel, and Finance.
- 4.1.3. OPERATIONS OFFICER (OPS): The OPS is selected by the CC and is directly responsible to the CC for:
 - 4.1.3.1. Command & control of day-to-day operations of the Cadet operations.
 - 4.1.3.2. Effective and efficient command and control, and day to day operation of the Cadet Flights.
 - 4.1.3.3. Personnel management (maintaining personnel records, promotions, awards, promotion testing, etc.).
 - 4.1.3.4. Any LDR's that the CC and OPS decided for them to oversee throughout the school year based off of their past experiences with those LDR's.
 - 4.1.3.5. Overseeing Armed Drill, Color Guard, and Physical Training (PT).

- 4.1.4 PLANS OFFICER: The Plans Officer is selected by the CC and is directly responsible to the CC for:
 - 4.1.4.1. Overseeing Rocketry, Unarmed Drill, and Cadet Leadership School.
- 4.1.5. INSPECTION OFFICER (IO): The Inspection Officer is supervised by the CC and is only an active position during years where the unit is having a Unit Evaluation (UE). The IO is responsible for:
 - 4.1.5.1 Completing the UE self-inspection checklist in conjunction with the SASI and ASI.
 - 4.1.5.2 Create an inspector “brain book” and collect all hard copy documents to place in the book for the inspector’s arrival.
- 4.1.6. PERSONNEL OFFICER: The Personnel Officer is supervised by the CD and is responsible for:
 - 4.1.6.1. Preparing, maintaining, and updating Cadet personnel records for all Cadets.
 - 4.1.6.2. Administration, control, and coordination of the Cadet promotion program.
 - 4.1.6.3. Monitoring and administering the Cadet Awards and Decorations Program.
 - 4.1.6.4. Ensuring the organizational charts and chain of command listings are current.
 - 4.1.6.5. Preparing and publishing special orders for promotions and awards.
 - 4.1.6.6. Maintaining a record of unit community service activities.
- 4.1.7. PUBLIC AFFAIRS OFFICER: The PA is supervised by the CD and is encouraged (but not limited to) to perform the following:
 - 4.1.7.1. Coordinating with school officials to ensure Cadets and their activities receive adequate publicity.
 - 4.1.7.2. Publishing a monthly Cadet Newsletter.
 - 4.1.7.3. Preparing an article for the school newspaper.
 - 4.1.7.4. Coordinating with the school yearbook committee in ensure AFJROTC is in the yearbook.
 - 4.1.7.5. Preparing the end of the year slide show/ pamphlet for the annual military ball.
 - 4.1.7.6. Providing a photographic record of all AFJROTC activities and events.
 - 4.1.7.7. ALL articles and publications must be provided to the SASI/ASI for approval prior to release.
 - 4.1.7.8. Developing a Remind distro list for all Cadets to have access to information.
 - 4.1.7.9. Assist the SASI/ASI in recruiting activities.
- 4.1.8. FLIGHT SERGEANT: The Flight Sergeant is trained and supervised by the OPS and are responsible for:
 - 4.1.8.1. Setting and maintaining high standards of conduct and behavior for all Cadets to emulate;
 - 4.1.8.2. Command and control of their respective flights by taking charge of the classroom when the instructor is temporarily absent from the room.

- 4.1.8.3. Ensuring all flight members acquire the proper uniforms.
 - 4.1.8.4. Maintaining discipline and good order and leading Cadets in classroom activities, during field trips, performances and similar activities.
 - 4.1.8.5. Recommend promotions and leadership positions for all Cadet leaders assigned to their flight.
 - 4.1.8.6. Instructing the flight in drill and ceremonies.
 - 4.1.8.7. Inspecting Cadet uniforms.
 - 4.1.8.8. Judging flight competitive activities.
 - 4.1.8.9. Acting in the capacity of the instructor in the classroom and elsewhere when the instructor is temporarily absent.
- 4.1.9. ELEMENT LEADER (EL): The ELs are trained and supervised by the respective Flight Sergeant and are responsible for:
- 4.1.9.1. Setting the example of conduct and behavior for all subordinates to emulate.
 - 4.1.9.2. Training and leading the element in drill and ceremonial activities.
 - 4.1.9.3. Ensuring the Cadets in their element have all appropriate uniforms;
 - 4.1.9.3. Maintaining order in their respective elements and ensuring all Cadets assigned to the element follow all applicable classroom rules as well as supervising the Cadets within their element.
 - 4.1.9.4. The First EL, will automatically assume command of the flight in the absence of Flight Officer.
 - 4.1.9.5. The Second, Third, and Fourth ELs will take charge of the flight in similar fashion to the First EL.
- 4.1.10. LOGISTICS OFFICER (LG): The LG is supervised by the CC and is responsible for:
- 4.1.10.1. Assisting the ASI in performing routine uniform inventory, issue, receipt, accounting, and turn-in of all uniforms.
 - 4.1.10.2. Assisting the ASI in the Annual Inventory, cleaning and ordering of uniforms.
 - 4.1.10.3. Providing guidance to the Staff on logistics procedures.
 - 4.1.10.4. Maintaining supply room cleanliness and ensuring only authorized Cadets have access to supply items.
 - 4.1.10.5. Assisting the ASI in ensuring an adequate supply of expendable uniform items are readily available for issue.
- 4.1.11. FINANCE OFFICER (FM): The FM is supervised by the CD and is responsible for:
- 4.1.11.1. Assisting the Cadet staff and the SASI/ASI in planning, organizing, coordinating, and controlling unit fund raising activities.
 - 4.1.11.2. Assisting the ASI with preparing the group budget, including cost of field trips, base visits, transportation, equipment and supplies, military balls, picnics, etc.
 - 4.1.11.3. The FM must maintain close coordination with other staff officers.
 - 4.1.11.4. Review and approve of all deposits to the NY-093 school district account.
 - 4.1.11.5. Reconcile the account monthly with the school district financial officer.

- 4.1.12. DRILL TEAM OFFICER: The Unarmed Drill Team Officer is supervised by the Plans Officer and the Armed Drill Team Officer is supervised by the Operations Officer and they are responsible for:
- 4.1.12.1. Planning and coordinating all Drill Team activities and competitions.
 - 4.1.12.2. Ensuring that all Drill Team equipment is on hand and in good repair.
 - 4.1.12.3. Recruiting for the Drill Team.
 - 4.1.12.4. Working with the ASI to organize and train the Cadet Drill Team.
- 4.1.13. ROCKETRY OFFICER: The Cadet Model Rocketry Team Officer is supervised by Plans Officer and is responsible for:
- 4.1.13.1. Planning, organizing and coordinating all Rocket Team activities.
 - 4.1.13.2. Training all team members for knowledge and safety requirements.
 - 4.1.13.3. Certifying all Rocket Team members for knowledge and safety.
 - 4.1.13.4. Maintaining and storing all rocketry supplies and equipment.
 - 4.1.13.5. Safety of all practice and competition activities, scheduling practices.
 - 4.1.13.6. Selecting competitors for competitions.
- 4.1.14. COLOR GUARD OFFICER: The Color Guard Officer is supervised by the Operations Officer and responsible for:
- 4.1.14.1. Planning and coordinating all activities.
 - 4.1.14.2. Planning and coordinating all competitions.
 - 4.1.14.3. Ensuring that all equipment is on hand at activities & competitions.
 - 4.1.14.4. Ensuring that all equipment is in good repair.
 - 4.1.14.5. Recruiting team members.
 - 4.1.14.6. Training the Cadet Color Guard.
- 4.1.15. PHYSICAL TRAINING (PT) OFFICER: The PT Officer is supervised by the Operations Officer and is responsible for:
- 4.1.15.1. Planning and coordinating all activities.
 - 4.1.15.2. Planning and coordinating all competitions.
 - 4.1.15.3. Creating and executing workouts and exercise.
 - 4.1.15.4. Promoting the Health and Wellness program.
- 4.1.16. CADET LEADERSHIP SCHOOL (CLS) OFFICER: The CLS Officer is supervised by the Plans Officer and is responsible for:
- 4.1.16.1. Scheduling CLS classes.
 - 4.1.16.2. Training and supervising CLS staff members.
 - 4.1.16.3. Ensuring the CLS curriculum is current.
 - 4.1.16.4. Teaching the CLS curriculum.
 - 4.1.16.5. Ensure Personnel is informed of who completed CLS.
- 4.1.17. HONOR GUARD OFFICER: The Honor Guard Officer is supervised by the CC and is responsible for:
- 4.1.17.1. Scheduling Honor Guard ceremonies.
 - 4.1.17.2. Training and supervising staff members.
 - 4.1.17.3. Conducting Honor Guard ceremonies.

4.1.18. ASTRONOMY OFFICER: The Astronomy Officer is supervised by the CC and is responsible for:

4.1.18.1 Scheduling Astronomy activities.

4.1.18.2. Training and supervising staff members.

4.1.18.3. Conducting Astronomy activities.

4.1.19 DUNGEONS AND DRAGONS OFFICER: The Dungeons and Dragons Officer is supervised by the CC and is responsible for:

4.1.19.1 Scheduling Dungeons and Dragons activities.

4.1.19.2. Training and supervising staff members.

4.1.19.3. Conducting Dungeons and Dragons activities.

4.2. CADET OFFICER/NCO RESPONSIBILITIES

4.2.1. BRIEF ALL FLIGHTS:

4.6.1.1. Officers and NCOs in command positions will present briefings as necessary to keep Cadets under their command informed of all activities for which they are responsible.

4.2.2. SET THE EXAMPLE: All officers and NCOs must set the proper example and live up to high standards, especially proper wear of the uniform and wearing civilian clothing in accordance with school dress code. Also, appropriate treatment of fellow Cadets, students, teachers, and all school staff are moral responsibilities. Repeated uniform violations by a Cadet Officer or NCO will result in the Cadet's removal from their position and possible disenrollment from the Cadet Corps.

4.2.3. PROFICIENCY: Officers and NCOs should constantly strive to do a better job. They should know their subordinate's responsibilities and learn more about AFJROTC policies and procedures by reviewing applicable regulations. Officers and NCO's will ensure that subordinates remain proficient in their areas of responsibility.

4.2.4. SUPERVISE, ADVISE AND LEAD: As subordinates depend on senior officers and NCOs for guidance, officers and NCO's should constantly strive to be better supervisors, managers, leaders, Cadets, and team players. In this way, everyone benefits from the strength of the group. Teamwork generates bonds of friendship.

CHAPTER FIVE

POLICIES AND PROCEDURES

5.1. FLAG DETAIL

- 5.1.1. A detail of Cadets will be responsible for raising and lowering the flag on Thursdays (normal uniform day).
- 5.1.2. The flag detail will consist of a minimum of eight Cadets.
- 5.1.3. Flags will not be raised during bad weather and should be lowered as soon as possible before bad weather begins.
- 5.1.4. Each Cadet that is participating during raising or lowering of flags will be awarded 15 minutes of community service per flag detail event.

5.2. CLASSROOM CONDUCT

- 5.2.1. Cadets will be on time to class and AFJROTC events and will bring the appropriate textbooks to class.
- 5.2.2. Cadets will not talk if an instructor is talking or if another Cadet is speaking with an instructor.
- 5.2.3. Sleeping in class and completing work for another class are not permit during class time.
- 5.2.4. To receive permission to speak, Cadets will raise their hands and wait to be recognized by the instructor.
- 5.2.5. Cadets will use the term “Sir/Ma’am” when speaking to instructors, and Cadet officers or will address them by rank and name.
- 5.2.6. Before leaving the classroom, Cadets will ensure that desks are in proper alignment, trash is placed in the trash cans, and no items (bookbags, drinks, clothing, etc.) is left behind.
- 5.2.7. Cadets will NOT skip another class to visit the AFJROTC classroom. However, if a Cadets teacher gives them a written pass they may visit the AFJROTC classroom.

5.3. CLASSROOM PROCEDURES

- 5.3.1. Prior to entering classroom no phones, chargers, and earbuds are visible and will remain out of sight until you exit the room.
- 5.3.2. Cadets are never permitted to wear any hats within the classroom unless authorized the instructors.
- 5.3.3. Upon entering classroom each Cadet will place all belongings on floor underneath desk.
- 5.3.4. At the warning bell all Cadets move to the middle of the classroom in formation and wait while standing at parade rest.
- 5.3.5. The ELs will determine who is missing from their element.
- 5.3.6. After the tardy bell rings the Flight Sergeant will command “FLIGHT ATTENTION”.
- 5.3.7. ROLL CALL: (Every Flight Member is at ATTENTION)
- 5.3.8. The First EL will state “All present and/or accounted for” or give names of those absent and/or tardy. The following element leaders will then follow the same procedure.

- 5.3.9. The Flight Sergeant will report to the SASI/ASI for recording in the attendance book.
- 5.3.10. The flight will then follow the direction of the instructor and the Flight Sergeant will command Flight ATTENTION and then command FALLOUT.
- 5.3.11. All Cadets will sit at their assigned seats.
- 5.3.12. The Flight Sergeant will make any announcements to the class.

5.4. ACADEMIC GRADING POLICY

- 5.4.1. Grades from the Aerospace Science portion of the course consists of major projects and daily grades.
- 5.4.2. The leadership education portion of the course consists of projects and daily grades.
- 5.4.3. Drill is evaluated by the SASI/ASI.
- 5.4.4. Cadets earn four marking period grades, and one final grade during the school year and received one Elective credit for successful completion of one full school year.
- 5.4.5. Grades are computed in accordance with Patchogue-Medford (PMSD) grading policy.

5.5. MAKE-UP ASSIGNMENTS

- 5.5.1. After an absence, it is the Cadet's responsibility to check with their Flight Sergeant for any missed work or assignments.
- 5.5.2. Missed assignments may be made-up with approval of the SASI/ASI and in accordance with school policy.
- 5.5.3. However, after an absence, it is the responsibility of the Cadet to request and schedule any make-up work. All make-up work must be completed within two school days after return to class.

5.6. UNIFORM INSPECTION

- 5.6.1. Uniform wear is a large part of the AFJROTC program and an Air Force JROTC Headquarters requirement.
- 5.6.2. ALL Cadets are required to wear the appropriate uniform each Thursday (unless the uniform day has been moved to another day as per the SASI), from the start of the school day until released.
 - 5.6.2.1. Cadets may not change out of the uniform during the school day unless approved by the SASI and ASI for classes such as P.E.
 - 5.6.2.2. If approved to change out for a particular class the Cadet must change back to the uniform for the remainder of the day.
- 5.6.3. Cadets absent on uniform day have one week to make up the uniform day.
 - 5.6.3.1. Missed uniform days will not be make up on PT days.
- 5.6.4. Failing to wear the uniform on assigned days you were present will result in a grade of "0%" and the uniform day will NOT be made up.
- 5.6.5. Failing to wear the uniform can lead to disenrollment from the course.
- 5.6.6. Failure to turn in uniforms by the end of the course/year will result in an overall "I" incomplete grade for the course.
- 5.6.7. Additionally, the student will be placed on the "Fines/Holds" list until the Uniform and books are paid for/returned.

- 5.6.8. Three unexcused uniform wear days in each semester may be sufficient grounds for immediate dismissal (failing) from AFJROTC program.
- 5.6.9 Cadets are expected to police each other by identifying uniform issues.

Note: HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.

5.7. CADET SALUTING

- 5.7.1. The subordinate Cadet always salutes first and holds the salute until it is returned by the superior Cadet officer or the SASI.
- 5.7.2. Saluting is an absolute requirement and an indispensable part of leadership training.
- 5.7.3. When done properly, it is the highest form of military discipline.
- 5.7.4. Cadets are expected to render the salute with snap and precision reflecting great pride in them.
- 5.7.5. Always salute from the position of attention, whether you are standing or moving.
- 5.7.6. Saluting is only done outdoors with the following exceptions.
 - 5.7.6.1. When a Cadet enters or exits the classroom and it is not their class period.
 - 5.7.6.2 When a Cadet exits the classroom during their class period such as to use the restroom or to attend an appointment and again when they re-enter the classroom.
 - 5.7.6.5 When a Cadet enters and exits the classroom after school has ended.

5.8. AUTHORITY

- 5.8.1. Cadet Officers/NCOs in leadership positions in the classroom have the authority of the instructor when absent from the room.
- 5.8.2. Cadets in leadership positions may excuse a Cadet from a class or formation momentarily only in an emergency. The instructor will be informed immediately of these actions.
- 5.8.3. Cadets will not change existing orders, directives, or regulations at any time.

5.9 CADET CONTRACT

- 5.9.1. On the first day of school (or the first day that a Cadet is enrolled in the program) each Cadet will receive a Cadet contract in which the Cadet, Cadet's Parent or Guardian, and both Instructors will sign and date.
- 5.9.2. Each Cadet will also receive a Parent/Guardian Release Form for photos and WINGS access and a Cadet Health/Wellness program form. Both forms will be signed by the Cadet and their parent or guardian.
- 5.9.3. The contract will be returned to the Instructor within five school days of the Cadet receiving the contract.

5.10. HAZING:

- 5.10.1. Hazing, degrading, or deliberately embarrassing Cadets for "FUN" is not fun and will not be tolerated from any Cadet at any time.
- 5.10.2. This applies in the in and out of the classroom, on field trips, and includes off campus.

- 5.10.3. Cadets in leadership positions are reminded to ensure subordinate Cadets are not subject to unreasonable physical training or mental hazing of any type.
- 5.10.4. Any Cadet who believes they have been a victim of hazing, degrading, or intentional embarrassment will report the offense directly to the SASI/ASI.
- 5.10.5. No matter what the circumstances are the SASI/ASI must be notified.

5.11. HARASSMENT/DISCRIMINATION: NO FORM OF SEXUAL HARASSMENT WILL BE TOLERATED AT ANY TIME. Any of the following may constitute sexual harassment or discrimination:

- 5.11.1. Physical Contact: Uninvited touching, squeezing of a person's shoulder, massages, or unwanted embrace.
- 5.11.2. Gestures: Puckering one's lips suggestively or making obscene signs towards another with one's hands, or other parts of the body.
- 5.11.3. Jokes: Telling off-color, ethnic, cultural, or racial jokes.
- 5.11.4. Pictures: Displaying pin-ups, particularly those of scantily-clad individuals.
- 5.11.5. Comments: Unflattering generalities that lump certain groups together or denigrate others.
- 5.11.6. Terms of Endearment: Calling anyone "honey bun," "dearest," "sweetheart," or similar expressions may be perceived as harassment. The effect on the other person is the primary issue rather than one's intent. Even if a Cadet has "used the term for years," they should be aware that these expressions may offend someone.
- 5.11.7. Questionable Compliments: examples: "Nice legs!" "You look hot in that outfit!" and other compliments like these can make individuals feel uncomfortable or worse.

5.12. USE OF ELECTRONICS DEVICES

- 5.12.1. Cadet use of electronic devices is prohibited during class unless otherwise specified by the Instructors.
- 5.12.2. The Instructors will follow the school district policy for student electronic use.
- 5.12.3. Any Cadet caught using electronic devices during class will have the device confiscated by the Instructors who will turn in the device to the main office.

CHAPTER SIX

RANK AND PROMOTION

6.1. CADET PROMOTION SYSTEM

- 6.1.1. Rank is awarded based on a Cadet's leadership potential.
- 6.1.3. Rank is evidence of leadership and standing among Cadets.
- 6.1.4. Rank reflects a Cadet's increase in maturity, effectiveness in motivating others, ability to lead, and willingness to accept additional responsibility.
- 6.1.5. Cadet promotions are made to fill vacant positions from the Cadet corps.
- 6.1.6. Cadet Leadership School (CLS) is a requirement in order to receive any promotion past a Cadet Airman.

6.2. PROMOTIONS

- 6.2.1. Promotions may occur at any-time as authorized by the SASI.
- 6.2.2. Regular promotion cycles will normally be held at the end of the second quarter and the beginning of the first quarter of the following school year.
- 6.2.3. Promotions will be announced soon after the end of the second quarter and the beginning of the first quarter of the following school year.
- 6.2.4. Cadet receiving promotions during each cycle as defined in section 6.2.2 must meet the following criteria
 - 6.2.4.1. Have at least an 80% average in their AFJROTC course and have no missing assignments.
 - 6.2.4.2. Must have participated in at least five activities.
 - 6.2.4.3. No missed uniform days.
 - 6.2.4.4. No uniform discrepancies.
 - 6.2.4.5. Must not have had ISS, or OSS, or a referral.
 - 6.2.4.6. No unexcused absences.
- 6.2.5. SPECIAL ORDERS: Promotions, demotions, position selections, and appointments to staff or flight positions will be formalized by Special Orders. Special Orders are drafted and filed by Personnel. Orders must be signed by the CC, and approved/signed by the SASI.
- 6.2.6. CADET SNCO/NCO SELECTION REQUIREMENTS
 - 6.2.6.1. To be selected as a Cadet SNCO/NCO, the Cadet:
 - 6.2.6.2. Must have completed at least one year of AFJROTC (Exceptions include special teams).
 - 6.2.6.3. Must have demonstrated exceptional leadership potential.
 - 6.2.6.4. Must have at least a B average in their AFJROTC courses.
- 6.2.7. CADET OFFICER SELECTION REQUIREMENTS
 - 6.2.7.1. To be selected as a Cadet Officer, the Cadet must meet the criteria in section 6.2.6 and:
 - 6.2.7.2. Must have held at least an entry level staff position in an LDR.
 - 6.2.7.4. Must have demonstrated exceptional leadership potential.
 - 6.2.7.5. Must have at least a B average in their AFJROTC courses.
- 6.2.8. PROMOTION AFTER CLS GRADUATION
 - 6.2.8.1. CLS Graduation is required for Cadets to hold a Staff Position as an Officer or as an NCOIC.

6.3. PERMANENT PROMOTION

6.3.1. All Cadets who have completed CLS will have a permanent grade based on the number of completed years of AFJROTC service and the following:

6.3.1.1. Cadet Senior Airman if your CLS grade was an 85% or higher. If your CLS grade was no higher than an 85% your rank is Cadet Airman First Class.

6.3.1.2. Cadet Senior Airman will be awarded at the beginning of their second year for successfully completing the first year.

6.3.1.3. Cadet Technical Sergeant will be awarded at the beginning of their third year for successfully completing the second year.

6.3.1.4. Cadet Senior Master Sergeant will be awarded at the beginning of their fourth year for successfully completing the third year.

6.4 TEMPORARY PROMOTION

6.4.1. Can be granted for those filling staff and LDR leadership positions as determined by the CC and approved by the SASI.

6.4.2. Those who graduate CLS will receive temporary promotions.

6.4.3. Temporary promotions are promotions to higher ranks above permanent promotions.

6.5. REDUCATION IN RANK

6.5.1. Cadets can be subject to a reduction in rank at any time during the academic year.

6.5.2. Demotions may be made for:

6.5.3. Failure to carry out responsibilities.

6.5.4. Failure to meet standards of performance.

6.5.5. For violations of regulations and/or the Honor Code.

6.5.6. If a Cadet receives a failing semester grade in their AFJROTC course they will be demoted to their appropriate permanent rank until they pass the next semester.

6.5.7. Those who are demoted cannot be demoted to a rank lower than the applicable permanent promotion rank.

CHAPTER SEVEN

STAFF MEETINGS, SPECIAL ACTIVITIES, TEAMS, AND CLUBS

7.1. CADET COMMANDER STAFF MEETINGS

- 7.1.1. The staff meeting will be chaired by the CC or CD.
- 7.1.2. The SASI or ASI will be present to ensure compliance with established policies and procedures.
- 7.1.3. It is the responsibility of the CC to ensure that time is made available for any briefings.
- 7.1.4. Staff Cadets will present progress reports on plans, programs, and projects they are responsible for.
- 7.1.5. Meeting minutes will be recorded and published and briefed to the Cadet Corp within two days following the meeting.

7.2. TEAM MEETINGS

- 7.2.1. The team lead will chair each meeting.
- 7.2.2. Cadets who are required to attend will be notified of the meeting as far in advance as possible.
- 7.2.3. A notice will be placed in the bulletin board not later than two days before the meeting.
- 7.2.4. Those required to attend must be present unless prior absence is approved and granted by the CC or CD.
- 7.2.5. Meeting minutes will be recorded and published and briefed to the CC and the team members within two days following the meeting.

7.3. LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ACTIVITIES:

Cadets will be involved in many leadership development requirement activities.

- 7.3.1. Participation in LDRs is restricted to those who meet the below conditions. If a Cadet is removed from an LDR due to the below conditions their situation will be reviewed at the end of each quarter.
 - 7.3.1.1. Must maintain at least an 80% average per quarter in AFJROTC.
 - 7.3.1.2. Can not have more than two unexcused absences per quarter.
 - 7.3.1.3. Can not have had ISS, or OSS, or any referrals during the quarter.
- 7.3.2. Our current LDRs are:
 - 7.3.2.1. Personnel
 - 7.3.2.2. Finance
 - 7.3.2.3. Physical Training
 - 7.3.2.4. Cadet Leadership School
 - 7.3.2.5. Honor Guard
 - 7.3.2.6. Logistics
 - 7.3.2.7. Public Affairs
 - 7.3.2.8. Model Rocketry Team
 - 7.3.2.9. Color Guard
 - 7.3.2.10. Unarmed Drill

- 7.3.2.11. Armed Drill
- 7.3.2.12. Astronomy
- 7.3.2.13. Dungeons and Dragons
- 7.3.2.14. Specialty Drill

7.4. CURRICULUM IN ACTION (CIA) TRIPS

- 7.4.1 Periodically, Cadets may have the opportunity go on field trips to Air Force bases, science museums, confidence courses, weather facilities, flight simulator facilities, other service military installations, and more.
- 7.4.2. Participation in CIA trips is restricted to those who meet the below conditions. If a Cadet is prohibited from attending a CIA trip due to the below conditions their situation will be reviewed for future CIA trips.
 - 7.4.2.1. Must maintain at least an 80% average per quarter in AFJROTC.
 - 7.4.2.2. Can not have more than two unexcused absences per quarter.
 - 7.4.3.3. Can not have had ISS, or OSS, or any referrals during the quarter.
- 7.4.3. **PARADES:** Cadets are required to participate in the Patchogue Christmas Parade (Nov/Dec), and the Patchogue or Medford Memorial Day Parade (May).
 - 7.4.3.1. If a Cadet does not attend a parade they must make up the uniform day within one week of the parade and must write a two-page paper on a topic of the ASIs choice.

CHAPTER EIGHT

CADET HEALTH AND PHYSICAL FITNESS

8.1. CADET HEALTH AND WELLNESS PROGRAM

- 8.1.1. The goals are to create individualized training plans, identify areas of improvement for each Cadet and incorporate physical training to meet national standard goals.
- 8.1.2. This program is an exercise program called the Presidential Fitness Challenge. Cadets will perform five (5) exercises
 - 8.1.2.1. one mile run,
 - 8.1.2.2. push-ups or pull-ups,
 - 8.1.2.3. curl ups,
 - 8.1.2.4. v-sit reach,
 - 8.1.2.5. shuttle run,
- 8.1.3. The initial assessment will be completed within the first 45 days of the school year
- 8.1.4. A final assessment will be given not later than 30 days prior to the end of the school year.
- 8.1.5. Parents are provided a permission slip on which they state any health concerns or limitations or exemptions regarding participation in this program.
- 8.1.6. In addition to the above exercises, group activities (ex. kickball, soccer, capture-the-flag, etc.) will be included.
- 8.1.7. Cadet grades are based on participation, effort, and wear of the PT uniform.
- 8.1.8. Based on performance, Cadets can receive either the Presidential Physical Fitness Award, the National Physical Fitness Award or the Participant Physical Fitness Award.
- 8.1.9. All Cadets are required to participate in the PT program (which is held every Friday) unless they are exempt (as indicated on the permission slip which is kept on file or a doctor's note).

CHAPTER NINE

AIR FORCE UNIFORM AND APPEARANCE STANDARDS

AFJROTC Cadets will wear the standard Air Force uniform in accordance with [AFI 36-2903](#) and AFJROTC regulations and guidelines. The uniform symbolizes order, organization, and unity of the Cadet corps. It is the universal symbol of all military forces.

9.1. RESPONSIBILITIES

- 9.1.1. While members may differ in physical characteristics, uniforms are meant to be standardized and are a unique distinction that an individual is a member of the Cadet Corps.
- 9.1.2. A professional military image has no room for the extreme, the unusual, or the faddish.
- 9.1.3. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.
- 9.1.4. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force.
- 9.1.5. The fifth standard, military image is also very important, military appearance is subjective, but necessary.
- 9.1.6. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
- 9.1.7. When a Cadet wears the uniform, they are responsible for presenting a neat, clean, and professional military image.
- 9.1.8. Appearance and grooming standards help Cadets present the image of disciplined Cadets who can be relied upon to do the job they are called on to do.

9.2. PERSONAL GROOMING STANDARDS

- 9.2.1. Commander's discretion may be used to determine if individual's personal grooming is within standards of this instruction.
- 9.2.2. Commanders do not have authority to waive grooming and appearance standards except as identified in this instruction.
- 9.2.3. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive.
- 9.2.4. 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 is for Cadets.
- 9.2.5. Except for minor variations based on gender differences, all Cadet Corps personnel must comply with the same personal grooming standards.
- 9.2.6. SASI/ASI have the responsibility to determine compliance with the letter and intent of this AFI and to correct the obvious violations regardless of whether the situation identified is clearly written in the applicable AFI.
- 9.2.7. **HAIR-MALE AND FEMALE**
 - 9.2.7.1. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements.

- 9.2.7.2. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground.
- 9.2.7.3. Dyes, tints, bleaches and frostings must result in natural hair colors.
- 9.2.7.4. Hair color must complement the member's complexion and skin tone.
- 9.2.7.5. Examples of natural hair colors are brown, blonde, brunette, natural red, or black. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.
- 9.2.7.6. SASI may temporarily authorize cancer patients to wear approved caps (black/tan) or maintain baldness due to a temporary medical condition (i.e., radiation/chemotherapy).

9.3. FEMALE CADET GROOMING GUIDELINES

- 9.3.1. FEMALE HAIR (See Figures 9.1, 9.2, 9.3, and 9.4)
 - 9.3.1.1. There is no minimum hair length, to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear.
 - 9.3.1.2. 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. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.
 - 9.3.1.3. When in doubt, assess correct length of hair with Airman standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.
- 9.3.2. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).
- 9.3.3. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

Figure 9.1. Sample authorized female hairstyle and authorized scrunchie



- 9.3.4. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized.
- 9.3.4.1. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs.
- 9.3.4.2. 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.
- 9.3.4.3. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance.
- 9.3.4.4. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- 9.3.4.5. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance.
- 9.3.4.6. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance.
- 9.3.4.7. A loc, 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.
- 9.3.5. Unauthorized: Mohawk, mullet or etched design.

Figure 9.2. Authorized female hair styles



Figure 9.3. Authorized braids



Figure 9.4 Unauthorized female hair styles



9.3.6. FINGERNAILS

9.3.6.1. Fingernail polish, if worn by female Cadets, will be a single color that does not distinctly contrast with the female Cadet's complexion, detract from the uniform, or be extreme colors.

9.3.6.2. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors.

9.3.6.3. Do not apply designs to nails or apply two-tone or multi-tone colors.

9.3.6.4. However, white-tip French manicures are authorized.

9.3.6.5. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

9.3.7. SKIRTS

9.3.7.1. The length of your skirt may not vary beyond the top and bottom of the kneecap.

9.3.7.2. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt.

9.3.7.3. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

9.3.8. EARRINGS

9.3.8.1. Female Cadets may wear small round or square white diamond, gold, white pearl, or silver earrings.

9.3.8.2. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.

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

9.4. MALE CADET GROOMING GUIDELINES

9.4.1. MEN'S HAIR (See Figure 9.5)

9.4.1.1. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

9.4.1.2. Hair will be tapered appearance on both sides and the back of the head, both with and without headgear.

9.4.1.2.1. 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.

9.4.1.2.2. A block-cut is permitted with tapered appearance.

9.4.1.3. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.

9.4.1.4. Hair will not touch the ears or protrude under the front band of headgear.

9.4.1.5. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized.

9.4.1.6. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.

Figure 9.5 Male hair grooming styles

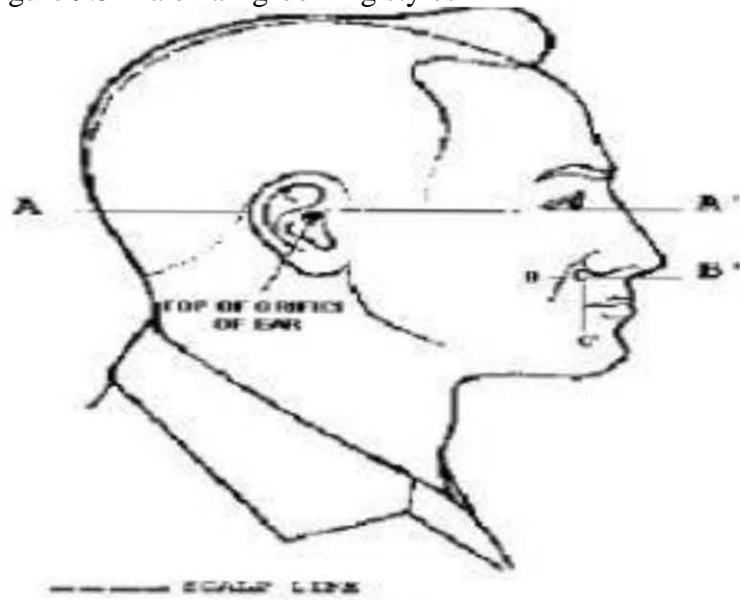


Figure 1-2
Male Grooming Standards (Side View)

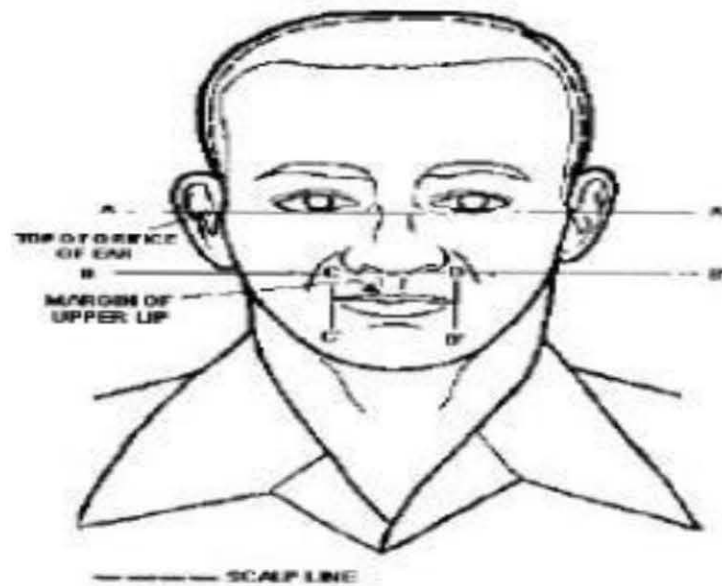


Figure 1-1
Male Dressing Standards (Front View)

9.4.2. SIDEBURNS

9.4.2.1. 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.

9.4.2.2. Sideburns will end in a clean shaven horizontal line.

9.4.3. MUSTACHES

9.4.3.1. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and

9.4.3.2. will not extend downward beyond the lip line of the upper lip or

9.4.3.3. extend sideways beyond a vertical line drawn upward from both corners of the mouth.

9.4.4. BEARDS

9.4.4.1. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official.

9.4.4.2. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board.

9.4.4.3. Members will keep all facial hair trimmed not to exceed ¼ inch in length.

9.4.4.4. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

9.4.5. FINGERNAILS

9.4.5.1 Male Cadets are not authorized to wear nail polish.

9.4.6. EARRINGS

9.4.6.1. Male Cadets in uniform may not wear earrings or any other type of facial piercings.

9.5. UNIFORM OF THE DAY

9.5.1. The most commonly worn uniform combination will consist of:

9.5.1.1. Light blue short-sleeve shirt.

9.5.1.2. Dark blue pants and hat. Females may wear a skirt instead of the pants.

9.5.1.3. Proper insignia.

9.5.1.4. Rank.

9.5.1.5. Name tag.

9.5.1.6. All authorized ribbons will be properly worn on the shirt.

9.5.1.7. Shirts will be tucked in the pants or skirt.

9.5.1.8. Males may wear the necktie (female may wear the neck tab) with the short sleeve shirt but the tie/tab is not required unless directed by the SASI/ASI.

9.5.1.9. Military creases are not authorized in the light blue shirt. See Attachments for proper placement of ribbons, badges and insignia.

9.6. SERVICE DRESS UNIFORM (see attachments)

9.6.1. The service dress uniform consists of:

- 9.6.1.1. Service coat
- 9.6.1.2. Short or long sleeve shirt
- 9.6.1.3. Necktie or neck tab
- 9.6.1.4. Pants or skirt
- 9.6.1.5. Nametag
- 9.6.1.6. All authorized insignias, rank, badges and ribbons will be worn with the service coat.
- 9.6.1.7. The difference between a service dress uniform and a service uniform is the wearing of the Service Coat and a tie/tab is mandatory for the service dress uniform.
- 9.6.1.8. See Attachments for proper placement of ribbons, badges, and insignia.

9.7. MALE BLUE SERVICE UNIFORM (see figure 9.6)

9.7.1. BLUE SHIRT

- 9.7.1.1. Will be light blue in color with two pleated pockets and epaulets.
- 9.7.1.2. With arms bent at a 90-degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm.
- 9.7.1.3. The blue shirt will be neatly tucked into the trousers.
- 9.7.1.4. The shirt may be altered for a tapered fit. Military creases are not authorized with the shirt.
- 9.7.1.5. A V-neck or athletic style, white tank top undershirt will be worn under the blue shirt.
- 9.7.1.6. If the long-sleeved shirt is worn the top button must be buttoned and a tie must be worn.

9.7.2. NAMETAG

- 9.7.2.1. The name tag will be blue plastic with the last name engraved in white lettering. The name tag will be centered, resting on, but not over the edge of the pleated pocket on the wearer's right.

9.7.3. TROUSERS

- 9.7.3.1. Trousers will be blue and trim-fitted with no bunching at the waist or bagging at the seat.
- 9.7.3.2. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg.
- 9.7.3.3. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease.
- 9.7.3.4. The back of the trouser legs will be $\frac{7}{8}$ inch longer than the front.

9.7.4. BELT AND BUCKLE.

- 9.7.4.1. The belt will be blue, cotton web or elastic, solid or woven.
- 9.7.4.2. The belt will have a silver (chrome finish) tip and a buckle.
- 9.7.4.3. The silver tip of the belt will extend beyond the buckle facing the wearer's left; however, no blue fabric will be visible between the silver tip and silver buckle.

Figure 9.6 Sample male uniform pictures



9.8. FEMALE BLUE SERVICE UNIFORM (see figure 9.7)

9.8.1. BLUE SHIRT

9.8.1.1. Will be light blue in color with two pleated pockets and epaulets.

9.8.1.2. With arms bent at a 90-degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm.

9.8.1.3. The blue shirt will be neatly tucked into the trousers.

9.8.1.4. The shirt may be altered for a tapered fit. Military creases are not authorized with the shirt.

9.8.1.5. A white sports bra may be worn in lieu of a V-neck or athletic style, white tank top undershirt and will be worn under the blue shirt.

9.8.1.6. The sports bra may not protrude into the open collar.

9.8.1.7. If the long-sleeved shirt is worn the top button must be buttoned and a tie must be worn.

9.8.2. NAMETAG

9.8.2.1. Nametag. The name tag will be blue plastic with the last name engraved in white lettering. The name tag will be centered, resting on, but not over the edge of the pleated pocket on the wearer's right.

9.8.2.2. Ribbons. All ribbons and devices will be worn.

9.8.2.3. Ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.

9.8.3. TROUSERS

9.8.3.1. Trousers will be blue and trim-fitted with no bunching at the waist or bagging at the seat.

9.8.3.2. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg.

9.8.3.3. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease.

9.8.3.4. The back of the trouser legs will be $\frac{7}{8}$ inch longer than the front.

9.8.4. BELT AND BUCKLE

9.8.4.1. The belt will be blue, cotton web or elastic, solid or woven.

9.8.4.2. The belt will have a silver (chrome finish) tip and a buckle.

9.8.4.3. The silver tip of the belt will extend beyond the buckle facing the wearer's right; however, no blue fabric will be visible between the silver tip and silver buckle.

Figure 9.7 Sample female uniform pictures



9.9. CARE OF BLUE SERVICE UNIFORM

9.9.1. After two consecutive wears uniforms must be cleaned professionally at a dry cleaner, unless uniform is in need after one wear. This will prevent ring around the collar, foul odors, and spots to accumulate onto the uniform. The Light Weight Blue Jacket, Service Coat, and Flight Cap only need to be dry cleaned as needed.

9.9.1.1. Shirt—recommended dry cleaned

9.9.1.2. Trousers---must be dry cleaned

9.9.1.3. Light Weight Blue Jacket---must be dry cleaned

9.9.1.4. Service Coat---must be dry cleaned

9.9.1.5. Flight Cap—must be dry cleaned

9.10. LIGHTWEIGHT BLUE JACKET (see attachments)

- 9.10.1. Can only be worn with the service uniform.
- 9.10.2. Females may wear the male version of the lightweight blue jacket.
- 9.10.3. Blue short-sleeved shirts cannot be visible around the bottom of the male or female version of the lightweight blue jacket.
- 9.10.4. The jacket will be waist length with the zipper worn no lower than halfway between the collar and the waistband.
- 9.10.5. The jacket may be worn with or without an insulated liner.
- 9.10.6. If worn, the insulated liner will not be visible.

9.11. PHYSICAL TRAINING UNIFORM (PTU)

- 9.11.1. Units may locally design and purchase a PTU that is customized for esprit-de-corps within a unit (usually school colors). Air Force PTU (see figure 9.8) may not be mixed with local purchased PTU within a unit.
- 9.11.2 All Cadets are required to wear the issued PTU to class every PT day which is typically every Friday.
- 9.11.3. Those who do not wear the PTU or wear it incorrectly will lose points off of their grade.

Figure 9.8.



9.11.4. SHORT-SLEEVED SHIRT

- 9.11.4.1. The short-sleeve shirt will be tucked into shorts at all times.
- 9.11.4.2. Do not remove or cut sleeves.
- 9.11.4.3. PTU undershirts, short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTU shirt.
- 9.11.4.4. Undershirt must be tucked in.
- 9.11.4.5. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

9.11.5. SHORTS

9.11.4.1. The PTU shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTU shorts may be removed.

9.11.6. FOOTWEAR

9.11.5.1. Socks are mandatory. Socks will be white or black and may have small trademark logos.

9.11.5.2. Athletic style shoes are mandatory. There are no restrictions on the color of the athletic shoes.

9.11.7. HEADGEAR

9.11.7.1. The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTU. Authorized caps are to be worn outdoors only.

9.11.7.2. Bandanas and other similar head-scarves/headgear are not authorized.

9.11.8. SWEATSHIRT/SWEATPANTS

9.11.8.1. Both items are optional. If worn, the sweatshirt sleeves must be rolled down and the sweatpants legs must be rolled down.

9.11.8.2. If the sweatpants are worn the t-shirt must be tucked into either the shorts or the sweatpants.

9.11.8.3 Both items can be worn together or separately.

9.12. SPECIAL UNIFORM AND APPEARANCE RULES

9.12.1. JEWELRY

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

9.12.1.2. RINGS. Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger and will not be worn on the thumb.

9.12.1.3. NECKLACES. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

9.12.1.4. BRACELETS

9.12.1.4.1. Ankle bracelets are not authorized.

9.12.1.4.2. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing.

9.12.1.4.3. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish).

9.12.1.4.4. 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).

9.12.1.4.5. Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.

9.12.2. EYEGLASSES OR SUNGLASSES.

9.12.2.1. Must not have any ornaments on the frames or lenses.

9.12.2.2. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation.

9.12.2.3. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited.

9.12.2.4. Sunglasses are not allowed while in a military formation.

9.12.2.5. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

9.12.3. 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.

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

9.12.5. BACK PACKS. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

9.12.6. TECHNOLOGY

9.12.6.1. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited.

9.12.6.2. Specifically authorized for the execution of official duties.

9.12.6.3. Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel.

9.12.7. COSMETICS

9.12.7.1. Male Cadets are not authorized to wear cosmetics.

9.12.7.2. 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.

9.12.7.3. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors.

9.12.7.4. Examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

9.12.7.5. Cosmetics will not be worn during field conditions.

9.12.8. SHOULDER CORD

9.12.8.1. One “infantry” style shoulder cord may be worn.

9.12.8.2. Will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch.

9.12.8.3. Colors are locally-determined,

9.12.8.4. Must be conservative, in good taste

9.12.8.5. May be worn on regular uniform days.

9.12.9. COLD WEATHER ACCESSORIES Cold weather accessories will only be worn when wearing authorized outer garments and cold weather accessories are only worn while outdoors.

9.12.9.1. Gloves (black). Gloves may be worn with the service dress coat or the light weight blue jacket while outdoors. They will be all one color, leather, knitted, tricot or suede, or a combination of leather, knitted, tricot, and suede.

9.12.9.2. Scarf (black). A scarf may be worn with the service dress coat or the light weight blue jacket while outdoors. The scarf must be tucked in and will only be worn with an outer garment. The scarf will not exceed 10 inches in width and can be knit, all wool or cotton simplex, with or without a napped surface.

9.12.9.3. Earmuffs (black). Earmuffs may be worn with the service dress coat or the light weight blue jacket while outdoors and may wrap around either the top or rear of the head. Earmuffs may be made of any material.

9.13. RULES WHILE IN UNIFORM

9.13.1. All Cadets must adhere to this instruction and supplement(s) at all times.

9.13.2. All Cadets must ensure uniform items and civilian clothing (in official capacity) are maintained, clean, and in serviceable condition (that is, not frayed, worn out, torn, faded, patched, etc.), correct in design and specifications, and fit properly. Uniform items are to be zipped, snapped or buttoned unless otherwise defined in this instruction.

9.13.3. All Cadets must meet personal grooming standards while in uniform

9.13.4. All Cadets should inform any Cadet Corps member that is in violation of uniform and appearance standards.

9.13.5. When in uniform Cadets must not engage in public displays of affection including, but not limited to, holding hands (except when holding a young child’s hand), walking arm-in-arm, embracing, caressing, and kissing. Public displays of affection are inappropriate as they violate a long-standing custom of the service and may be service discrediting since indiscriminate displays of affection detract from the professional image the Air Force intends to project to the public.

9.13.6. Brief displays of affection, such as a modest kiss or embrace, may be permitted in situations where physical contact is commonly accepted etiquette.

9.13.7. When in uniform or civilian clothes (in an official capacity) the following actions are prohibited while walking or in a formation, including organized or unit PT.

9.13.8. Do not stand or walk with hand(s) in pocket(s), except to insert or remove an item.

9.13.9. Do not smoke or use smokeless products.

9.13.10. Do not consume food and/or beverage while walking in uniform.

Exception: Beverages may be authorized during wear of PT uniform and commanders may authorize food and/or beverage consumption during special functions.

Note: While walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

CHAPTER TEN

BADGES, AWARDS, AND DECORATIONS

10.1. BADGES

10.1.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the attachments contained in this guide.

10.1.2. GROUND SCHOOL BADGE

10.1.2.1. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA.

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

10.1.3. FLIGHT SOLO BADGE

10.1.3.1. Awarded to any Cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

10.1.3.2. Flight suits are authorized for those Cadets that have received their flight solo badge.

10.1.4. FLIGHT CERTIFICATE BADGE

10.1.4.1. Awarded to any Cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

10.1.5. CERTIFICATE BADGE

10.1.5.1. Flight suits are authorized for those Cadets that have received their flight certificate badge.

10.1.6. AWARENESS PRESENTATION TEAM BADGE

10.1.6.1. Awarded for participation on an Awareness Presentation Team.

10.1.6.2. This includes leading two events during the after school middle school AFJROTC club visits.

10.1.7. KITTY HAWK AIR SOCIETY BADGE

10.1.8.1. Awarded to Cadets who are members of the Kitty Hawk Air Society.

10.1.8.2. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

10.1.8. ACADEMY OF MODEL AERONAUTICS (AMA) WINGS

10.1.9.1. Awarded to Cadets who are members of a local AMA chartered model airplane club.

10.1.9.2. Contact the AMA to obtain badge for qualifying Cadets.

10.1.9. DISTINGUISHED AFJROTC CADET BADGE

10.1.9.1. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge.

10.1.9.2. The award recognizes one outstanding second- year Cadet (third-year Cadet in a 4-year program) selected at the end of each school year.

10.1.9.3. This allows the recipient to wear the award their final year in the AFJROTC program.

10.1.9.4. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

10.1.9.5. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award.

10.1.9.6. The recipient will hold the following awards prior to selection:

10.1.9.6.1. Leadership Ribbon

10.1.9.6.2. Achievement Ribbon

10.1.9.6.3. Superior Performance Ribbon

10.1.9.6.4. Academic Ribbon

10.1.9.6.5. Leadership Development Requirement

10.1.9.6.6. Service Ribbon

10.1.10. AEROSPACE EDUCATION FOUNDATION (AEF) ACADEMIC CADET BADGE

10.1.10.1. Awarded to rising Junior and Senior Cadets for academic excellence As signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript.

10.1.11. MODEL ROCKETRY BADGE

10.1.11.1. Awarded to Cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS.

10.1.12. OTHER BADGES OR PINS

10.1.12.1. Cyber Patriot and Stellar Explorer pins are issued to participating Cadets by the host organization.

10.1.12.2. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

10.1.13. MARKSMANSHIP AWARDS

10.1.13.1. Marksmanship competition awards/badges may be worn on the AFJROTC uniform.

10.1.13.2. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform.

10.1.13.3. Females wear the badges above the ribbons on both uniforms.

10.1.13.4. Marksmanship badges will not be worn with medals.

10.2. SHOULDERS ITEMS

10.2.1. AFJROTC PATCH

10.2.1.1. Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms.

10.2.2. UNIT PATCH

10.2.2.1. Optional.

10.2.2.2. If worn, must be on the right shoulder only

10.2.2.3. Unit patches are paid for by non-Air Force Funds and must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

10.2.3. SHOULDER CORDS

10.2.3.1. Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder.

10.2.3.2. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide.

10.2.3.3. Wear the shoulder cord only on the light blue shirt & service dress coat.

10.2.3.4. The SASI will designate criteria on who may wear shoulder cords.

10.2.3.5. Colors to denote different honors or leadership positions may be used.

10.2.3.6. Color Descriptions for wearing shoulder cords and criteria are described below:

10.2.3.6.1. Color Guard - blue cord

10.2.3.6.2. 30 Drill - grey cord

10.2.3.6.3. Integrated Drill-

10.2.3.6.4. Duel Drill - white and red cord

10.2.3.6.5. Exhibition Unarmed Drill - white cord

10.2.3.6.6. Regulation Unarmed Drill - dark red cord

10.2.3.6.7. Armed Drill - black and red cord

10.2.3.6.8. Academic- yellow cord

(need to add other regulation colors or remove the dark red cord)

10.2.3.7. On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

10.2.3.8. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

10.3. AWARDS AND DECORATIONS

10.3.1. The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC Cadets.

- 10.3.2. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available.
- 10.3.3. Only Awards and Decorations approved by Holm Center/JR and listed in the AFJROTC Operational Supplement may be worn.
- 10.3.4. Only medals specifically designated within the Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.
- 10.3.5. Units may not create or purchase local awards (ribbon and/or medals) for wear on the uniform.
- 10.3.6. 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.).
- 10.3.7. Medals will NOT be worn with ribbons.
- 10.3.8. Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence.
- 10.3.9. 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.

10.4. PRESENTATION OF AWARDS AND DECORATIONS

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

10.5. ORDER OF PRECEDENCE OF AFJROTC MEDALS AND RIBBONS

AFJROTC Awards.

- 1. Gold Valor Award (Medal/Ribbon)
- 2. Silver Valor Award (Medal/Ribbon)
- 3. Cadet Humanitarian Award (Ribbon)
- 4. Silver Star Community Service with Excellence Ribbon
- 5. Community Service with Excellence Ribbon
- 6. Air Force Association Award (Medal/Ribbon)
- 7. Daedalian Award (Medal/Ribbon)
- 8. American Legion Scholastic Award (Medal/Ribbon)
- 9. American Legion General Military Excellence Award (Medal/Ribbon)
- 10. American Veterans Award (Medal/Ribbon)
- 11. Reserve Officers Association Award (Medal/Ribbon)
- 12. Military Order of World Wars Award (Medal/Ribbon)

13. Military Officers Association Award (Medal/Ribbon)
14. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
15. Military Order of the Purple Heart Award (Medal/Ribbon)
16. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
17. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
18. The Retired Enlisted Association Award (Medal/Ribbon)
19. The Celebrate Freedom Foundation Award (Medal/Ribbon)
20. Air Commando Association Award (Medal/Ribbon)
21. Distinguished Unit Award with Merit (Ribbon)
22. Distinguished Unit Award (Ribbon)
23. Outstanding Organization Award (Ribbon)
24. Outstanding Flight Ribbon
25. Top Performer Ribbon
26. Outstanding Cadet Ribbon
27. Leadership Ribbon
28. Achievement Ribbon
29. Superior Performance Ribbon
30. Academic Ribbon
31. Cadet Leadership Course Ribbon
32. Special Teams Placement Ribbon
33. All Services National Competition (Medal/Ribbon)
34. Air Force Nationals Competition (Medal/Ribbon)
35. Orienteering Ribbon
36. Leadership Development Requirement (LDR) Leadership Ribbon
37. Drill Team Ribbon
38. Color Guard Ribbon
39. Saber Team Ribbon
40. Marksmanship Ribbon
41. Good Conduct Ribbon
42. Service Ribbon
43. Health and Wellness
44. Recruiting Ribbon
45. Activities Ribbon
46. Attendance Ribbon
47. Dress and Appearance Ribbon
48. Longevity Ribbon
49. Bataan Death March Memorial Hike Ribbon
50. Patriotic Flag Ribbon

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

AFJROTC ribbon to issue.

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

10.6. DESCRIPTIONS AND CRITERIA OF AFJROTC MEDALS AND RIBBONS

- 10.6.1. Ribbons will not be worn with Medals (only the medals will be worn).

NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

10.6.2. GOLD VALOR AWARD

10.6.2.1. Awards consist of a medal, ribbon, and certificate.

10.6.2.2. 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.

10.6.2.3. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident.

10.6.2.3.1. 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.

10.6.2.3.2. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval.

10.6.2.4. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

10.6.2.5. Ribbon for this award may be worn on the Cadet's ribbon rack and worn

on regular uniform days.

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

10.6.3. SILVER VALOR AWARD

10.6.3.1. Awards consist of a medal, ribbon, and certificate.

10.6.3.2. 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.

10.6.3.3. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident.

10.6.3.4. 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.

10.6.3.4.1. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval.

10.6.3.5. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

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

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

10.6.4. CADET HUMANITARIAN AWARD

10.6.4.1. Award consists of a ribbon and certificate.

10.6.4.2. 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.

10.6.4.3. This award is not to be used to recognize day-to-day service in the community.

10.6.4.4. Forward recommendations for humanitarian awards to HQOpsSupport@afjrotc.com for review and approval within 6 months of the incident.

10.6.4.5. 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.

10.6.4.6. In addition, submit a proposed citation to accompany the award.

10.6.4.7. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

10.6.5. SILVER STAR COMMUNITY SERVICE WITH EXCELLENCE AWARD

10.6.5.1. Award consists of a ribbon with a Silver Star device and certificate.

10.6.5.2. 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.

10.6.5.3. The award will be given to Cadets in the Top 5% of units (approximately 45 units) who have the highest "per Cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010.

10.6.5.4. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year).

10.6.5.5. 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.

10.6.5.6. Instructors at the Top 5% units will determine which of their Cadets have contributed to the unit earning the new award.

10.6.6. COMMUNITY SERVICE WITH EXCELLENCE AWARD

10.6.6.1. Award consists of a ribbon and certificate.

10.6.6.2. 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.

10.6.6.3. This is not an award given to participants but to the key leader(s) of the project.

10.6.6.4. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project.

10.6.6.5. 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.

10.7. NATIONAL-LEVEL AWARDS

10.7.1. 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.

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

10.7.3. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

10.7.4. Cadets may only receive one National-level Award for each year they are in AFJROTC.

10.7.5. Guidelines for National-level Awards will be followed to the fullest extent possible.

10.7.6. Deviations from established award criteria will not be the norm, but based on a case, by case basis. Unit must uphold the "spirit of intent" of an award.

10.7.7. AIR FORCE ASSOCIATION (AFA) AWARD

10.7.7.1. Cadets may only receive this award once.

10.7.7.2. 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).

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

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

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

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

10.7.8. DAEDALIAN AWARD

- 10.7.8.1. Cadets may only receive this award once.
- 10.7.8.4. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days.
- 10.7.8.5. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.8.6. This annual award recognizes one outstanding third-year Cadet at each unit that meets the following criteria:
 - 10.7.8.6.1. Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
 - 10.7.8.6.2. Indicate the potential and desire to pursue a military career.
 - 10.7.8.6.3. Rank in the top 10% of their AFJROTC class.
 - 10.7.8.6.4. Rank in the top 20% of their school class.
- 10.7.8.7. The SASI selects the recipient and requests the award from the nearest Daedalian Flight.
- 10.7.8.8. 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.

10.7.9. AMERICAN LEGION SCHOLASTIC AWARD

- 10.7.9.1. Cadets may only receive this award once.
- 10.7.9.2. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days.
- 10.7.9.3. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.9.3. This award is presented annually to one second- or third-year Cadet (in a 3-year program) or a third- or fourth-year Cadet (in a 4-year program) based on the Cadet's overall scholastic achievements.
- 10.7.9.4. Each Cadet must:
 - 10.7.9.4.1. Rank in the top 10% of the high school class. •
 - 10.7.9.4.2. Rank in the top 25% of their AFJROTC class. •
 - 10.7.9.4.3. Demonstrate leadership qualities. •
 - 10.7.9.4.4. Actively participate in student activities.
- 10.7.9.5. 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.

10.7.9.6. The award devices and presenter can be requested from the nearest American Legion Post.

10.7.9.7. If there is no local post, contact the American Legion Headquarters.

10.7.10. AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD

10.7.10.1. Cadets may only receive this award once.

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

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

10.7.10.4. 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.

10.7.10.5. Each Cadet must:

10.7.10.5.1. Rank in the top 25% of their AFJROTC class.

10.7.10.5.2. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.10.6. 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.

10.7.10.7. The award devices and presenter can be requested from the nearest American Legion Post.

10.7.11. AMERICAN VETERANS (AMVETS) AWARD

10.7.11.1. Cadets may only receive this award once.

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

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

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

10.7.11.4.1. 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).

10.7.11.4.2. Personal attributes (initiative, dependability, judgment, and self-confidence).

10.7.11.4.3. Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

10.7.11.4.4. Obtained a grade of "A" (or the numerical equivalent) in their AS class.

10.7.11.4.5. Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

10.7.11.5. 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.

10.7.11.6. An AMVETS representative will make the presentation if a participating local post or department representative is available.

10.7.12. RESERVE OFFICERS ASSOCIATION (ROA) AWARD

10.7.12.1. Cadets may only receive this award once.

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

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

10.7.12.4. This award is presented annually for military and academic achievement to an outstanding third-year Cadet (fourth-year Cadet in a 4-year program).

10.7.12.5. The recipient must possess individual characteristics contributing to leadership such as:

10.7.12.5.1. Be in the top 10% in the AFJROTC program.

10.7.12.5.2. Be in the top 25% in academic grades.

10.7.12.5.3. 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.

10.7.12.6. The SASI with the ASI, selects the recipient of the award.

10.7.12.7. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes.

10.7.12.8. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

10.7.13. MILITARY ORDER OF WORLD WARS AWARD

10.7.13.1. Cadets may only receive this award once.

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

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

10.7.13.4. 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.

10.7.13.5. 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.

10.7.13.6. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW.

- 10.7.13.7. 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.
- 10.7.13.8. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

10.7.14. MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD

- 10.7.14.1. Cadets may only receive this award once.
- 10.7.14.2. This award, formerly known as The Retired Officers Association Award.
- 10.7.14.3. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days.
- 10.7.14.4. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.14.5. 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.
- 10.7.14.6. Each Cadet must:
 - 10.7.14.6.1. Be a member of the junior class.
 - 10.7.14.6.2. Be in good academic standing.
 - 10.7.14.6.3. Be of high moral character.
 - 10.7.14.6.4. Show a high order of loyalty to the unit, school, and country.
 - 10.7.14.6.5. Show exceptional potential for military leadership.
- 10.7.14.7. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter.
- 10.7.14.8. The SASI requests the award devices from the nearest MOAA chapter.
- 10.7.14.9. A MOAA representative will make the award presentation.
- 10.7.14.10. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

10.7.15. VETERANS OF FOREIGN WARS (VFW) AWARD

- 10.7.15.1. Cadets may only receive this award once.
- 10.7.15.2. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days.
- 10.7.15.3. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.15.4. 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.
- 10.7.15.5. Each Cadet must:
 - 10.7.15.5.1. Positive attitude toward the AFJROTC program
 - 10.7.15.5.2. Must be enrolled as a 10th-12th grade AFJROTC student

- 10.7.15.5.3. Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester
- 10.7.15.5.4. Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- 10.7.15.5.5. Not a previous recipient of this award.
- 10.7.15.6. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter.
- 10.7.15.7. The SASI requests the award from the nearest local post in February for presentation in April or May.
- 10.7.15.8. A VFW representative will present the award at an appropriate ceremony.
- 10.7.15.9. 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.

10.7.16. MILITARY ORDER OF THE PURPLE HEART AWARD

- 10.7.16.1. Cadets may only receive this award once.
- 10.7.16.2. Ribbon for this award may be worn on the Cadet’s ribbon rack and worn on regular uniform days.
- 10.7.16.3. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.16.4. 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)
- 10.7.16.5. Each Cadet must:
 - 10.7.16.5.1. Have a positive attitude toward AFJROTC and country.
 - 10.7.16.5.2. Hold a leadership position in the Cadet corps.
 - 10.7.16.5.3. Be active in school and community affairs.
 - 10.7.16.5.4. Attain a grade of “B” or better in all subjects for the previous semester.
 - 10.7.16.5.5. Not a previous recipient of this award.
- 10.7.16.6. 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.
- 10.7.16.7. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony.
- 10.7.16.8. 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.

10.7.17. AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD

- 10.7.17.1. Cadets may only receive this award once.
- 10.7.17.2. Ribbon for this award may be worn on the Cadet’s ribbon rack and worn on regular uniform days.

10.7.17.3. Medals will not be worn on regular uniform days or during any type of competition. 10.7.17.4. 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).

10.7.17.5. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.17.6. Each Cadet must:

10.7.17.6.1. Be in the top 10% of the AFJROTC class.

10.7.17.6.2. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.17.6.3. Not a previous recipient of this award.

10.7.17.7. 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.

10.7.17.8. The SASI requests the award and an AFSA presenter from the nearest

AFSA chapter.

10.7.17.9. 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.

10.7.18. TUSKEGEE AIRMEN INCORPORATED (TAI) AFJROTC CADET AWARD

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

10.7.18.2. This award is presented annually to two Cadets.

10.7.18.3. Cadets may be first-year, second year, or third-year Cadets (in a 3- or 4-year program) and must meet the following criteria:

10.7.18.3.1. Attain a grade of "B" or better in their AS class.

10.7.18.3.2. Be in good academic standing.

10.7.18.3.3. Actively participate in Cadet corps activities.

10.7.18.3.4. Participate in at least 50% of all unit service programs. The SASI and ASI select the recipients.

10.7.18.4. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC20022, Vance High School.

10.7.18.5. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year.

10.7.18.6. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons.

10.7.18.7. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates.

10.7.18.8. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

10.7.19. THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD

10.7.19.1. Cadets may only receive this award once.

10.7.19.2. Awarded annually, at the SASI's discretion, for exceptional leadership

to the most outstanding AFJROTC Cadet while serving in an Enlisted

Rank.10.7.19.3. The selected enlisted Cadet must have shown outstanding leadership throughout the course of the school year.

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

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

10.7.20. THE CELEBRATE FREEDOM FOUNDATION (CFF) AWARD FOR EXCELLENCE IN ACADEMIC PROGRAMS

10.7.20.1. Cadets may only receive this award once.

10.7.20.2. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs.

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

10.7.20.4. Medals will not be worn on regular uniform days or during any type of competition. SASI may go on line at www.gocff.org/jrotc to nominate Cadets for this award.

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

10.7.20.5.1. Outstanding personal appearance (uniform and grooming)

10.7.20.5.2. Display personal attributes such as initiative, judgment and self-confidence

10.7.20.5.3. Courteous demeanor (promptness, obedience and respect for customs)

10.7.20.5.4. Growth potential (capacity for responsibility, high productivity and adaptability to change)

10.7.20.5.5. Possess the highest personal and ethical standards and strong positive convictions

10.7.20.5.6. Shows the potential and desire to pursue a military career

10.7.20.5.7. Rank in the top 5% in their AS class with a grade average of A or numerical equivalent

10.7.20.5.8. Rank in the top 15 % of their academic class

10.7.20.5.9. Demonstrates a positive attitude (toward AFJROTC & school)

10.7.21. AIR COMMANDO ASSOCIATION AWARD

10.7.21.1. Cadets may only receive this award once.

10.7.21.2. 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.

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

10.7.21.4. Medals will not be worn on regular uniform days or any competition.

10.7.22. DISTINGUISHED UNIT AWARD WITH MERIT (DUAM)

10.7.22.1. 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.

10.7.22.2. Both criteria must occur during the same academic year.

10.7.22.3. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.23. DISTINGUISHED UNIT AWARD (DUA)

10.7.23.1. Is a ribbon awarded to Cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.

10.7.23.2. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.24. OUTSTANDING ORGANIZATION AWARD (OOA)

10.7.24.1. Is a ribbon awarded to Cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA.

10.7.24.2. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.24.3. OOA recipients do not receive a streamer.

10.7.25. OUTSTANDING FLIGHT RIBBON

10.7.25.1. Awarded each academic semester to members of the outstanding flight.

10.7.25.2. The outstanding flight is the flight that excels in five measured categories: uniform wear, flight's academic exam average, pt wear, and average community service hours per Cadet.

10.7.26. TOP PERFORMER AWARD

10.7.26.1. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel.

10.7.26.2. This award is only presented during a visit by HQ AFJROTC personnel.

10.7.26.3. The award is presented to a maximum of 2% of the current unit Cadet corps population (unduplicated headcount).

10.7.26.4. Once awarded, the ribbon may be worn for the duration of a Cadet's tenure in AFJROTC.

10.7.26.5. Consideration for the Top Performer Awards.

10.7.26.6. All currently enrolled Cadets may be considered, but specific consideration will be given to Cadets not previously recognized for superior performance.

10.7.26.7. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's Cadets based on a Cadet's performance in the following key areas:

10.7.26.7.1. Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment.

10.7.26.7.2. Leadership qualities: involvement and positions held in Leadership Development Requirement activities.

10.7.26.7.3. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

10.8. CADET AWARDS AND DECORATIONS

10.8.1. The Cadet Awards and Decorations program fosters morale, incentive, esprit de corps, and recognizes the achievements of AFJROTC Cadets.

10.8.2. Presentations for national and special organizational awards are normally made at the Annual Award Night.

10.8.3. At the discretion of the SASI, presentations may be made at other times during the school year.

10.8.4. See the AFJROTC consolidated operational supplement for details on specific awards and criteria.

10.8.5. Awards requiring local criteria established by the SASI are listed below.

10.8.6. OUTSTANDING CADET RIBBON

10.8.6.1. Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year Cadets.

10.8.6.2. 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.

10.8.7. LEADERSHIP RIBBON

Awarded for outstanding performance in a position of leadership as an AFJROTC Cadet.

10.8.7.1. Ensure recognition of Cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

10.8.8. ACHIEVEMENT RIBBON

10.8.8.1. Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period.

10.8.9. SUPERIOR PERFORMANCE RIBBON

10.8.9.1. 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.

10.8.9.2. Present the ribbon for a single or sustained performance of a superior nature.

10.8.9.3. 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.

10.8.10. ACADEMIC RIBBON

10.8.10.1. 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.

10.8.11. CADET LEADERSHIP COURSE (CLC) RIBBON

10.8.11.1. Awarded for completion of an approved leadership school program of at least five days in duration.

10.8.11.2. For each additional CLC completion an additional bronze star will be awarded.

10.8.11.3. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.

10.8.11.4. Limit the Silver Star to 10% of the class.

10.8.12. SPECIAL TEAMS COMPETITION RIBBON

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

10.8.12.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.13. JOINT/ALL-SERVICE NATIONAL COMPETITION AWARD

10.8.13.1. Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

10.8.13.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.13.4. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

10.8.14. AIR FORCE NATIONALS COMPETITION AWARD

10.8.14.1. Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

10.8.14.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.14.4. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

10.8.15. ORIENTEERING RIBBON

10.8.15.1. Awarded to team members for completing a unit specific Orienteering program as part of unit curriculum.

**10.8.16. LEADERSHIP DEVELOPMENT REQUIREMENT (LDR)
LEADERSHIP RIBBON**

10.8.16.1. Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.)

10.8.17. DRILL TEAM RIBBON

10.8.17.1. 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 three drill competitions.

10.8.17.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.18. COLOR GUARD RIBBON

10.8.18.1. Cadets must perform at least five color guards to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.19. SABER TEAM RIBBON

10.8.19.1. Cadets must perform at least three saber team events to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.20. MARKSMANSHIP TEAM RIBBON

10.8.20.1. 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 postal competition.

10.8.20.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.21. GOOD CONDUCT RIBBON

10.8.21.1. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than five days of school (unexcused absences) for an entire school year to be eligible to qualify for this award.

10.8.21.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.22. SERVICE RIBBON

10.8.22.1. Awarded for distinctive performance in school, community, or AFJROTC service projects.

10.8.22.2. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

(NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.

10.8.23. HEALTH AND WELLNESS RIBBON

10.8.23.1. Awarded for participation in the unit health and wellness physical fitness program.

10.8.23.2. All Cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon.

10.8.23.3. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award.

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

10.8.23.5. These Cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest- level Star Device(s) affixed.

10.8.23.6. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon.

10.8.23.7. Should a Cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn.

10.8.23.8. In no case will a Cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

(NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

10.8.24. RECRUITING RIBBON

10.8.24.1. Awarded for outstanding effort in support of unit recruiting activities.

10.8.24.2. Cadets must have directly contributed to the recruitment of two new members to AFJROTC who stays for at least one semester in AFJROTC.

10.8.25. ACTIVITIES RIBBON

10.8.25.1. Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons.

10.8.25.2. Cadets must attend at least five events in a single LDR to qualify for the ribbon.

10.8.25.3. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.

10.8.26. ATTENDANCE RIBBON

10.8.26.1. Awarded to Cadets annually who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year and no more than being late to class five times in AFJROTC.

10.8.27. DRESS AND APPEARANCE RIBBON

10.8.27.1. Awarded to Cadets annually who maintain a 90% or higher average on weekly uniform grades and have not missed any uniform days.

10.8.27.2. Cadets receiving this award will maintain the highest grooming and dress standards possible.

10.8.28. LONGEVITY RIBBON

10.8.28.1. Awarded for successful completion of each AFJROTC school year.

10.8.29. BATAAN DEATH MARCH MEMORIAL HIKE RIBBON

10.8.29.1. 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.

10.8.29.2. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,).

10.8.29.3. May complete the full hike in a span of 1 to no more than 3 days.

10.8.29.3. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount.

10.8.29.4. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

10.8.29.5. No fees can be charged to participate in the Memorial March.

10.8.29.6. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

10.8.30. PATRIOTIC FLAG RIBBON

10.8.30.1. Awarded for participation in non-color guard events specifically

designed to honor our nation's flag.

10.8.30.2. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations.

10.8.30.3. In order to receive this award, Cadets must have participated in a minimum of five flag events.

CHAPTER ELEVEN

SOCIAL FUNCTIONS

11.1. AWARDS BANQUET

11.1.1. The annual Awards Banquet is an event for all Cadets to receive awards and eat dinner with a dance afterward. Cadets may invite family members, friends, and others to the event as they wish. The event is typically held in May.

11.1.2. Cadets will be required to observe strict military protocol and engage in formal dining etiquette.

11.1.3. Females will wear their Service Dress for the formal portion of the ball but may change into a formal gown or evening dress for the dancing portion of the ball.

11.1.4. Males will wear their Service Dress for the entire evening.

11.2. PARENTS' NIGHT

11.2.1. Parents' Night is an event held typically in November.

11.2.2. Cadets will perform drill performances and Cadet Leadership School will have a graduation ceremony.

11.2.3. All family members and friends are invited and encouraged to attend.

11.3. WAR OF THE CORDS (WOTC)

11.3.1. WOTC is an event held typically in February.

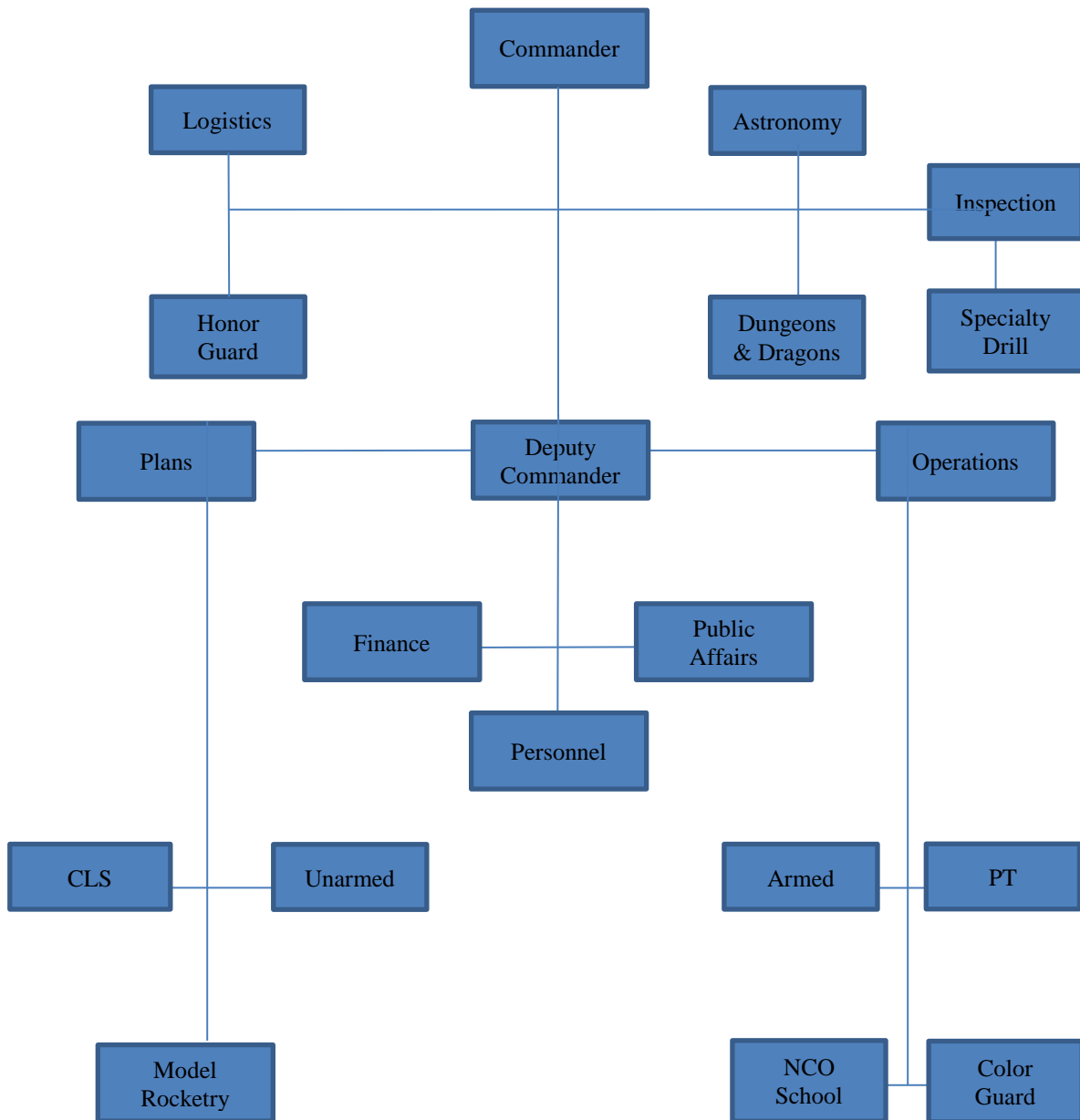
11.3.2. Cadets will perform numerous drill competitions with the winning team in each category receiving a cord to wear on their service dress.

11.3.3. A five-person panel consisting of four Cadets and one civilian judge will score each team and will determine the winning team in each category.

11.3.4. All family members and friends are invited and encouraged to attend.

ATTACHMENT 1

CADET ORGANIZATIONAL CHART



ATTACHMENT 2

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Choose one only. Follow APT pl
May NOT wear Marksmanshi
Marksmanship Badge.



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

ATTACHMENT 3

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC:
NO RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



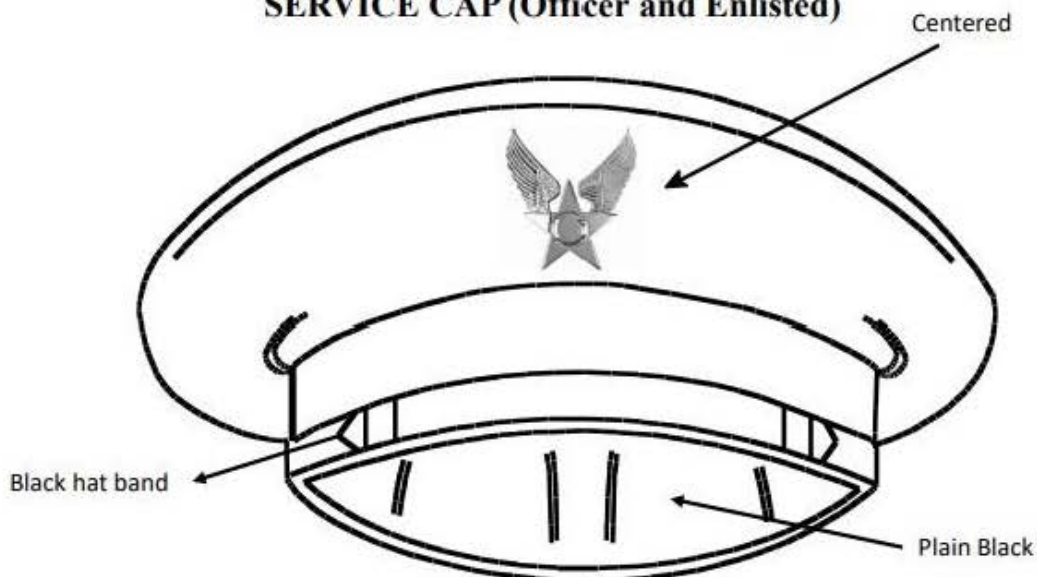
CHIEF
MASTER
SERGEANT

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

ATTACHMENT 4

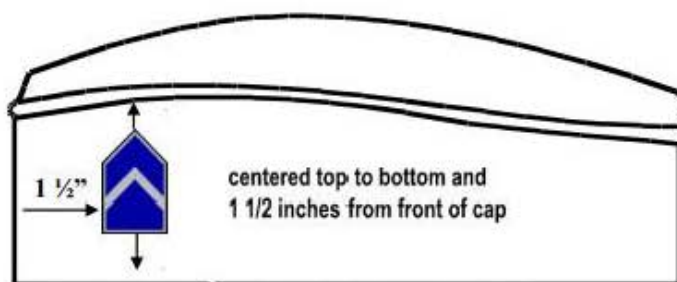
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



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

ATTACHMENT 5

CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)

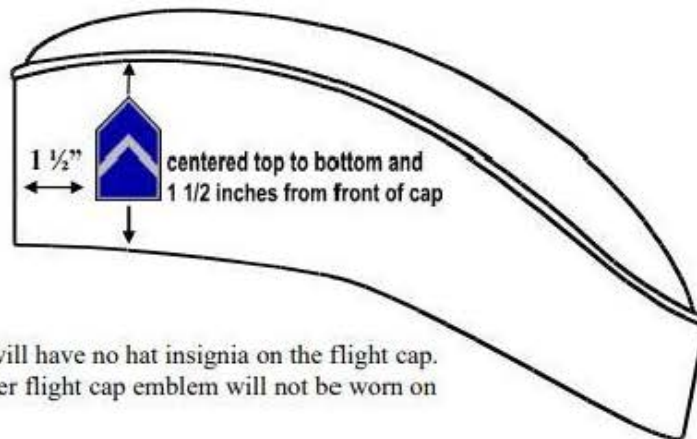
Solid Blue Color with no embroidery

Centered



Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

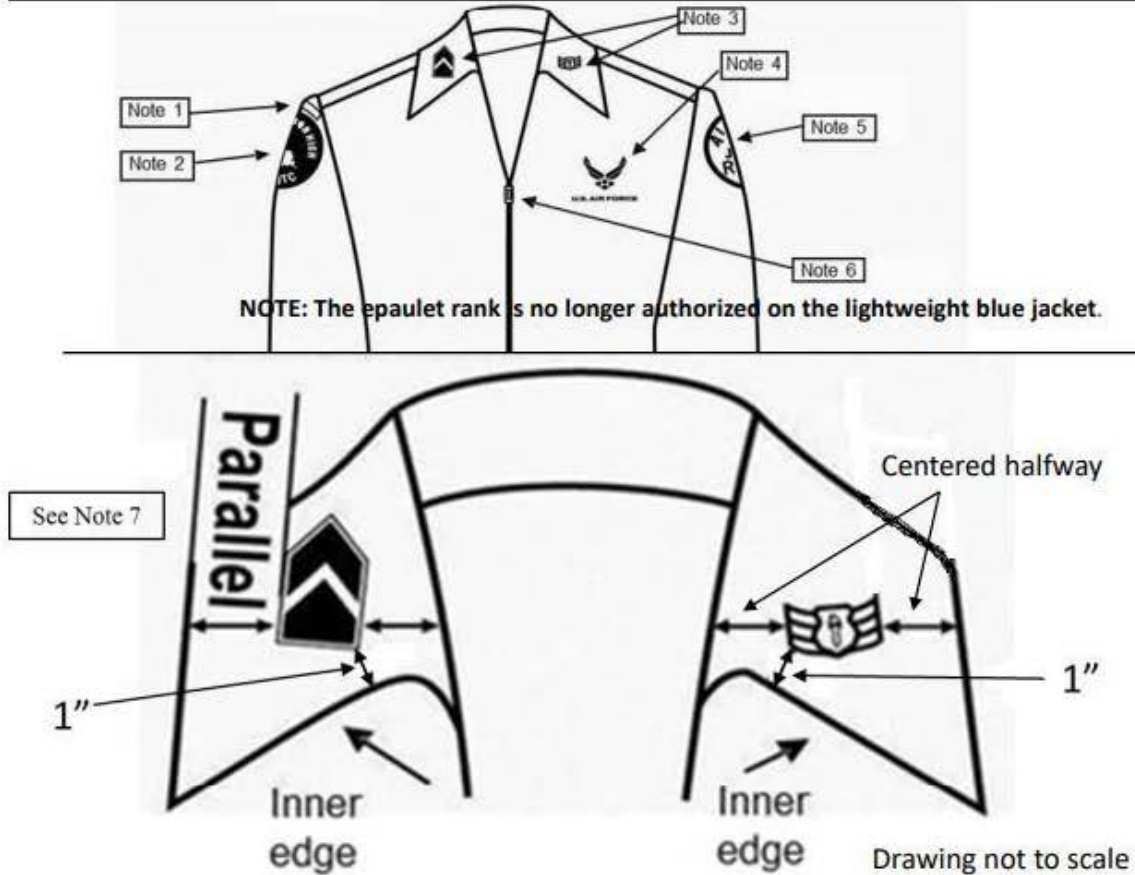
FLIGHT CAP* (Officer and Enlisted)



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

ATTACHMENT 6

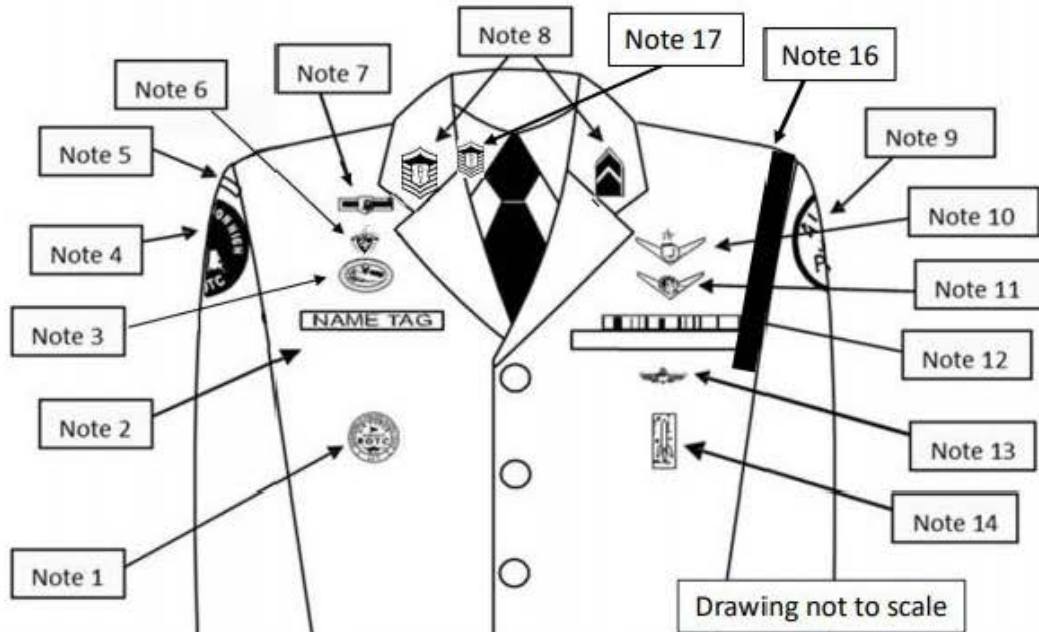
CADET LIGHTWEIGHT BLUE JACKET



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 $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam centered.
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.

ATTACHMENT 7

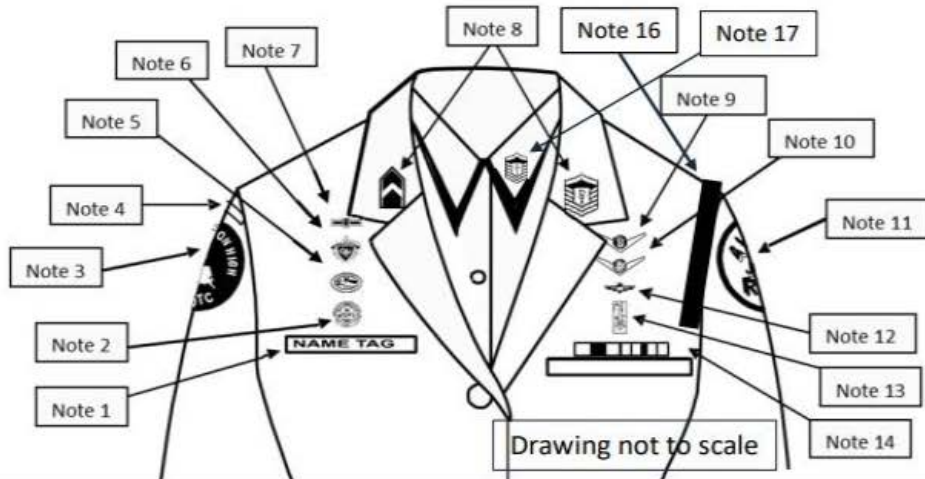
CADET MALE SERVICE DRESS



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

ATTACHMENT 8

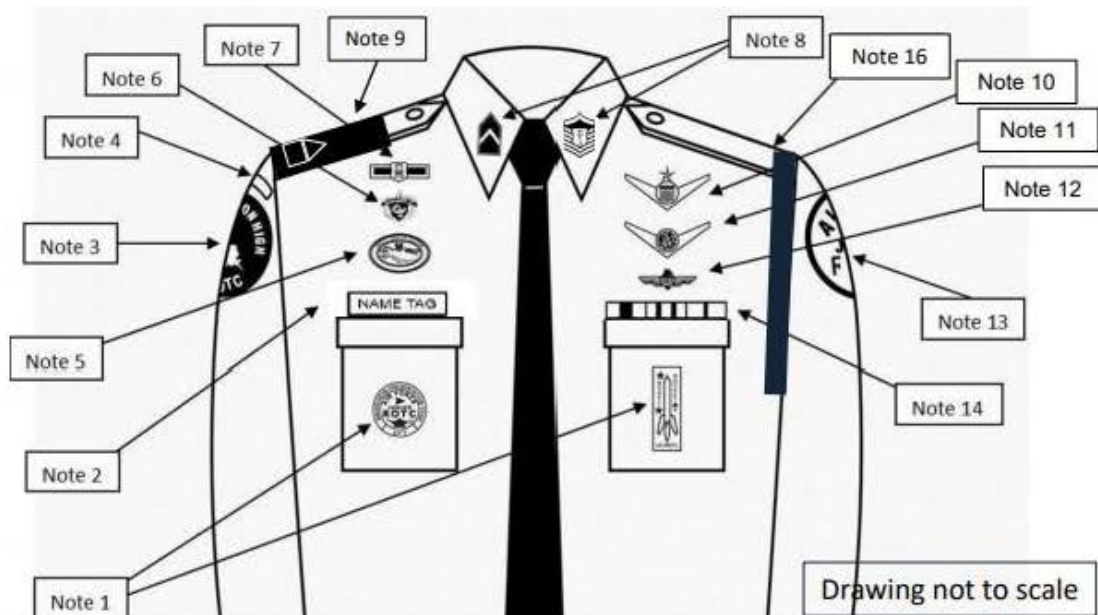
CADET FEMALE SERVICE DRESS



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

ATTACHMENT 9

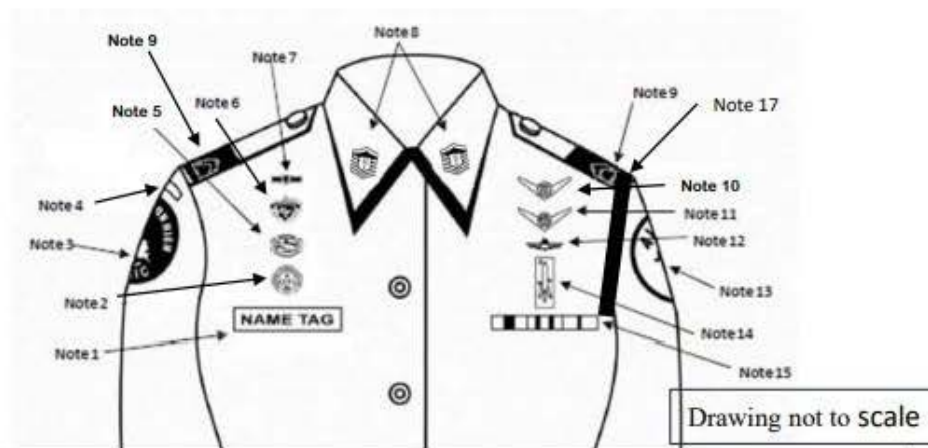
CADET MALE BLUE SHIRT



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

ATTACHMENT 10

CADET FEMALE BLUE SHIRT



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

ATTACHMENT 11

