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Utah Military Academy
AFJROTC
Cadet Guide



UTAH MILITARY ACADEMY – CAMP WILLIAMS (UT-20201)

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This Cadet Guide explains the policies and operating procedures for the Utah Military Academy - Camp Williams (UMA-CW) Air Force Junior Reserve Officer Training Corps (AFJROTC) program. Cadets from grades eighth through twelfth (8th-12th) are required to be members of AFJROTC while attending UMA. This guide explains the standards and expectations of the Cadet. Each Cadet is responsible to know the information contained in this Guide.

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SECTION A: UMA-CW MISSION, VALUES, AND VISION

1. **DESIGNATION:** The AFJROTC at the UMA-CW is designated: UTAH-20201 Cadet Wing (UT-20201).
2. **AFJROTC MISSION:** "Developing citizens of character."
3. **AFJROTC PURPOSE:** Instill values of citizenship, service to the United States, personal responsibility, and sense of accomplishment.
4. **AFJROTC MOTTO:** "Building Better Citizens for America."
5. **AFJROTC VISION:** Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program.
6. **AIR FORCE CORE VALUES:**
 - ★ **"Integrity First"** - Doing what is right even when no one is looking. Using our moral compass to help us to be faithful to our convictions. Being truthful, honest and honorable.
 - ★ **"Service Before Self"** - Committing to our duties and commitments and giving them precedence over personal desires. Placing the needs of others over their own personal comfort.
 - ★ **"Excellence in All We Do"** Going beyond having competence at what we do by setting the example of superior performance, diligence and commitment at all times and in everything we do.
7. **UMA MOTTO:** Latin: ET STANS SUPRA FIRMUM: "Stand Strong and Rise Above!"
8. **UMA HONOR CODE:** "I will not lie, cheat or steal, nor tolerate those among us who do". These simple words are the basis for a code to live by that will last for the remainder of your lifetime. These are simple rules but tough to live by as reflected in the alarming number of students who freely admit they cheat in schools and colleges. Do not be swayed by those who make narrow decisions. Remember, the words in this code are clear in their demands and are still relevant in our society. Be honest in word and action. Do not make quibbling or evasive statements, do your own work, and assist others in a sense of cooperation. HONOR is a noble, moral standard that is necessary for the welfare and continued existence of our civilized society. NEVER SURRENDER YOUR HONOR!
9. **UMA MASCOT:** Marauders
10. **UMA CORE VALUES:** We stand with the core values of the United States Air Force: 1. Integrity first; 2. Service before self; 3. Excellence in all we do.

11. UMA/AIR FORCE JROTC CADET CREED:

I am an Air Force Junior ROTC Cadet.

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

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

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

My character defines me. I will not lie, cheat, or steal.

I am accountable for my actions and deeds. I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

SECTION B: CADET EXPECTATIONS, GRADES, BENEFITS, TRANSFER AND DISENROLLMENT

1. **ACHIEVEMENT OF THE AFJROTC MISSION, VISION AND PURPOSE (including Grade Measurements):**

Utah Military Academy is a public charter school of choice. All students attending Utah Military Academy grades 8 – 12 are required to participate in UMA's AFJROTC program and meet all program requirements. Failure to adhere to AFJROTC standards may result in removal from UMA's AFJROTC program and henceforth the Utah Military Academy.

- a. UMA AFJROTC realizes it cannot "force" all cadets to want/choose to live by AFJROTC or UMA standards. The UMA AFJROTC focus is on helping cadets become better people and citizens while assisting those cadets to reach the potential they themselves strive for. AFJROTC is not a reform program and the use of physical discipline is prohibited by both instructors and cadets. AFJROTC is most successful in assisting cadets who put forth an individual effort to succeed.
- b. UMA AFJROTC's educational value is not solely in AFJROTC curriculum itself, rather in the opportunities presented by the program for cadets to become successful citizens within their community and nation. The AFJROTC curriculum simply provides a structured vehicle to help meet the greater AFJROTC mission and vision.
- c. As such cadets of The Utah Military Academy can and will pass all their AFJROTC courses by focusing on the principles taught not just through the curriculum, but rather in class life lessons and adhering to the greater AFJROTC mission statement and vision.
 - i. Attend all AFJROTC classes, with a minimum 75% attendance rate. AFJROTC teaches more than simply book work and is very participative in nature. Attendance is necessary in order to learn the leadership, citizenship, and service AFJROTC strives to instill in its cadets.
 - ii. Being a constructive and valued citizen in our country involves being where you are supposed to be, when you are supposed to be there.
 - iii. The large majority of AFJROTC work is performed in class. Simply making up in-class work out of the classroom typically does not have the same impact as when done as a group within a classroom. Additionally, much of the in-class work is completed in a large or small group setting and cadets missing out on these opportunities do not get the full benefit from the assignments.
 - iv. Cadets must attend all special events hosted during school such as PLEBE Day, Combat Dining In, Field Day, SBO and Hope Squad events to name a few.

- d. A cadet must put forth a solid best effort in all their AFJROTC courses by completing the assigned work to the best of their individual ability in the prescribed amount of time.
- e. Be a citizen of character by doing what you are supposed to do, when you are supposed to do it.
- f. AFJROTC requires a cadet to be attentive in class, to stay alert and to participate.
- g. Arrive on time and ready to learn by bringing required materials to class, which include a notebook, pen, pencil, and positive attitude.
- h. Place cell phones in the pocket-holders provided so you are not distracted.
- i. Cadets will practice good cyber citizenship by using the internet and social media to enhance the cadet corps, encourage peers and research appropriate material. In addition, Cadets will not form chat groups or social media platforms of any sort related to AFJROTC or UMA functions without approval from the SASI/ASI who will monitor all activity on those sites.
- j. Be respectful to instructors and other cadets and do not be disruptive in class. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, or sexual harassment will not be tolerated. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and sexual jokes or language that can make others feel uncomfortable”. Sexual harassment of any sort is not allowed by any cadet regardless of rank, gender or position.
- k. The cadet corps has a rank structure, and at no time will cadets use their rank or position to bully, haze, or harass their fellow cadets.
 - i. Bullying is defined as “verbal or physical abuse to intimidate, dominate or hurt others”.
 - ii. Hazing is defined as “the practice of directing someone of lesser rank to perform a humiliating act or a hazardous act which exposes one to physical danger or bodily harm for the purpose of induction into an organization”.
 - iii. Harassment by cadet leaders is defined as “misuse of authority to demean cadets of lesser rank, use force to make them perform a task, or do things for the leader’s personal gain”. Harassment includes using abusive language, threats and intimidation to coerce fellow cadets to behave a certain way. Misuse of authority is not condoned nor tolerated.
- l. Cadets will always practice the “Wingman” concept which is defined as, “A person who helps and supports another person with mutual trust and respect.”
- m. Follow all Air Force customs and courtesies:
 - i. Refer to instructors by rank and last name or Sir/Ma’am
 - ii. Raise your hand and wait to be called before speaking
 - iii. Don’t sit on desks or put your feet on desks
 - iv. Maintain self control-no horseplay or antagonistic behavior
 - v. No food or gum in class—drinks must be in a closed container
 - vi. Come to class in the correct uniform and within grooming standards

- n. All cadets who complete at least three years of AFJROTC with a passing grade of C or better will be provided with a course completion certificate at the end of their senior year. This certificate will be endorsed by their Senior Aerospace Science Instructor and will usually ensure them a higher rank upon enlistment in a branch of the United States military.
 - o. Instructors are committed to the success of all cadets and will work with cadets to help them meet all AFJROTC requirements as stated above. However, AFJROTC instructors will not compromise standards in order to get them to pass an AFJROTC class. Allowing cadets to earn AFJROTC credit despite putting little to no effort into the program does not “Create Citizens of Character” or develop leadership, and is contrary to Air Force Core Values. Cadets are encouraged to seek help from instructors as needed.
2. **BENEFITS:** Being a member of the Utah Military Academy can enrich cadet’s lives and better prepare them for life beyond high school. Numerous benefits are available to UMA cadets. These benefits can include, but are not limited to:
- **MILITARY ACADEMY NOMINATION.** All qualified Cadets may receive special consideration for AFJROTC nominations to the service academies.
 - **AWARDS.** Active AFJROTC Cadets are eligible for a variety of Academic, Leadership and Service Ribbons and Medals. Cadets may receive unit level and national level awards.
 - **CERTIFICATE OF COMPLETION, AFROTC Form 310.** This certificate is awarded to Cadets who successfully complete 3 years of High School AFJROTC. A **CERTIFICATE OF TRAINING, AF Form 1256** is awarded for successful completion of 2 years or less.
 - **ENLISTMENT.** Cadets who complete 3 years of High School AFJROTC, are recommended by the SASI, and who enlist in the US Marine Corps and US Army will be awarded E-2 upon completion of Boot Camp. The Navy, Coast Guard, and Air Force will award the rank of E-3 after completing Basic Training. Other benefits are determined by the individual service.
 - **HERBERT ADVANCED PLACEMENT.** Two top graduating Cadets, desiring Air Force enlistment may be given job preference(s), if qualified.
 - **ORIENTATION FLIGHTS.** Cadets may volunteer for orientation flights on military, civilian, and Civil Air Patrol aircraft when they are available. The SASI or ASI will coordinate these flights.
 - **RANK.** Cadets can earn higher cadet rank as evidence of achievement, exceptional leadership, and participation in AFJROTC activities and community service.
 - **SCHOLARSHIPS** are incentives to attract top academic and well-rounded students into Senior AFROTC. These programs provide three- and four-year scholarships covering tuition, books, fees, and a variable monthly stipend. Each service values JROTC participation as a positive in applying for scholarships. Cadets may also compete for the Flight Academy scholarship to be sent to a college or university to earn their pilot’s license over the summer and the J100 scholarship which is similar to the ROTC scholarship, but with extra pay.
3. **NO MILITARY OBLIGATION:** UMA Cadets are not committed to military service. The goal is to help cadets become more responsible, law abiding and contributing members to society no matter what career direction they take.
4. **TRANSFERS:** Transfer students from other JROTC Units will receive credit for training already received. No guarantees are made about retaining rank earned in a former unit but is generally awarded. Earned awards are transferred to equal AFJROTC awards which can be worn on cadet uniform.

5. **DISENROLLMENT:** A Cadet may be disenrolled from UMA's AFJROTC program for any of the following reasons:
 - Failure to maintain the acceptable prescribed Course Standards in accordance with AFJROTC.
 - Failure to wear the uniform on prescribed days or follow grooming standards.
 - Inaptitude or indifference to UMA training or disciplinary reasons involving undesirable character traits, or illegal acts.
 - Not passing AFJROTC classes.
 - Failing to follow the Cadet Honor Code, Cadet Creed, or Air Force Core Values.
 - Bullying or Hazing. Intolerance of others is unacceptable. Disrespect or aggression may be grounds for dismissal.
 - Individual student's request for release, consistent with the current UMA Add/Drop Policy.
 - Reference UMA policies for all infractions, suspensions and expulsions.
6. **ADDITIONAL RESPONSIBILITIES:** Cadets are responsible for the proper care and maintenance of their uniforms, textbooks, UMA facilities and equipment. All Cadets **MUST** turn in ALL issued uniform items cleaned and pressed (**dry clean all blue uniforms**) within 10 days of completion of the course, transferring, withdrawing, or when exchanging issued clothing items.

SECTION C: ACADEMIC PROGRAM, GRADING, CURRICULUM

1. **ACADEMIC PROGRAM:** The Air Force Junior ROTC Academic Program consists of three components: Aerospace Science (40% of the curriculum), Leadership Education and drill (40% of the curriculum) and Health and Wellness (20% of the curriculum).
2. **AEROSPACE SCIENCE:** Aerospace science acquaints students with the elements of aerospace, and the aerospace environment. It introduces them to the principles of Aircraft flight and navigation, history of aviation, development of air power, geography, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, and survival.
3. **LEADERSHIP EDUCATION:** Leadership Education is the portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and lastly drill and ceremonies.
4. **HEALTH AND WELLNESS PROGRAM:** Wellness is an official and integral part of the AFJROTC program and takes the form of classroom instruction as well as Physical Training (PT). The objective of the wellness program is to motivate cadets to lead healthy, active lifestyles beyond the program's requirements and into their adult lives. The focus of Air Force JROTC is to provide High School students with the tools necessary for success after high school, regardless of their career choices.

5. **EXAMPLES OF COURSE OFFERINGS:**

AEROSPACE SCIENCE	LEADERSHIP STUDIES
A Journey Into Aviation History	Citizenship, Character, and Air Force Tradition
The Science of Flight	Communication, Awareness, and Leadership
Exploration of Space	Life Skills and Career Opportunities
Survival	Principles of Management
Global and Cultural Studies	Management of the Cadet Corps

6. **GRADING PROCEDURES:** Grading usually follows the following format but is at the discretion of the AFJROTC instructor for each class:

- a. Essay, Project, Tests = 50%
- b. Assignments = 20%
- c. Uniform Wear = 20%
- d. Participation = 10%

7. **Grading Scale:**

A	93 - 100%	C	73 - 76%
A-	90 - 92%	C-	70 - 72%
B+	87 - 89%	D+	67 - 69%
B	83 - 86%	D	63 - 66%
B-	80 - 82%	D-	60 - 62%
C+	77 - 79%	F	59% or less

8. **ESSAYS, PROJECTS, TESTS:** The tests, Projects, Presentation portion of the grade are worth 50% of the grade, and will have varying point value (i.e., 100 pts, 50 pts, 25 pts, etc.) according to their importance to the learning objectives. Examples of assessments that fall under “Essays, Projects, Tests” are:

- a. **ESSAYS:** Essays are used to demonstrate the cadet’s knowledge of the curriculum taught, a research project about a particular topic, an opinion piece, or an assessment of an article, movie, or world event. Essays are normally given as part of a test and are usually worth about 20% of the overall test grade.
- b. **PROJECTS AND PRESENTATIONS:** The SASI/ASI may assign special projects that require following specific directions given on a rubric. These projects range from building a model airplane to creating a poster board schematic. The SASI/ASI may also require cadets to give a presentation that demands extensive research and may be accompanied by a paper, outline and slides. Special Projects and Presentations may be assigned

individually or as a group. The projects and presentations generally require a research component and a performance component and cadets are graded on both aspects.

- c. **TESTS** - Tests consist of the Midterm and Final tests as a minimum. The tests will be a comprehensive assessment of all material taught since the last major exam.
- d. **DRILL EVALUATIONS:** Cadets are periodically tested on drill movements and commands that they should be able to perform at their current level of training. The evaluations grade precise execution of drill movements, commanding the 30-Step Drill Sequence, use of their command voice and military bearing.
- e. **QUIZZES:** Quizzes will be periodically given throughout the course to ensure cadets are grasping the material. The quizzes will be administered at the discretion of the SASI/ASI and each quiz is worth a maximum of 25 points.

9. **ASSIGNMENTS:** Assignments can come in many forms and are counted toward 20% of the overall grade. Assignments may vary in point value at the discretion of the SASI/ASI. Cadets are usually given ample time during class to complete their assignments so homework is not usually necessary. All assignments are posted in CANVAS with a due date and can be accessed by all cadets anywhere and anytime there is wifi. Assignments that are turned in late will be deducted points each day that they are late. When the assignment is two weeks late the maximum grade possible is a baseline grade of 60% and will be deducted points from there if there are discrepancies. Examples of assignments are:

- a. **UNIFORM INSPECTIONS:** Uniform wear is a large part of the AFJROTC program and cadets will be inspected on proper wear of the uniform and grooming standards daily. Cadets will receive a graded uniform inspection weekly. Uniform infractions received throughout the week will be deducted from the weekly uniform grade. The SASI/ASI may also designate major uniform inspections each quarter for a “Test, Projects, Presentation” grade. **Failure to wear the uniform on designated days three or more times each quarter without excuse may result in disciplinary action, a failing grade and disenrollment from the AFJROTC class and Utah Military Academy.**
- b. **HEALTH AND WELLNESS—PHYSICAL TRAINING (PT):** PT falls under the “Assignments” category. Cadets must perform PT at least every other week and are graded on: 1. wear of the proper PT gear; 2. Participation/effort and 3. Teamwork. Activities will include Warmup/stretching, strength exercise, aerobic exercise, a sport, team building exercise, or other events designated by the cadet Health and Wellness Officer and the SASI/ASI. Missed PT days due to excused absences must be made up using the PT Tracker form.
- c. **HOMEWORK ASSIGNMENTS AND BRIEFINGS:** Homework assignments can come in many forms to include written assignments, reading assignments, doing projects and performing military briefings. These assignments are not as extensive as “Test, Projects, Presentation” assignments. The point value will vary according to SASI/ASI’s discretion.
- d. **DRILL:** Drill is one of the primary tools instructors use to teach leadership skills. It gets cadets out of their comfort zone and gives them the opportunity to lead their peers.

Cadets will learn stationary drill, drill maneuvers, and drill commands. They will not only march, but will lead others in marching.

10. **UNIFORM WEAR:** The Air Force Junior ROTC uniform is a symbol of pride, professionalism, and commitment to the program's core values. Wearing the uniform correctly demonstrates attention to detail, self-discipline, and respect for the Air Force heritage and the cadet corps. Proper uniform wear creates a positive image of both the individual cadet and the unit, reflects readiness and accountability, and helps develop habits that contribute to success in school, leadership positions, and future careers. Every cadet is expected to maintain and wear the uniform according to Air Force and AFJROTC standards. Proper uniform wear counts toward 20% of the grade.
11. **PARTICIPATION:** AFJROTC is a very participative type of course and cadet participation is critical for the cadet's successful learning. Cadets must participate in classroom discussions, drill, PT, projects, presentations and so on and the Participation grade is a tool to encourage cadet participation, attentiveness, and to minimize distractions. Participation is counted toward 10% of the grade.

SECTION D: WING ORGANIZATION

1. **ORGANIZATION:** AFJROTC instructions give the guidance for organization and cadet rank structure of the AFJROTC Program. The Corps of Cadets at UMA is organized as a Cadet Wing. A Commander and Deputy Commander and Command Staff head the Wing. Serving the Wing Commander are two Groups, four Squadrons, and 12 Flights. The Support Group Commander oversees the "business" aspect of the Cadet Program. The Operations Group Commander oversees the activities (performance, competition, etc.) of the Wing. Staff functions and Flights will be assigned under each Group and Squadron. Non-Commissioned Officers (NCOs) are assigned to the Commanders, and the Cadet Staff as deemed necessary. **See Appendix 4.**
2. **CHAIN OF COMMAND:** In the Air Force or any other effective organization, issues are solved at the lowest level. Resolving problems at the lowest level streamlines processes and improves communication. Cadets do this by following the chain of command for resolution of JROTC-related issues. Go to the next level of leadership first. If the issue is not resolved, then move to the next leadership level. Take your flight sergeant or commander with you, if possible, when going above their level. There is an exception to this rule: If the issue is one of great personal nature or an emergency, you may go directly to the ASI/SASI. The normal chain of command is as follows:
 - a. Element Leader
 - b. Flight Sergeant
 - c. Flight Commander
 - d. Squadron First Sergeant / Commander
 - e. Group Superintendent / Commander
 - f. Wing Deputy Commander / Commander
 - g. Aerospace Science Instructor
 - h. Senior Aerospace Science Instructor

****NOTE:** The proper chain of command may vary based upon the situation. For example, if the issue involves the drill team, then the cadet would contact the cadet drill team NCOIC, if the situation is still unresolved, they would contact the drill team commander, and then the next highest level from there.

3. **UNIT GOALS:** Wing Staff will set unit goals at the beginning of the school year and monitor the progress of achieving those goals throughout the year. They will use the SMART goal setting process (Specific, Measurable, Achievable, Relevant and Time-Based), load the goals in Wings, and work to achieve the goals.
4. **JOB DESCRIPTIONS:** Cadets appointed to a Wing position will study their job description and formulate a plan to accomplish each job. All Cadet Officers will set goals enhancing unit missions and maintain a Continuity Folder. Each cadet shall become familiar with each Wing position to understand the military structure. **See Appendix 2.**
5. **APPOINTMENTS:** Wing/Group/Squadron Officers are normally Senior Cadets. Cadets may be rotated out of their position each semester to give leadership opportunity and experience to all.
6. **CRITERIA FOR WING STAFF:** The basic requirement to hold a Wing position is DESIRE. Cadets will be chosen from those who APPLY for each position. Cadets are encouraged to apply for all positions. Academic standing, integrity, conformance to standards, unit involvement, leadership ability, and being available to perform all duties required are some of the criteria for selection.
7. **APPLICATION:** The time for application for Wing positions will be posted school wide. UMA Staff Vacancy Application is to be submitted at the appropriate time. Cadets must meet a Selection Board made up of Cadre and Cadet Wing Staff leaders for top staff positions. Squadrons will hold boards for flight level positions below flight commander.
8. **SELECTIONS:** Final approval of positions will be made by the SASI and the JROTC Staff based upon the cadet's Order of Merit score which includes board performance, grades, teacher recommendation score, and a practical evaluation.
9. **SPECIAL ASSISTANTS:** After the Wing Commander is released, he/she may be appointed Special Assistant to the SASI. Seniors rotated out of Wing positions, in good standing, may be appointed Special Assistants to the Commander. They will advise and mentor their replacements in this role.
10. **MILITARY COURTESY:**
 - a. Cadets are expected to display Military Courtesy at ALL TIMES. Proper behavior reflects credit upon the Cadet, the Cadet Wing Program, their parents, UMA, AFJROTC, and the U.S. Air Force.
 - b. CADET and NAME. While in uniform, during AFJROTC activities or in the classroom, UMA Cadets are addressed as, "Cadet" or "Cadet (Last Name)".
 - c. The TITLE "SIR or MA'AM". The practice of saying "Yes Sir/Ma'am" or "No Sir/Ma'am" or by rank/title to address all UMA faculty and staff WILL BE observed AT ALL TIMES in the classroom and at ALL Wing Activities.
11. **COMMUNICATION:** All AFJROTC activities will be posted on the bulletin board outside the SASI/ASI classrooms. All orders will be posted by the SASI/ASI. All cadets are responsible for posted information. Cadets will be reminded of upcoming activities during morning mandatory formations.

12. **FILE SYSTEM:** In keeping with military tradition, the Filing System is a means of arranging everything in its proper order for quick reference. The AFJROTC instructors will oversee all records to ensure proper procedures are followed and that there are no Privacy Act or FERPA violations. The following is a list of records that will be maintained and the officer responsible for maintaining the records:
- a. **PERSONNEL RECORDS** - Cadet info is entered into Wings by instructors, and then promotions, awards, decorations, are updated and stored in Wings by the Personnel Officer.
 - b. **UNIFORM RECORDS** - hard copies are filed in a secure location and then electronically entered into Wings by the Supply Officer.
 - c. **REGULATIONS** - stored online and shared with Wing Staff by the instructors.
 - d. **PROMOTION RECORDS** - hard copy applications/board results maintained by the Deputy Commander and entered into Wings as necessary by the Personnel Officer.
 - e. **OPS ORDERS**. The Deputy Commander will update the Wing Staff agenda online and the PA Officer will ensure events are posted on the bulletin board and announced during formation.
 - f. **EVENTS AND LDRS** - Each LDR team Commander, MWR commander and Community Service Commander is responsible for keeping Wings updated with their event participation and posting their upcoming events on the Ops Order calendar.

SECTION E: CADET UNIFORM WEAR AND GROOMING

1. **GENERAL UNIFORM WEAR RULES:** AFJROTC cadets are wearing the uniform that represents our affiliation with the United States Air Force. This uniform is not a “costume.” The military uniform represents one of the most respected traditions of our country and it will be worn in a manner to honor its heritage. Cadets must constantly strive to present a neat, clean, and well-groomed appearance while in the Air Force Cadet uniform. Wear the uniform proudly, properly and with respect. Utah Military Academy is an institution where military traditions and core values are a critical part of the academic experience. As a public charter school and “school of choice”, we are a dedicated **uniformed** school.
- a. When the uniform is worn, it will be worn completely and **not mixed with civilian clothing or civilian shoes** or without required items such as belts, nametags, etc. Cadets are to report to school in uniform and must remain in uniform until they leave the campus unless they are participating in a Team Time activity or sport that requires a different uniform. Failing to wear the uniform ALL DAY will result in infractions, disciplinary action, uniform grade reduction, and possibly being sent home for the day. Cadets will not be allowed to “borrow” uniform items they forgot from the inventory except for special circumstances approved by the SASI/ASI.
 - b. Uniform Inspections will take place daily during all classes and during formation. Cadets not in uniform or not wearing the uniform properly will be given uniform infractions and asked to fix the issues within a certain amount of time.
 - i. Five or more infractions will result in the parent/guardians being contacted and disciplinary action.
 - ii. Parents may be contacted if the cadet is missing a uniform item and the cadet may be sent home for the day if the discrepancy cannot be resolved.
 - iii. Fifteen or more total infractions will result in more serious disciplinary actions and an assessment will be made with the cadet and their parents/guardians to determine if UMA-CW is a good fit for their child.
 - iv. The AFJROTC uniform grade will be negatively impacted from discrepancies.

- c. Cadets may not play sports while in the AF Blue Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform, UMA or the Air Force.
- d. Cadets may NOT wear the military uniform while performing fundraising activities or partisan political activities.
- e. During the winter months, cadets may wear any heavy coat of their choosing (no hoodies or sweatshirts) when the temperature drops below 40 degrees on the way to and from school. However; only the UMA approved uniform items may be worn on the school grounds or inside the school building. The heavy coat will have to remain in the cadet's locker.
- f. Cadets are required to wear their headgear outdoors at all times. Headgear will also be worn during formation, for AFJROTC leadership training on the drill pad, during off-campus field trips, leadership/summer camps and for special events, such as Pass and Review.
- g. All Cadets MUST turn in ALL issued uniform items cleaned and pressed (**dry clean all blue uniforms**) within 10 days of completion of the course, transferring, withdrawing, or when exchanging issued clothing items. Failure to do so will create obligations and encumbrances that delay registration, graduation, or the transfer of credits.

2. **UNIFORM SCHEDULE:** ALL cadets are required to wear the appropriate uniform on days designated by the SASI/ASI. The SASI/ASI or UMA administration may adjust those days based on special events.

NOTE: For specific guidelines and pictures of how to wear the uniform refer to Appendices 7 - 12.

- a. **MONDAY/WEDNESDAY/FRIDAY - UMA Green Polo (Monday and Friday) or UMA Oxford Shirt (Wednesday) with Khaki Slacks (Informal Uniform)**
 - i. Personal grooming standards apply while wearing an informal uniform.
 - ii. Shirts must be tucked in at all times. A plain tan undershirt may be worn under the polo or the oxford. A tie may be worn with the oxford.
 - iii. Pants. ONLY slacks or cargo pants are authorized, no other type. Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee.
 - iv. **Belt.** A belt must be worn with slacks. The belt will be routed through all belt loops. Shoes Oxford shoes/boots/tennis shoes. NO open toe shoes, house slippers or crocs
 - v. **Socks.** Socks of any color may be worn with the soft uniform. Cadets may not tuck their pant legs into their socks.
 - vi. **Unauthorized Wear.** Unauthorized wear includes jeans, spandex material, or leggings.

***Coat/outerwear policy in this document apply.**

- b. **TUESDAY/THURSDAY - Camouflage Uniform** Acceptable uniforms are:
 - i. **Air Force Airman Battle Uniform (ABU)** worn with sand colored (tan) undershirt; tan rigger belt; sage green or sand colored combat boots; black or sage green socks; the ABU Patrol Cap or AFJROTC authorized blue baseball cap (worn when outdoors and during formation); and the green or brown colored fleece or ABU Gortex jacket. No berets, shoulder cords, or ascots will be worn with the ABU. Cadet officer and enlisted rank insignia will be worn on each collar centered between the stitching and horizontally level with the floor.
 - ii. **Civil Air Patrol Cadets (CAP)** may wear all currently authorized CAP camouflage working uniforms as prescribed in CAPR 39-1 name tape **on Tuesdays only.**

iii. **USNSCC/USNLCC Cadets
(Sea Cadets)**

may wear all currently authorized USNSCC/USNLCC camouflage working uniforms as prescribed in the NSCC/NLCC Uniform Manual **on Tuesdays only.**

- iv. **Operational Combat Uniform (OCP)** worn with coyote brown undershirt; sand/tan 499 rigger belt; coyote brown colored combat boots; black, green, or brown socks; the OCP Patrol Cap; and the brown fleece. No berets, shoulder cords, or ascots will be worn with the OCP. Cadet officers and enlisted insignia will be pinned to the square rank patch on the chest. Velcro rank patches may also be worn.
- v. Cadets enrolled in the Army National Guard Split Option Program may wear the OCP uniform issued by their Army unit in lieu of the AFJROTC OCP.
- vi. **Flight Suits** may be worn by cadets who earned their FAA ground school certification or solo flight certification. Cadets will wear the coyote brown undershirt; the coyote brown colored combat boots; and the flight cap. Flight suits will be worn **on Tuesdays only.**

c. **AS DIRECTED BY THE SASI/ASI - Blue Air Force Uniform**

- i. **Class C Blue Uniform Combination** consists of blue shirt; name tag; ribbons (if awarded); ranks; white V-neck undershirt; blue slacks; blue belt with chrome buckle; black calf-length socks; black oxford or pump dress shoes; flight cap and the lightweight blue jacket.
1. **Male and female blue shirts** will have the top button unbuttoned (unless wearing a tie or tie tab) and will be tucked in at all times.
 2. **Male name tag** will be blue with white letters and centered on, but not over, the right pocket.
 3. **Female name tag** will be blue with white letters and centered even with, or 1 ½ inch above or below the second button.
 4. **Male ribbons** will be centered on, but not over, the left pocket.
 5. **Female ribbons** will be in line with the name tag centered even with, or 1 ½ inches above or below the second button.
 6. **Cadet Enlisted ranks** will be worn on each collar centered between the stitching with the tip of the rank pointing toward the tip of the collar.
 7. **Cadet Officer ranks** are shoulder boards that will be worn on the epaulets on each side of the shoulder. There are male and female shoulder boards that vary in length.
 8. **Male belt** will be looped around the waist with the chrome tip leading from left to right. The chrome tip will be pushed through the buckle with only the chrome showing and no blue material visible.
 9. **Female belt** will be looped around the waist with the chrome tip leading from right to left. The chrome tip will be pushed through the buckle with only the chrome showing and no blue material visible.
 10. **White V-neck undershirt** is the ONLY authorized undershirt for both male and females.
 11. **Male Flight Cap** will be worn centered on the head with the bangs tucked in and the front tip of the cap coming down the forehead within one inch of the bridge of the nose as measured by placing two fingers on the bridge of the nose. It will sit on top of the head—not pulled down—with the crease of the hat closed. It will be worn outside, while bearing arms or a saber, as part of a color guard or drill team, or when designated while in formation. When not worn, it will be tucked

in the belt on the left side of the slacks between the first and second belt loop with the opening facing to the back and the pleat facing the slacks. The top of the flight cap will not stick up more than two inches above the top of the belt.

12. **Female Flight Cap** will be worn centered on the head with the bangs tucked in and the front tip of the cap coming down the forehead within one inch of the bridge of the nose as measured by placing two fingers on the bridge of the nose. It will sit on top of the head—slightly pulled down—with the crease of the hat opened. It will be worn outside, or while bearing arms or a saber, as part of a color guard or drill team, or when designated while in formation. When not worn, it will be tucked in on the left side between the first and second belt loop with the opening facing to the back and the pleat facing the slacks.
13. **Black Oxford or pump Dress Shoes** Only Black Oxford shoes or pumps for females will be worn. Black pumps will be low cut and rounded throat with a raised heel no higher than 2- 1/2 inches. High-gloss or patent finishes are prohibited for daily wear but may be worn during drill competitions or special events such as Honor Guard, or Color Guard events. Shoes will be polished to a shine with the soles clean from dust and dirt.
14. **Socks.** Only black, calf-length socks will be worn.
15. **Lightweight blue jackets** must be zipped up at least halfway or higher. It is the **only authorized outdoor jacket** to be worn with the blue uniform.

- ii. **Class B Blue Uniform Combination** consists of the Class C uniform plus a blue tie (male) or tie tab (female)
- iii. **Class A Blue Uniform Combination** consists of the Class B uniform plus a Service coat. The silver name plate and ribbons must be worn. Medals may be worn without ribbons while wearing the semi formal uniform or during special ceremonies.
 1. **The male and female service coat** will be worn on designated days or special occasions. All three buttons will be buttoned when worn. The service coat may be removed during class or while seated, but must be worn during passing time.
 2. **The Silver name plate will be worn** on the right side of the blazer with the bottom of the name plate level and in line with the top of the left pocket.
 3. **Ribbons** must be worn on the service coat resting on, but not over, the left pocket if the cadet was awarded ribbons.

3. OTHER SPECIALIZED AFJROTC UNIFORMS include Drill, Color Guard, Exhibition, Airman Battle Uniform (ABU), Operational Camouflage Pattern (OCP), Semi-Formal, and Physical Fitness uniforms. Review **Appendix 13** for visuals and specific guidelines.

- a. Drill Team, Color Guard, and Exhibition Uniforms - these uniforms WILL NOT be worn on regular uniform days. It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or lightweight blue jacket or, 2) the ABU or OCP uniform. Normal blue or ABU/OCP uniforms are visually depicted in Chapter 7 of this Operational Supplement.
- b. Units may accessorize their blue drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, NO WAIVER will be granted for any items not listed below.

- c. Headgear for Drill Team, Color Guard, and Exhibition Uniforms.
 - i. Berets may be worn. Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. Berets will only be worn at drill competitions or presentations—not during regular school days.
 - ii. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized. Berets may be worn on regular blue uniform days. No other color berets may be worn and no waiver will be granted for any other color OR insignias other than listed above.
 - iii. Service Caps (wheel and bucket hats, dark Air Force blue color only) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. Cadets will wear the black headband strap during regular uniform days.
 - iv. Service Caps (wheel and bucket hats) will be free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.
 - v. Service Cap insignia. Cadet Officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer Insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings.
- d. Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Ascots will not be worn on regular uniform days.
- e. Gloves may be worn. Colors will be solid but no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Gloves will not be worn on regular uniform days.
- f. The white AFJROTC Patch will be on the left sleeve (shoulder) of all blue uniforms except the raincoat, overcoat or all-weather coat. It will be attached by velcro to the left shoulder of the OCP uniform. It will be stitched to the left front pocket of the ABU shirt.
- g. The Unit Patch is optional. If worn, it will be worn on the right sleeve (shoulder) of all blue uniforms except the raincoat, overcoat or all-weather coat. It will be attached by velcro to the right shoulder of the OCP uniform. It will be stitched to the right front pocket of the ABU shirt.
- h. The red, white and blue American Flag Patch will be worn on the left shoulder of the Flight Suit centered at the top of the velcro. It will be worn on the right shoulder of the OCP uniform centered at the top of the velcro.
- i. Shoulder Tabs. Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional, but may be worn for participation in Drill, Color Guard, and Honor Guard. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between

the unit patch and the shoulder seam. Tabs will have the name of the activity on them. If no unit patch is worn, the tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, the tab will be centered between the unit patch and the shoulder seam.

- j. Shoulder cord. One “infantry” style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch (no aiguillettes, citation cords, or extra loops inside or outside the arm). Colors are locally determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste. Shoulder cords may be worn on regular uniform days for as long as the cadets are actively participating on the team or club the cord represents. The following cadets are authorized to wear a shoulder cord:

i. **Cadet Top 8** - Cadet Wing Commander, Deputy Wing Commander, IG, Command Chief, Operations Group Commander, Operations Superintendent, Support Group Commander, Support Superintendent will wear a **Red** Shoulder Cord while holding the position.

ii. **Cadet Marksmanship Team** will wear the **Maroon and Gold** Shoulder Cord and must meet the following criteria:

1. Must be on the team all year attending 75% of practices
2. Must compete in two or more meets.
3. Cadets who compete in a national level competition may wear the shoulder cord.

iii. **Cadet Color Guard Team** will wear the **Silver** Shoulder Cord and must meet the following criteria:

1. Must be on the team all year attending 75% of practices.
2. Must compete in two or more meets.
3. Cadets who compete in a national level competition may wear the shoulder cord.

iv. **Cadet Honor Guard and Saber Teams** will wear the **Blue and Silver** Shoulder cord and must meet the following criteria:

1. Must perform at least five events
2. Must have commanded one event carrying the ensign
3. Must have performed each position (rifleman and state flag bearer).

v. **Cadet Drill Team—Armed/Unarmed/Exhibition—**will wear the **Green and Silver** Shoulder Cord and must meet the following criteria:

1. Must be on the team all year attending 75% of practices.
2. Must compete in two or more meets.
3. Cadets who compete in a national level competition may wear the shoulder cord.

vi. **Cadet Raiders Team** will wear the **Black** Shoulder Cord and must meet the following criteria:

1. Must be on the team all year attending 75% of practices.
2. Must compete in two or more meets.
3. Cadets who compete in a national level competition may wear the shoulder cord.

vii. **Cadet Cyber Patriot Team** will wear the **White** Shoulder Cord and must meet the following criteria:

1. Must be on the team all year attending 75% of practices.

2. Must compete in two or more meets.

3. Cadets who compete in a national level competition may wear the shoulder cord.

viii. **Other teams and clubs** may apply for wear of a specialty cord through an application process that passes through the Wing Staff and to the SASI who will make the final decision.

- k. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, blue, or black only. These items will not be worn on regular uniform days.
- l. Service Dress Jackets may be modified to have a ½-inch braid, silver, blue, or black only sewn 3 inches from the bottom of sleeve. These items will not be worn on regular uniform days.
- m. Wear of Color Guard and Saber harnesses, i.e., Sam Brown Belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.
- n. Belts for trousers must be blue in color only. No waiver will be granted for wear of any other color.
- o. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings and heavy/medium weight (pistol, military police) web belts during performances of drill or color guard events only. These items will not be worn on regular uniform days.
- p. Wing and Star Buttons on the Service Dress uniform may NOT be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style or finish on the buttons.
- q. Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such items listed below.
 - i. Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted for wear of such items.
 - ii. Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized. Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.
 - iii. Arm wrist/sweat bands are not authorized. No waiver will be granted for wear of such items.
 - iv. Spats (shoe covers) will not be worn with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.
 - v. Service Caps (wheel and bucket hats) will be Air Force blue. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat

- brim is authorized for wear by cadets. No waiver will be granted for wear of such items.
- vi. Military Training Instructor (MTI) style headgear (Aussie Outback/Slouch and Smokey the Bear hats) are prohibited for wear by cadets. No waiver will be granted for wear of such items.
 - vii. Base Honor Guard (BHG) Breast Badge (BHG cookie) is prohibited for wear by cadets. No waiver will be granted for wear of such items.
 - viii. Black Boots/corframs may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across the unit's entire cadet corps. Black boots/corframs may be reissued to cadets. Spray boots/corframs with disinfectant spray before reissuing. This rule does not apply to standard issue of cadet footwear. All new cadets enrolling in AFJROTC are to be issued a pair of "NEW" oxford (leather) shoes. Corframs are not to be considered an initial issue of AFJROTC footwear.
 - ix. Pumps can be worn with any female blue uniform combination. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish.
 - x. Slip-on Shoes can be worn by female cadets (optional) with the service dress and service uniforms (authorized with all blue maternity uniforms). Commercially designed step-in shoe where the top of the shoe goes over the top of the foot (not mule-types without backs) with rounded toe or plain rounded capped toe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish.
- r. Airman Battle Uniform (ABU) and Operational Camouflage Pattern (OCP) uniforms may be worn as Drill Team, Color Guard, and Exhibition Uniform. Berets, shoulder cords, ascots and gloves, and black boots will not be worn with the ABU/OCP uniform. No waiver will be granted for wear of such items.
 - s. Cadets may wear a Unit T-Shirt with the ABU/OCP uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU/OCP Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.
 - t. ABUs will be worn with the garrison ABU cap or with a plain dark blue American made baseball cap and sage green or Coyote brown boots. Black boots are not authorized for wear with the utility uniform. ABU pants must always be properly bloused over the boots. Boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing the boots. NO berets, shoulder cords, ascots or gloves will be worn with the ABU uniform.

- u. OCP uniforms will be worn only with the garrison OCP cap and Coyote brown boots. Black boots and/or baseball caps are not authorized for wear with the OCP utility uniform. The American Flag patch is mandatory and will be full color (cloth) centered at the top of Velcro on the right shoulder. OCP pants must always be properly bloused over the Coyote brown boots. Coyote brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing boots. NO berets, shoulder cords, ascots or gloves will be worn with the OCP uniform.
- v. Semi-Formal Dress Uniform. Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.
 - i. The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.
 - ii. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform; however, **if medals are worn, ribbons will not be worn (no mixing).**
 - iii. Shirts. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit, or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. Female cadets may wear a white long- sleeved blouse similar in style to the men's white long-sleeve shirt.
 - iv. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.
 - v. Tie/Tab. Cadets may wear either a blue polyester or silk, herringbone twill tie/tab with the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long- sleeve white shirt, with the semi-formal dress uniform only.
 - vi. Trousers or skirts. The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. No stripes (braiding) on the outside length of the trousers are authorized for wear on the semi-formal dress uniform.
 - vii. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
 - viii. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.
- w. Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.
- x. Gym classes/TEAM Time: The only authorized uniform for gym classes and JROTC PT Fridays is the UMA physical training (PT) uniform which consists of the tan T-shirt, black shorts, black sweatpants and the gray Air Force PT sweatshirt. Official Air Force, Army, Navy, or Marine Corps PT T-shirt and shorts will also be accepted. The PT shirt MUST be tucked in unless actively engaged in physical fitness.
- y. During the cadet leadership courses (CLC) cadets may wear PFT gear given by the CLC host and may be mixed with Air Force PT gear.

- z. For sport team practices cadets may wear specific practice gear obtained by the entire team but are restricted to the gym/practice area when in the practice gear.

4. **TURN-IN/Maintenance of AFJROTC Uniforms:** Cadets, who fail to turn in their uniform items must pay for any lost items or incur a debt to UMA and the USAF. Until the debt is cleared, students WILL NOT receive the following: Graduation Certificate and/or Certificate of Completion/Training Armed Forces Enlistment.
- a. Suggestions to prevent unnecessary expenses or delay to the cadet:
 - **DO NOT** leave your uniform items in an unlocked locker or unattended
 - **DO NOT** give or lend uniform items to others
 - **DO NOT** allow another cadet to turn in your uniform or equipment
 - **DO** place your name on boots and shoes.
 - **DO** note the number written in each uniform item, including hat, shoes, shirt/blouse, trousers, and coat.
 - **DO** Turn-in uniform/equipment items found to the SASI/ASI (AFJROTC Property Custodians)
 - **DO** turn-in dark blue uniforms (pants, service coat, lightweight blue jacket) dry cleaned and pressed on hangars, and bagged with a laundry tag.
 - **UNIFORM READINESS.** Dry clean and launder uniform items (as appropriate). Cadets are responsible for keeping their uniforms "ready to wear" at ALL TIMES. The Uniform is a symbol of Pride and Honorable Service. Wear it with PRIDE.
5. **PERSONAL GROOMING STANDARDS:** This chapter outlines personal grooming while wearing any Air Force cadet uniform. The SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for cadets. Except for minor variations based on gender differences, all AFJROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.
- a. **Male and female hair** will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Hair will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All cadets are authorized to wear a natural hair color different from their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and pepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and

- are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy). Unauthorized Styles: Mohawk, mullet, or etched design.
- b. **Wigs/Hairpieces/Extensions** are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. (Note: Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will not be used to cover unauthorized hairstyles.
 - c. **Hairnets** may be worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by the SASI/ASI.
 - d. **Jewelry** while in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
 - e. **Rings.** Cadets may wear a total of **no more than three rings**. Rings will be worn at the base of the finger and may be worn on the thumb.
 - f. **Necklaces** will not be visible at any time. If worn, necklaces will be concealed under a collar or undershirt.
 - g. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear **one bracelet** around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, **gold or silver in color**, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **No rubber or fabric-type bracelets are allowed.**
 - h. **Eyeglasses/Sunglasses** will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with a small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored, or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.

- i. **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.
- j. **Body Piercings.** 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.**
- k. **Backpacks.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).
- l. **Wear/use of an earpiece.** Any bluetooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel.
- m. **Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 3- 3, and Figure 3.4).**
- n. **Hair-Female.** No minimum hair length, to a **maximum bulk of 4 inches** from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- o. **Pinned-up hair** should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- p. **Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows** are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If

adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

- i. **All locs, braids, and twists**, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.
 - ii. **A braid/twist** must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.
- q. **Unauthorized hairstyles:** Mohawk, mullet, slicked back hair with excessive gel, or etched design.
- r. **Hair accessories.** If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. **Claw clips are not authorized.** Black hair accessories are authorized regardless of hair color. Invisible hair nets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- s. **Fingernails.** Fingernails must not exceed 1/4-inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties or hinder proper fit of prescribed safety equipment or uniform items. Males are not authorized to wear nail polish. If worn by females, nail polish will be clear or French or American Manicure. French manicures include white tips with a base of clear and American manicures include ivory white or cream tips with a base of clear. Ombre manicure style is not authorized. **Do not apply designs to nails.**
- t. **Skirts.** The length of the skirt may not vary beyond the top and bottom of the kneecap. The skirt will fit smoothly, hang naturally, and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.
- u. **Earrings.** Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) **round or square white diamond, gold, white pearl, or silver earrings** as a set with any uniform combination. If a member has multiple holes, **only one set of earrings** are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

- v. **Cosmetics.** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.
- w. **Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.
- x. **Body Piercing/Ornamentation.** In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (including visible through the uniform).
 - i. **Plugs for gauge holes** in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.
 - ii. **Dental ornamentation:** Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.



Scrunchie



Hair Clips

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.2. Female Hair Style Examples

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

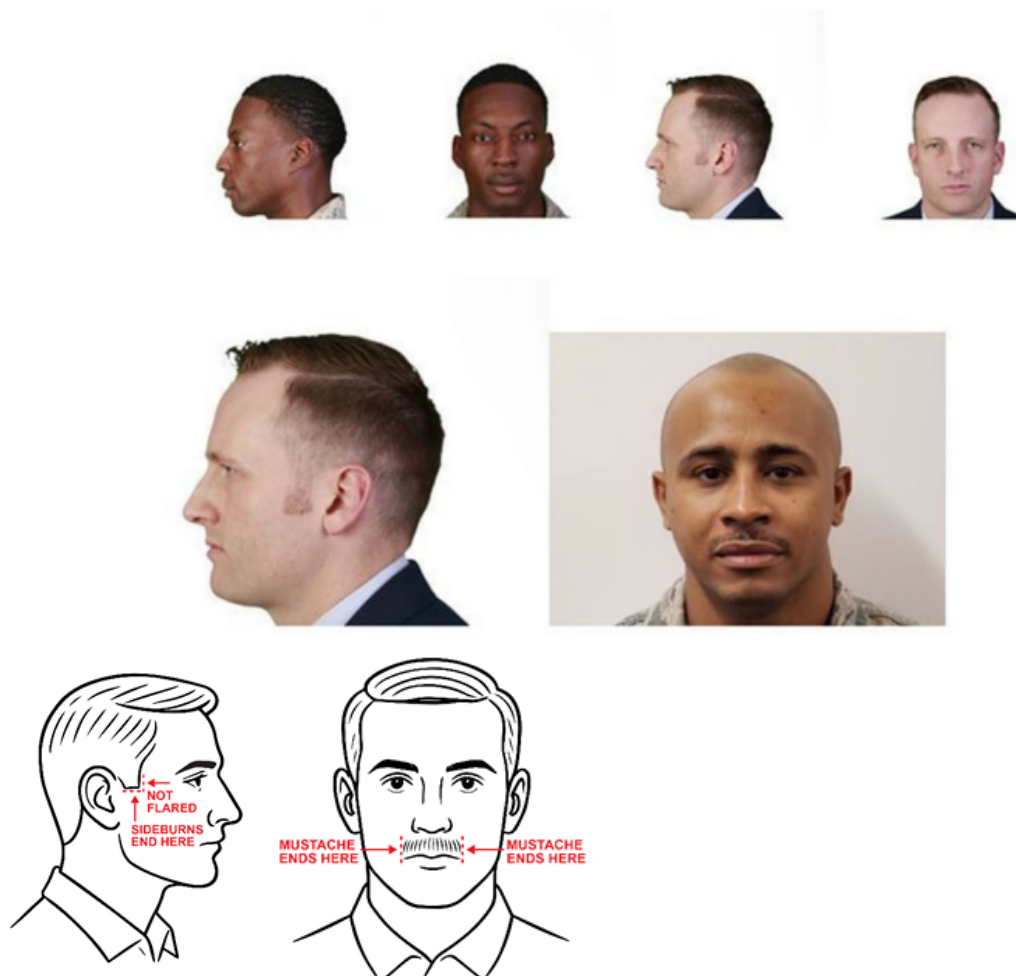
Figure 3.4. Female Hair Style Examples



- y. **Specific Male Cadet Grooming Guidelines.** (See Figure 3.1)
- z. **Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized to have hair extensions. See Figure 3.1

- aa. **Mustaches.** Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3.1
- bb. **Beards** are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by AFJROTCI 36-2001. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image. **At the beginning of each school day male cadets must be clean-shaven.**
- cc. **Sideburns.** If worn, sideburns will be straight and even width (not flared) and will be above the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3.1
- dd. **Fingernails.** Male Cadets are not authorized to wear nail polish.
- ee. **Cosmetics.** Male Cadets are not authorized to wear cosmetics.

Figure 3.1. Male Hair Grooming Standards.



SECTION F: PROMOTIONS (9-12 GRADE)

1. **PROMOTIONS:** The rank and promotion system used in AFJROTC mirrors the active duty Air Force program, but has some basic differences which each cadet must understand. Becoming a cadet leader happens through a promotion system set up specifically for the AFJROTC high school program and it is used as a leadership lab for cadets who desire the challenge of leading their peers. The promotion program helps achieve the AFJROTC goal of creating a “Cadet Run Program”. The promotion system is voluntary and is not graded so it won’t affect the cadet’s AFJROTC grade. Cadets who desire to get promoted to positions within the Cadet Wing can volunteer to go through a strict application process to meet a board of Cadre (adult leaders) and cadet leaders to apply for positions, and to fulfill the positions they're selected for to the best of their ability with the help and guidance of the Cadre and other leaders. As cadets move up the chain of command, the promotion standards get higher and the demands get greater. Achieving higher rank is evidence of progress, standing, growth, maturity, leadership, and willingness to accept responsibility. Promotions are based on academic effort, Corps involvement, personal desire and achievement.
2. **CADET RANK (Grade):** All references to cadet rank/grade will have the word “Cadet” as part of the title, such as, “Cadet Major Josh Smith”. Cadet rank is represented by the AFJROTC insignia worn on the cadet uniform. Grades are based on either cadet enlisted (E-1 through E-9) or cadet officer (O-1 through O-6) status. The highest possible cadet officer rank is cadet colonel. There are two types of cadet ranks used in AFJROTC. These are:
 3. **PERMANENT RANK (Grade):** There are two ways to earn permanent rank. The first way is automatic promotion commensurate with the number of years in AFJROTC, provided cadets meet the standards as listed below for each rank. Filling specific leadership positions is NOT required for obtaining permanent rank. The permanent ranks are as follows:

Permanent rank for completion of the first year is CADET AIRMAN

Permanent rank for completion of the second year is CADET AIRMAN FIRST CLASS

Permanent rank for completion of the third year is CADET SENIOR AIRMAN

Permanent rank for completion of the fourth year CADET STAFF SERGEANT

Note: cadets must meet all requirements and standards for each rank they are promoted to.
 4. **TEMPORARY RANK (Grade):** The second way to earn permanent rank is to apply and get selected for promotion to a position listed on the Unit Manning Document (UMD). The selected cadet will be promoted to the minimum Temporary Rank for that position (the SASI is the final authority for actual rank given) and will hold that Temporary Rank for a probationary period (usually one quarter), to be trained and mentored to successfully fulfill all the requirements of that position. The cadet must first meet all rank requirements for that position prior to applying.
 - a. The cadet will be awarded Permanent Rank if they successfully complete the duties, behavior and leadership required for that position, or if they are promoted to a higher level position during the probationary period.
 - b. If the cadet is unable to fulfill their duties, or decides they don’t like the position, or no longer meets the rank standards for that position during the probationary period, then they will be

removed from that position and may be required to revert to the previous permanent rank held, or a rank determined by the SASI.

5. **PROMOTION OBJECTIVES:** The cadet promotion and job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are based on past performance and on the cadet's potential and willingness to assume jobs of increased responsibility. Most promotions are tied to assignments in leadership jobs on the UMD (chapter 6) where a cadet can make and learn from their mistakes. However, if a cadet demonstrates exceptional leadership performance they may be considered for promotion regardless of UMD position.
6. **PROMOTION RESPONSIBILITIES:** The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC UT-20201 UMA positions. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI/ASI, who will approve all key staff and commander assignments.
7. **PROMOTION ELIGIBILITY:** Cadets may be promoted to the next rank at each term during the promotion ceremony provided they meet all the eligible requirements for that rank. Cadets are eligible based on academics, service, AFJROTC grade, citizenship, participation in LDR or extra-curricular activities, AFJROTC PT participation, uniform inspection, and teacher recommendation. It is the cadet's responsibility to apply for promotion each term. Cadets may only be promoted up to their grade's (8th, 9th, 10th, 11th, 12th grade) rank cap unless SASI approved.
8. **PROMOTION REQUIREMENTS:**
 - a. **Academics:**
 - i. Receive no more than 1 "F" during the term
 - ii. E1 – E4 – Maintain 2.0 GPA for the term and receive a C or better in AFJROTC class
 - iii. E5 – E6 – Maintain 2.0 GPA for the term and receive a B or better in AFJROTC class
 - iv. E7 – E9 – Maintain a 2.5 GPA for the term and receive a B or better in AFJROTC class
 - v. Company Grade Officer O1 - O3 – Maintain a 3.0 GPA for the term and receive a B or better in AFJROTC class
 - vi. Field Grade Officer O4 - O6 – Maintain a 3.0 GPA for the term and receive a A or higher in AFJROTC Class.
 - vii. Must pass Flight Time class
 - b. **Service:** Complete 3 hours of service to the school or community each semester. Ensure hours are submitted for WINGS input to the Service's officer.
 - c. **Citizenship:** Must not have an in or out of school suspension, excessive number of infractions (10 or more) or disciplinary referrals during the semester.
 - d. **LDR or extracurricular activities:** Cadets being promoted to cadet NCO and officer positions should be involved in at least one Leadership Development Requirement activity or extracurricular activity during the term.
 - e. **AFJROTC PT Participation:** Must pass the physical fitness test and no more than two failures to dress out for AFJROTC PT Fridays.
 - f. **Uniform Inspection:** No uniform inspection failures (under 70%) during term
 - g. **Teacher Recommendation:** Receive promotion recommendation from at least four of your teachers excluding AFJROTC instructors. All cadets must receive additional recommendation from their JROTC instructor.

- h. **Drill Performance:**
 - i. E1 – E4 Pass a facing movements test and pass the 30 Step Drill Sequence test.
 - ii. E5 - O6 Pass a facing movements test and COMMAND the 30 Step Drill Sequence.
 - i. **Cadet Creed:** Promotion to E7 - O6 ranks requires reciting the Cadet Creed.
 - j. **Promotion Tests:**
 - i. E1 - E4 Pass an Airman Test with 80% or better score.
 - ii. E5 - E6 Pass an NCO test with 80% or better score.
 - iii. E7 - E9 Pass an NCO test with 90% or better score.
 - iv. O1 - O3 Pass an Officer Test with 80% or better score.
 - v. O4 - O6 Pass an Officer Test with 90% or better score.
9. **PROMOTION CAPS:** Cadets may be promoted within a grade up to their rank cap for that grade. The following are the caps for each grade. SASI may approve a higher rank based on cadet's level of responsibility or position.
- a. Eighth Grade – Cadet Airman First Class (E3)
 - b. Freshman - Cadet Technical Sergeant (E6)
 - c. Sophomore – Cadet Senior Master Sergeant (E8)
 - d. Junior – Cadet Chief Master Sergeant (E9) / Cadet Captain (O3)
 - e. Senior – Cadet Colonel (O6)

Note: Cadets may be promoted to the next year's rank level during the 3rd quarter of the current school year. The SASI may make exceptions to the rules based upon unit needs.

PROMOTION TO WING STAFF POSITIONS: See Section D: WING ORGANIZATION numbers 4 - 7.

SECTION G: AFJROTC AWARDS/DECORATIONS (8-12 GRADE)

PURPOSE: The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. A Cadet earns recognition through Valor, Achievement, Service, and Participation. Cadets can distinguish themselves by setting personal goals, fulfilling specific requirements, and applying for awards. Awards and Decorations may be a ribbon, medal, shoulder cord, certificate, or a plaque. Ribbons and medals are kept and worn on the uniform in order of precedence (see Appendix 6). Ribbon holders are available through supply. Insignia on the AFJROTC uniform will be worn according to the figures contained in the appendixes of this guide. Specific criteria for each ribbon/medal is in Appendix 5.

1. **APPLICATION:** Each cadet who satisfies requirements for an AFJROTC Award/Decoration will complete a UMA Awards Application Form. The SASI/ASI, Group/Squadron, and Flight Commanders may recommend Cadets for Awards & Decorations. Awards orders will be posted by the Cadet Personnel Officer.
 - a. **PROCEDURE.** A cadet setting a goal to attain an AFJROTC Award should complete the following steps:
 - Determine Award to work towards
 - Complete all requirements for that Award
 - Complete UMA Award Application Form
 - Obtain Flight Commander's approval or approval from the GP or SQ CC's, SASI or ASI
 - Submit online Award Application Form for processing by the SASI/ASI and Cadet Wing Staff

- Receive the Award/Decoration Formally/ Informally from SASI or designated presenter if selected.
2. **PRESENTATION:** Awards and Decorations are normally presented in a formal presentation at the end/beginning of the term during a promotion ceremony or during the spring awards ceremony. Appropriate ceremonies based on the precedence of the award/decoration may be held at other times, (i.e. promotion ceremony, formation, etc.).
3. **TYPES OF AWARDS/DECORATIONS (AFJROTC):** (See Appendices 5 and 6)
- a. **NATIONAL:** National Service and Veteran Organizations present Awards and Decorations to qualified AFJROTC Cadets. Recipients are selected by the SASI, ASI, and other UMA Staff. Selected cadets must meet criteria specified by the organization. Cadets may only receive one national-level award for each year they are in AFJROTC and should not receive the same national-level award twice during their AFJROTC career. These are presented annually at the annual awards ceremony.
 - b. **AFJROTC UNIT AWARDS:** Awards presented to cadets are approved by the SASI and Wing Commander. These awards rank below the national awards. Some awards are applied for, others are selected through personal performance. **Note:** Awards are broken down into term awards (TA), semester awards (SA) and annual awards (AA).
 - c. **Civil Air Patrol:** CAP members awarded CAP awards may wear ribbons during regular uniform days (CAP Medals will not be worn on regular uniform days), and will be worn in the precedence listed below following order:
 - General Carl Spaatz Award
 - General Ira C. Eaker Award
 - Amelia Earhart Award
 - General Billy Mitchell Award
 - General J.F. Curry Achievement Award

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

NATIONAL/ANNUAL AWARDS AND 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. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)

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

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

**** Notes about ribbon/medal wear:** See Appendix 5 for specific criteria for each award. AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets may be given **equivalent** AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

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.

4. **BADGES:** Cadets are authorized to wear the following badges. For aviation badges, cadets will wear one of the following badges in rank order on the flight suit: (lowest to highest) Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge.
 - a. **Aviation Ground School/Unmanned Aircraft Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test. Ground School Badge. Flight suits are authorized for cadets who are enrolled in or who have completed AFJROTC aviation honors ground school and have successfully completed the requirements for the Aviation Ground School/Unmanned Aircraft Badge.
 - b. **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate.
 - c. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or unpowered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. Flight suits are authorized for those cadets that have received their flight certificate badge.
 - d. **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. Comprised of hand-selected cadets who are positive "Role Models" for Elementary School students. Members are required to prepare presentations and present to leadership and outside entities. APT members earn the badge following one successful academic year on the team.
 - e. **Distinguished AFJROTC Cadet Badge.** This annual recognition consists of a certificate and the Distinguished AFJROTC Cadet badge. In recognition of one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the badge their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and

with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection:

- Leadership Ribbon Superior
- Performance Ribbon
- Achievement Ribbon Academic
- Ribbon Leadership Development Requirement • Service Ribbon

- f. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript and an “A” in AFJROTC. The individuals must be recommended by the SASI.
- g. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook.
- h. **Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals. Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the SASI.
- The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.
 - The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.
 - The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.
 - The Civilian Marksmanship Program’s (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.

NOTE: Other Badges or Pins. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to CyberPatriot and Stellar Explorer cadets will not be worn on the AFJROTC uniforms. Only cadets who receive the National Finalist CyberPatriot badge may wear this badge on their uniforms.

5. **CADET WING RECOGNITION:** The Cadet Wing may recognize specific cadets. The recognition may include but is not limited to:
- a. Cadet of the Quarter: Recognition is given to five cadets per quarter, one for each grade (8-12). Selection is based on the following:
- Service and participation
 - Continued Excellence/Self-Improvement
 - Achievement(s) outside JROTC
 - Grades & Inspection Scores
- b. Outstanding Staff Officer/Flight Commander: Recognition is given at the end of the semester to the top Cadet Staff Officer and/or Flight Commander. SASI choice.

- c. Outstanding Staff NCO/1st Sgt/Flight Sergeant: Recognition is given at the end of the semester to the top Staff NCO, 1st Sgt and Flight Sergeant. SASI choice.
6. **PHYSICAL TRAINING (PT) PROGRAM & RIBBON:**
- a. **HEIGHT/WEIGHT REQUIREMENTS.** All Cadets are encouraged to meet the Height/Weight Requirements set forth by the U.S. Air Force.
- b. **WELLNESS TRAINING PROGRAM.** Each Cadet is encouraged to complete a regular fitness program. The Fitness Officer manages the Corps Fitness Program, which will include participation in the Cadet Health & Wellness Program and the Physical Fitness Test (PFT). Those who participate may earn the Health and Wellness Ribbon at the end of the year. Each Friday is designated day for fitness within the cadet's AFJROTC class. Fitness participation is MANDATORY. Participation will be graded. Only students with documented medical issues (to include a current physician's note with limitations) will not be required to participate and will receive an alternate assignment. In order to be eligible for the Health and Wellness Ribbon each cadet will be required to participate in the cadet health and wellness program and pass the PFT with a minimum score. Bronze, Silver and Gold clusters can be earned for top PFT scores. See Appendix 5 for details.
7. **UMA AFJROTC VARSITY LETTER:** All UMA Cadets are eligible to earn a UMA AFJROTC Varsity Letter.
- a. **LETTER REQUIREMENTS:**
- Earn a 3.0 GPA in all AFJROTC classes
 - Maintain a 2.5 overall GPA in all other subjects
 - Have no F's or demerits
 - Complete 12 Service Hours per year of AFJROTC, and
 - Complete ANY four (or combination to equal 4):
 - Serve as a Project Officer for an activity
 - Serve a year on student government
 - Hold a staff position for a school year
 - Participate in 7 color guard events
 - Attend a recognized summer leadership course
 - Participate in a selected military competition
 - Earn a national award
 - Earn cadet of the month
 - Be an active member of the any of the TEAM Clubs, (Activity is defined as attend 10 meetings and/or attend 70% of the meetings)
- b. **APPLICATION.** Verify activities completed for award of "AFJROTC Letter" from ALL activities recorded and annotated on individuals Personnel Record.
- The UMA High School Jacket and Letter WILL BE PURCHASED by the lettering Cadet.
 - UMA Activities Varsity Letter. A UMA Activities Varsity letter can be earned separately through participation in selected UMA sports and team activities.

SECTION H: TEAM TIME, CURRICULUM IN ACTION AND LEADERSHIP DEVELOPMENT ACTIVITIES

1. **TEAM TIME ACTIVITIES:** As part of UMA culture, we expect cadets to have high academic standards, to be well rounded, and to be able to multitask. Activities following the last period of the day are called

TEAM Time. All cadets are strongly encouraged to participate in TEAM Time activities. If a cadet is not signed up for a TEAM Time, in a sport, or is not in study hall, they MUST be off campus.

2. **CURRICULUM IN ACTION (CIA) TRIPS:** CIA's enhance the AFJROTC curriculum. Activities range from participation in Aerial Refueling flights on KC-135 aircraft to conducting land navigation training with the Army. Typically, two trips will be planned each school year; one in the fall and one in the spring. A formal memorandum will be published for each trip with the trip agenda, dress requirements, and instructions that must be complied with to participate on the trip. Trips are approved by the school and cadets must comply with all UMA rules while on the trip.
3. **LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR):** LDRs are designed to help Cadets build and enhance their secondary school resume and to provide a well-rounded school experience. Cadets are very strongly encouraged to find one or more LDR events to participate in. There are multiple LDR activities that cadets may participate in such as color guard, drill team, and marksmanship. The cadet corps will manage all LDR activities with supervision from the SASI/ASI. Cadets are responsible for scheduling practices, recruiting cadets to participate and ensuring they have instructor supervision. It is imperative that team members are committed to practice and event participation. These activities may change depending on cadet interest and involvement and the availability of adult leadership. Listed below is just a sample of some of the activities you might participate in:
 - a. **HONOR GUARD/COLOR GUARD:** Members perform Color Guard (presenting the Flag), Saber Arches, and other special presentations at ceremonies throughout the state. Membership is for the elite, and recognition can be very rewarding.
 - b. **DRILL TEAM:** The Drill Team represents the AFJROTC, and UMA in drill competitions. Team members are dedicated and practice hard to be competitive against other programs. All cadets are encouraged to try out for these elite teams. This is also an accredited class. Students may travel and earn various awards.
 - c. **AWARENESS PRESENTATION TEAM (APT):** Comprised of hand-picked cadets who are positive "role models" for elementary school students. The APT provides practical information on current subjects that are of concern to educators, parents, and students (i.e. self-esteem, motivation, flag etiquette, etc.). Topics are researched by cadets and approved by the SASI/ASI and UMA leadership staff before presentation. The APT is also an avenue for the UMA recruiting program by introducing the school to potential students. APT members earn and wear the APT badge.
 - d. **AEROSPACE CLUB:** Open to Cadets interested in model rockets, aircraft (remote control or plastic) and technology. Club members may participate in a number of competitions including NAR Rocketry Challenge. Participants may earn a number of local and national awards.
 - e. **RAIDERS/RANGER TEAM:** This is a physical fitness program. Cadets may participate in Corps, club or JROTC inter-service competition.
 - f. **SOCIAL ACTIVITIES/Morale, Welfare & Recreation (MWR):** The Cadet Corps may periodically sponsor social events such as the military ball, picnics, field day, pool party,

skiing trips, bowling, etc. These events are planned by cadet project officers. All Cadets are encouraged to attend and enjoy themselves.

- g. **SERVICE PROGRAMS:** Service before self is one of the key attributes of the Air Force and the JROTC. We look to serve our community and nation in a number of ways. We routinely look for opportunities to serve those in need. Cadets do earn recognition for their efforts, but most of all earn the feeling of satisfaction for helping others!
- h. **CYBERPATRIOT:** Team competes in the AFA High School Cyber Defense championships. Open to cadets with computer skills or a desire to learn these skills.
- i. **ACADEMIC TEAM:** Team will train and participate in local, and national academic competitions. Topics could include ASVAB, History, Math, ACT prep, leadership, etc.
- j. **MARKSMANSHIP TEAM:** AFJROTC will sponsor a .177 cal. pellet marksmanship team. Academics and discipline will be critical to participation on the team. The team will participate in the local JROTC league and in other state, regional, and national competitions. Discipline and safety will be the #1 priority in training and competition.
- k. **OTHER ACTIVITIES:** This is a cadet driven program. Any number of activities may be added for the benefit of the Corps. Cadets recommend activities, and volunteer to take part in organizing and planning ALL activities. Other sports and activities will be provided by the UMA as a whole. These activities will be determined by the UMA administration as requested and needed by UMA cadets.

4. CURRICULUM IN ACTION (CIA) AND LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ELIGIBILITY:

Key components of the cadet's learning experience is participation in Curriculum in Action (CIA), also known as field trips, and Leadership Development Requirement (LDR) activities such as Color Guard events or competitions. Participation in trips and activities is a privilege, not a right. Therefore, not all cadets may be eligible to participate in every trip or activity. Eligibility criteria includes: 1) Must not be on academic probation or have more than one "F"; 2) Must be passing their AFJROTC class; 3) Must have a minimum 2.0 GPA from their last term; 4) Must not have any disciplinary action (suspension, etc.) during the current academic term; 5) Must not have a history of uniform/personal appearance violations. In addition, cadets must meet all school requirements for participation.

There are many activities and clubs that cadets may participate in that are designed to make their high school experience memorable while building character and a sense of civic pride.

Color Guard / Honor Guard Teams	Awareness Presentation Team
Orienteering Team	Drone Competition Teams

Community Service Teams	Model Rocketry Club
Mentoring Program/Tutoring	Flight Simulator
Armed/Unarmed/Exhibition Teams	Radio Controlled Aircraft (RCA) Club
Academic/Knowledge Bowl Team	Marksmanship / Airsoft / Paintball competition Teams
Raiders/Rangers Fitness Competition Teams	Stellar Explorers Club
CyberPatriot Team	Kitty Hawk Air Society

NOTE: Not all activities will be available during the school year or during the school day. Participation is limited to those who are enrolled in an AFJROTC course and who meet criteria set forth in the Cadet Handbook.

5. **COMMUNITY SERVICE:** Community service is the best way to put into practice the AFJROTC mission of developing citizens of character dedicated to serving their nation and community. It is the unit's goal that each flight performs 2 community service events per year and individual cadets perform 3 hours of community service each semester. Cadets who are in Wing Staff are expected to lead by example and achieve the minimum required community service hours. Community service events must be pre-scheduled through the AFJROTC leadership, but may include events performed by one cadet at a local outlet as a representative of the UMA-CW AFJROTC unit. Cadre members or Cadre appointed adult supervision and validation must be provided.

APPENDIX 1: CADET RANK INSIGNIAS AND BADGES

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

SECOND
LIEUTENANTFIRST
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 CLASSSENIOR
AIRMANSTAFF
SERGEANT

For SFJROTC

Spec 1

Spec 2

Spec 3

Sgt

TECHNICAL
SERGEANTMASTER
SERGEANTSENIOR
MASTER
SERGEANTCHIEF
MASTER
SERGEANT

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

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



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



**DISTINGUISHED
CADET BADGE**



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

Marksmanship Badges – Wear Only One



CMP Awarded Badges



MARKSMANSHIP SHARPSHOOTER EXPERT

Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

APPENDIX 2: CADET JOB / POSITION DESCRIPTIONS

1. **CADET POSITIONS AND ROTATION** — Cadet command and staff assignments will be made so that leadership development experience will be balanced throughout the Wing. The rotation of various Wing positions will be on the basis of positions available and the individual need for training experience. To apply for a staff position, cadets must submit a Cadet Staff Application.
 - a. Command and staff positions may be changed each semester depending on the needs of the Wing and the standards of performance of the various cadets filling the positions. Personnel changes in key positions will be limited.
 - b. Some flight positions may be interchanged every quarter or semester (i.e. Flight Sergeant and Element Leader).
 - c. **Personnel changes will be made whenever a cadet's performance of duty is not up to standard through sufficient training, time and effort.** The authority to remove someone from a position will rest solely with the SASI/ASI.
 - d. All staff positions require commitment. Presence is a must to lead and mentor cadets and teams. Cadets attending in-person class sessions will be given priority when selecting the cadet staff (accommodations will be made if the school is solely online). The ASI/SASI will be the determining authority.
2. All authorized cadet positions are maintained in a **UNIT MANNING DOCUMENT (UMD)**. The UMD will also list authorized grades and the number of cadets authorized to hold each position.
3. UMA-CW staff organization is based upon a Wing construct (Wing staff, Operations and Support Groups, four Squadrons, and twelve Flights).
 - a. Wing cadet staff leaders (known as the "Top-8") are responsible for the overall management, administration, proficiency, and well-being of the Wing. These members are typically 3rd or 4th year cadets and are charged with developing and implementing the strategic plan for the unit. The "Top-8" also includes the Operations Group and Support Group Commanders. Top-8 members will represent UT-20201 at official functions and inspections.
 - b. The Operations and Support Group Commanders and the Squadron Commanders are responsible for the mid-level management of the Wing, which includes events, activities, well-being, discipline, training and day-to-day management of the cadets and cadet needs. These members are typically 3rd or 4th year cadets but may be staffed as the SASI/ASI deems necessary.
 - c. Flight and Team leaders operate at the tactical level of the Wing. These 2nd, 3rd and 4th year cadets provide direct training and performance/operational leadership and support for their teams and the Wing. They will receive mentorship and training for increased responsibilities and roles.
4. Cadets holding a staff position may also hold a Student Body Officer (SBO) position provided that he or she confers with (and receives approval from) the UMA SBO Advisor, UMA Principal/Commandant and the SASI/ASI. Staff and SBO positions require time commitment and position dedication. Cadets must carefully assess their educational standing, the school's and the unit's needs to ensure the responsibilities can be managed effectively.

- **CADET WING COMMANDER (WG/CC)** is responsible for:
 - Coordinating with SASI and ASI to accomplish the mission, goals and vision of the unit.
 - Oversee the appearance, discipline, efficiency, training, and conduct of the Wing.
 - Advising the SASI/ASI on Wing operations policies and procedures.
 - Developing annual cadet Wing goals.
 - Developing a cadet operations and activities calendar.
 - Attending and overseeing cadet activities.
 - Implementing a cadet evaluation and promotion system.
 - Chairing the Cadet Evaluation and/or Review Boards.
 - Accomplishing the leadership training program and mission under the guidance of the SASI/ASI.
 - Ensuring all members of the Wing have the opportunity to develop leadership skills and methods commensurate with their individual abilities.
 - Recommending cadets for jobs, awards, and promotions.
 - Planning and leading staff meetings.
 - Creating and distributing a staff meeting agenda.
 - Administering Wing activities in accordance with Air Force and AFJROTC instructions, principles, and procedures.
 - *Note this a Top-8 position*

- **CADET DEPUTY WING COMMANDER (WG/CD)** is responsible for:
 - Commanding the Cadet Wing and accomplishing the Wing Commander duties and responsibilities during the absence of the WG/CC.
 - Tracking staff meeting attendance.
 - Making and maintaining a staff meeting agenda alongside the Command Chief
 - Tracking the suspense of tasks assigned to the staff members and other POCs.
 - Managing the cadet Wing senior staff and ensuring the staff is organized according to regulations.
 - Overseeing status and currency of the cadet guide and an operating instruction.
 - Coordinating cadet operations with flight commanders.
 - Serving on the Cadet Evaluation Boards and/or Cadet Review Boards. ○ Recommending cadets for jobs, awards, and promotions.
 - Assisting the cadet WG/CC as directed.
 - Administering cadet Wing activities in accordance with Air Force and AFJROTC instructions, principles, and procedures.
 - *Note this is a Top-8 position*

- **CADET WING INSPECTOR GENERAL (WG/IG)** is responsible for:
 - Developing an annual inspection plan to include developing and updating the cadet command briefing to be presented to headquarters inspectors or visitors.
 - Aiding the group staff with preparations for the tri-annual inspection.
 - Making sure the Wing has unit standardization.
 - Updating the Cadet Guide when necessary.
 - As directed by the SASI/ASI, conducting initial investigation into cadet complaints and recommending action(s) to the SASI/ASI.

- The IG provides bi-weekly reports to the WG/CC.
 - *Note this is a Top-8 position*
- **CADET WING COMMAND CHIEF MASTER SERGEANT (WG/CCC)** is responsible for:
 - Presenting the concerns of the enlisted ranked cadets to the group staff.
 - Assisting the Cadet Deputy Wing Commander in tracking completion of staff taskings.
 - Assisting the Cadet Deputy Wing Commander in making a staff meeting agenda.
 - Advising SASI, ASI and the cadet WG/CC on matters relating to Wing discipline and morale.
 - Counseling students in group and individual settings on school and Wing activity opportunities.
 - Periodically speaking with Flights about Wing morale.
 - Setting the example in dress and grooming standards
 - Ensuring all Superintendents First Sergeants and Flight Sergeants carry out their responsibilities.
 - Recommending cadets for jobs, awards, and promotions.
 - *Note this is a Top-8 position*
- **WING SPECIAL ADVISOR (WG/SA)** is the *former* Cadet Wing Commander and is normally filled only during 2nd Semester. The WG/SA is responsible for:
 - Advising and assisting the current Cadet Wing Commander.
 - Assisting the Cadet Wing Inspector General in developing an annual inspection plan to include crafting and updating the cadet command briefing to be presented to headquarters inspectors or visitors.
 - Serving as OIC for Annual Awards Ceremony/Pass In Review Parade.
 - Assisting the Cadet Deputy Wing Commander and WSG/IG with status and currency of the cadet guide and any operating instructions.
 - Special projects as directed by SASI/ASI.
 - Note: This position will only be filled if the Cadet Wing Commander position changes between first and second semesters.
- **OPERATIONS GROUP COMMANDER (OG/CC)** is the principal cadet responsible for Wing activities that include leadership development, performance competition, and curriculum-in-action activities (CIAs). He or she is responsible for:
 - Supervision of all Wing co-curricular activities
 - Establishing/maintaining the Wing's annual schedule of LDR and performance competition activities and assigns/coordinates with project officers for each event.
 - Evaluating teams prior to competitions to ensure they are ready to perform and eliminate any teams not properly prepared. Provides the SASI/ASI a roster of prepared teams 45 days prior to the competition date.
 - Providing a master practice schedule to the WG/CC for posting in the classroom.
 - Maintaining attendance records for performance competition, co-curricular, LDR, staff meetings, briefings, training, and extracurricular activities and special functions.
 - Reviewing Squadron Commander Reports; submits to Wing Deputy Commander
 - Assumes command of the Wing in the absence of the Wing or Deputy Wing Commander
 - Attending and actively participating in Wing staff meetings
 - Organizing try outs for all JROTC teams.
 - Planning boards for JROTC team staff.
 - *Note this is a Top-8 position*

- **OPERATIONS GROUP SUPERINTENDENT (OG/CCC)** is responsible for:
 - Overseeing and coordinating all Wing-related activities.
 - Tracking and reporting the status of all leadership development, performance competition, and other co-curricular activities.
 - Identifying, tracking and reporting Wing training activities.
 - Serving as the liaison between the Operations Group and the Support Group to ensure all items required for events, training and activities are met.
 - Coordinating/scheduling activities between Flights to improve inter-Flight competition.
 - Working with all Squadron Commanders to train Flight Commanders and Flight Sergeants on managing flight responsibilities.
 - Coordinates with all Squadron Commanders, Flight Commanders and Flight mentors to employ effective Flight Time activities and events.
 - Assuming the Operations Group Commander duties and responsibilities during the absence of the OG/CC.
 - Advising Cadet Wing Command Chief Master Sergeant (WG/CCC), the SASI/ASI and the Cadet Group/CCs on matters relating to Group discipline and morale.
 - Counseling cadets in group and individual settings regarding school and Wing activity opportunities.
 - Periodically speaking with Flights about unit morale.
 - Attending cadet squadron staff meetings and preparing the classroom for these meetings.
 - Maintaining discipline, customs and courtesies at staff meetings and school assemblies as well as supervising lower ranking cadet noncommissioned officers (NCOs).
 - Setting the example in dress and grooming standards.
 - Ensuring Flight Commanders and Flight Sergeants receive leadership and development training.
 - Recommending cadets for jobs, awards, and promotions.
 - *Note this is a Top-8 position*

- **SUPPORT GROUP COMMANDER (SG/CC)** is the principal cadet responsible for ensuring the management and efficiency of the Wing. In effect, the SG/CC ensures that the Wing has the support, material and administration needed to be successful. The SG/CC is responsible for:
 - Overall supervision of the following staff to support Wing operations: Logistics, Public Affairs, MWR, Personnel, PT and Recruiting.
 - Ensuring the WG/CC and SASI/ASI are advised and kept current on all logistical and supply needs problem areas.
 - Maintaining personnel records on all cadets (WINGS and hard copy).
 - Maintaining attendance records for squadron staff meetings, briefings, leadership training, extracurricular and co-curricular activities, and special functions.
 - Maintaining an accurate and up-to-date unit manning document
 - Approving and authenticating all squadron administrative publications.
 - Assuming the position of "adjutant" for drill & ceremonies and formations.
 - Maintaining the official squadron bulletin board.
 - Publishing and posting cadet orders and the chain of command board.
 - Ensuring the functional staff position duties are accomplished under the guidance of the SASI/ASI.
 - Planning boards to fill empty staff positions.
 - Recommending cadets for jobs, awards, and promotions.

- *Note this is a Top-8 position*
- **SUPPORT GROUP SUPERINTENDENT (SG/CCC).** The SG/CCC is responsible for:
 - Performing all the duties of the Support Group Commander in the event of his or her absence.
 - Communicating with SASI and ASI regarding transportation, resources, equipment, and other support items needed for activities, events and service projects.
 - Overseeing activities related to public affairs, recruiting, APT, logistics, MWR, and PT; reporting status to the Commander.
 - Coordinating directly with the Deputy Operations Group Commander to ensure all Wing activities, services and events are adequately equipped, supplied and supported.
 - Overseeing performance of flag duty details and tracking flag duty participation.
 - Carrying out all the responsibilities delegated to him or her by the SG/CC, including assistance in managing the Group.
 - Advising Cadet Wing Command Chief Master Sergeant (WG/CCC), the SASI/ASI and the Cadet Group/CCs on matters relating to Group discipline and morale.
 - Counseling cadets in group and individual settings regarding school and Wing activity opportunities.
 - Periodically speaking with Flights about unit morale.
 - Attending cadet squadron staff meetings and preparing the classroom for these meetings.
 - Maintaining discipline, customs and courtesies at staff meetings and school assemblies as well as supervising lower ranking cadet noncommissioned officers (NCOs).
 - Setting the example in dress and grooming standards.
 - Ensuring Flight Commanders and Flight Sergeants receive leadership and development training.
 - Recommending cadets for jobs, awards, and promotions.
 - *Note this is a Top-8 position*
- **SQUADRON COMMANDERS (Four total: two Operations Squadron Commanders and two Support Squadron Commanders)** are the direct point of contact between their assigned Flights (2-3) They are each responsible for:
 - Training and oversight of their assigned Flight Commanders.
 - Coordinating with, and providing support, for their assigned Flight Commanders.
 - Reporting their respective Flights infraction counts to IG staff.
 - Ensuring their respective Group Commander is advised and kept current of the squadron and associated Flight status.
 - Assisting Flight Commanders and Flight Mentors with Flight Time activities.
 - Planning and executing boards to fill vacant flight commander or sergeant positions.
- **SQUADRON FIRST SERGEANTS (Four total: One for each Squadron)** are responsible for:
 - Advising Cadet Squadron Commanders on matters regarding cadet discipline and morale.
 - Counseling cadets in Squadron and individual settings regarding school and Wing activity opportunities.
 - Periodically speaking with Flights about unit morale.
 - Attending cadet squadron staff meetings and preparing the classroom for these meetings.
 - Maintaining discipline, customs and courtesies at staff meetings and school assemblies as well as supervising lower ranking cadet noncommissioned officers (NCOs).
 - Setting the example in dress and grooming standards.

- Ensuring Flight Sergeants and Flight Element Leaders receive leadership and development training.
- Recommending cadets for jobs, awards, and promotions.
- **DRILL / MARKSMANSHIP / RAIDERS / ORIENTEERING / HONOR GUARD / FLIGHT OPS/ ACADEMIC and CYBER TEAM COMMANDERS AND NCOICS** are responsible for:
 - Organizing and training teams for performances as directed by the SASI/ASI and/or the cadet WG/CC.
 - Recruiting, organizing, supervising, and training team members.
 - Establishing and monitoring team training schedules.
 - Standardizing team training.
 - Ensuring team activities comply with official drill and ceremonies procedures and drill competition requirements.
 - Preparing teams for competitions.
 - Ensuring associated team equipment (e.g. rifles, harnesses, sabers, ascots, gloves, and special uniform items, flags, etc.) are inventoried, properly cleaned, and securely stored after each team activity.
 - Developing a team selection procedure to select competition team members.
 - Coordinating team participation in the State and National Drill Competitions.
 - Tracking team activities and events. ○ Tracking and logging team member's practice attendance and event participation.
 - Raising funds to support activities.
 - Note: these positions shall be held by a senior (e.g. prior assistant team commander) with assistants in either the junior or sophomore class as recommended by the team commander with approval of the SASI.
- **SUPPLY OFFICER** is responsible for:
 - Assisting the SASI/ASI in the issue and turn-in of accountable property.
 - Assisting the SASI/ASI in the inventory of accountable property.
 - Maintaining accurate records of all accountable property including hand receipts.
 - Assessing uniform, equipment, curriculum and supply needs of the unit; coordinating with the ASI/SASI to place orders.
 - Providing guidance to the cadet staff on proper supply discipline.
 - Maintaining a neat, clean and functional supply room.
 - Ensuring only authorized personnel have access to the supply room.
 - Entering inventory data into WINGS.
 - Managing and training a team of supply personnel.
- **PERSONNEL OFFICER** is responsible for:
 - Managing the personnel records for the unit.
 - Ensuring that all cadet demographic data is entered and/or updated in WINGS.
 - Receiving performance team activity logs from the respective team leads (e.g. Drill, Color Guard, etc.) and entering data into WINGS.
 - Ensuring all LDR, CIA, community service, and other events are logged and entered in WINGS.
 - Publishing and recording promotion orders.
 - Publishing and recording awards and decorations.
 - Managing the presentation of awards.

- Taking staff meeting notes, and publishing and posting senior staff meeting minutes.
- **PUBLIC AFFAIRS OFFICER** is responsible for:
 - Cadet Wing public relations and affairs.
 - Publishing the squadron newsletter and maintaining the publicity bulletin board, or other internal information media.
 - Providing newsworthy items about cadets and cadet activities to school, local and military newspapers and HQ, AFJROTC.
 - Acquiring (and coordinating with) photographers/videographers to document and promote unit activities and events.
 - Publicity on all cadet activities.
 - Maintaining the unit scrapbook, history, or other records reflecting the tradition, accomplishments, and activities of the unit.
 - Maintaining/updating unit web page and social media sites.
- **RECRUITING/AWARENESS PRESENTATION TEAM OFFICER** is responsible for:
 - Developing and implementing a recruiting plan to visit local elementary, middle and high schools.
 - Identifying briefing dates for elementary, middle and high schools and coordinate these with the Cadet Wing Commander and SASI/ASI.
 - Organizing recruiting activities throughout the year strategically organized around school events (assemblies, parent-teacher conferences, registration, etc.).
 - Maintaining sufficient supply of recruiting materials.
 - Coordinating recruiting events with Cadet Drill Team and Color Guard commanders.
 - Organizing all Awareness Presentation Team (APT) briefings on topics of current interest (i.e. drug abuse, high school drop-outs, peer pressure, bullying, etc.)
 - Recommending new team members to the Cadet WG/CC and the ASI/SASI, based on a cadet's demeanor, verbal abilities, and professional appearance.
 - Writing after-action-reports for each event.
 - Monitoring dress and grooming standards compliance of all team members.
 - Establishing a practice schedule for briefers.
 - Coordinating team transportation requirements with SASI/ASI and the Deputy Support Group Commander (SG/DO).
- **COMMUNITY SERVICE OFFICER** is responsible for:
 - Establishing relationships across school, business and community partners.
 - Planning and implementing community service events throughout the school year in line with community impact goals in the cadet goals plan for that school year.
 - Mentoring Flight Teams to support community service projects specific to a Flight.
 - Collaborating with Public Affairs to promote and record events.
 - Coordinating with the Recruiting team to promote AFJROTC enrollment.
 - Soliciting volunteers for community service projects.
 - Compiling, submitting, tracking, and posting of community service hours earned by cadets in WINGS, in collaboration with the Personnel Officer.
 - Coordinating team transportation requirements with SASI/ASI and the Support Group Commander (SG/CC).

- **MORALE, WELFARE AND RECREATION (MWR) OFFICER** is responsible for:
 - The morale, welfare and well-being of the Corps.
 - Planning and implementing events and activities throughout the school year to encourage esprits de Corps among cadets.
 - Planning, scheduling and coordinating the Military Ball function.
 - Identifying and managing MWR-related fund-raising events.
 - Coordinating with Flight Teams, the Wing Commander and the SASI/ASI for morale objects (tshirts, stickers, patches, etc.).
 - Coordinating with the Supply Officer, the SASI/ASI and school administrators to identify and procure equipment, supplies and funding for MWR activities and events.
 - Coordinating team transportation requirements with SASI/ASI and the Support Group Commander (SG/CC).
 - Maintaining a MWR committee to plan and execute high profile events, e.g. Combat Dining In, Military Ball.

- **PHYSICAL TRAINING OFFICER** is responsible for:
 - The health, welfare and fitness of the Wing.
 - Determining a weekly PT schedule (activities and warm-ups).
 - Identifying and training PT monitors for each class period.
 - Receiving attendance, activity and participation reports from each PT monitor.
 - Maintaining a record of PT consent forms from each cadet. Ensure each cadet's form and PT test results (twice annually) are entered into the WINGS database.
 - Coordinating with the MWR Officer to plan and implement ancillary unit physical training events and activities throughout the school year to encourage fitness and esprits de Corps among cadets.
 - Coordinating with the Supply Officer, the SASI/ASI and school administrators to identify and procure PT equipment, supplies and funding.
 - At the end of the school year, prepare a plan for the following school year Plebe Day physical training activities.

- **ALL SUPPORT/ OPERATIONS GROUP NCOICS** are responsible for:
 - The same duties as their respective OIC
 - Filling in for their respective OIC in their absence
 - Attending staff meetings

- **FLIGHT COMMANDERS** are responsible for:
 - Providing drill & ceremonies training to Element Leaders and flight members.
 - Inspecting and counseling cadets on uniform wear and grooming standards.
 - Reporting their flight's uniform infractions to their squadron commander.
 - Managing flight time classroom events and activities.
 - Reporting attendance to the flight teachers.
 - Enforcing appearance, discipline, performance, training, and conduct standards.
 - Maintaining order and discipline in the absence of instructors and/or flight teachers.
 - Recommending cadets for jobs, awards, and promotions.
 - Attending staff meetings.
 - Planning and executing boards to fill flight level vacancies such as element leader and guidon.

- **FLIGHT SERGEANTS** are responsible for:
 - Taking attendance and reporting to the Flight Commander.
 - Assisting the flight commander in maintaining order and discipline in the flight.
 - Inspecting and counseling cadets on uniform wear and grooming standards.
 - Assisting the Flight Commander with classroom procedures.
 - Assuming command of the flight in the absence of the Flight/CC.
 - Recommending cadets for jobs, awards, and promotions.
 - Attending staff meetings in the absence of the Flight/CC.
 - Preparing the flight for inspection and assisting the Flight/CC in teaching drill and ceremonies.

- **ELEMENT LEADERS** are responsible for:
 - Inspecting their element during formation and reporting infractions to their flight commander/sergeant.
 - Leading elements in drill and ceremonies.
 - Taking attendance of elements when in flight formation.
 - Assisting the Flight Commander/Flight Sergeant.
 - Maintaining order and discipline in their element.
 - Ensuring element members are familiar with AFMAN 36-2203, AFI 36-2903, and the UMA-20201 AFJROTC Cadet Guide.
 - Recommending cadets for jobs, awards, and promotions.

- **GUIDONS** are responsible for:
 - Being familiar with AFMAN 36-2203, AFI 36-2903, and the UMA-20201 AFJROTC Cadet Guide
 - Being proficient in the manual of the guidon.
 - Bringing the flight guidon to all formations and flight events.

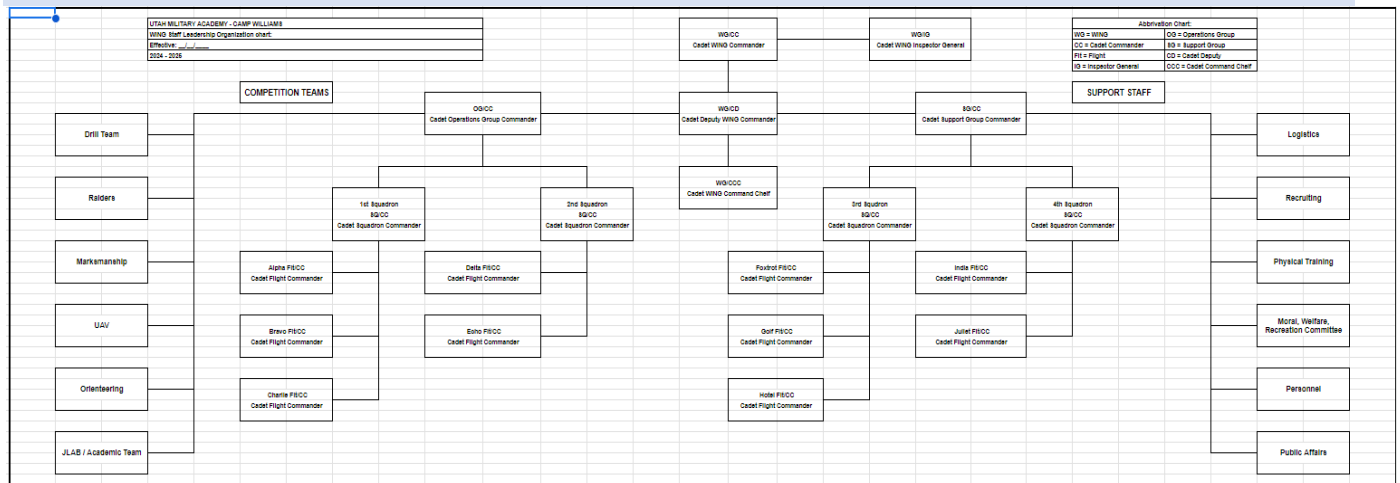
APPENDIX 3: UNIT MANNING DOCUMENT

<i>Pos #</i>	<i>POSITION TITLE</i>	<i>MAX AUTH GRADE</i>	<i># AUTH</i>	<i>OFFICE SYMBOL</i>
WING STAFF				
A1	WING COMMANDER	COL	1	WG/CC
A2	DEPUTY WING COMMANDER	LT COL	1	WG/CD
A3	WING INSPECTOR GENERAL	LT COL	1	WG/CCC
A4	WING COMMAND CHIEF	CMSGT	1	WG/IG
A5	INSPECTOR GENERAL / NCOIC	LT COL / SMSGT	1	WG/IGE
OPERATIONS GROUP				
B1	OPERATIONS GROUP COMMANDER	MAJ	1	OG/CC
B2	OPERATIONS GROUP SUPERINTENDENT	CMSGT	1	OG/CS
B3	OPERATIONS SQUADRON COMMANDER	CAPT	2	OG/CCS
B4	OPERATIONS SQUADRON FIRST SERGEANT	SMSGT	2	OG/CCF
B5	DRILL TEAM COMMANDER (OVERSEES ALL DRILL)	CAPT	1	OG/DT
B6	DRILL TEAM NCOIC	MSGT	1	OG/DTE
B7	HONOR GUARD / COLOR GUARD COMMANDER	1LT	1	OG/CG
B8	HONOR GUARD / COLOR GUARD NCOIC	TSGT	1	OG/CGE
B9	HONOR GUARD / COLOR GUARD NCO	SSGT	1	OG/CGN
B10	MARKSMANSHIP TEAM COMMANDER	CAPT	1	OG/MS
B11	MARKSMANSHIP TEAM NCOIC	MSGT	1	OG/MSE

B12	RAIDER TEAM COMMANDER	CAPT	1	OG/RD
B13	RAIDER TEAM NCOIC	MSGT	1	OG/RDE
B14	ORIENTEERING TEAM COMMANDER	1LT	1	OG/OT
B15	ORIENTEERING TEAM NCOIC	TSGT	1	OG/OT
B16	ACADEMIC TEAM COMMANDER / NCOIC	1LT / TSGT	1	OG/AE
B17	CYBERPATRIOT TEAM COMMANDER	1LT	1	OG/SC
B18	CYBERPATRIOT TEAM NCOIC	TSGT	1	OG/SCE
B19	FLIGHT OPS / DRONE TEAM COMMANDER	1LT	1	OG/FT
B20	FLIGHT OPS NCOIC	TSGT	1	OG/FTE
SUPPORT GROUP				
C1	SUPPORT GROUP COMMANDER	MAJ	1	SG/CC
C2	SUPPORT GROUP SUPERINTENDENT	CMSgt	1	SG/CS
C3	SUPPORT SQUADRON COMMANDER	CAPT	2	SG/CCS
C4	SUPPORT GROUP FIRST SERGEANT	SMSGT	2	SG/CCF
C5	LOGISTICS OFFICER	CAPT	1	SG/LG
C6	LOGISTICS NCOIC	MSGT	1	SG/LGE
C7	LOGISTICS SPECIALISTS (E1 - E5)	SSGT	6	SG/LGS
C8	PERSONNEL OFFICER	CAPT	1	SG/PO
C9	PERSONNEL NCOIC	MSGT	1	SG/POE

B12	RAIDER TEAM COMMANDER	CAPT	1	OG/RD
B13	RAIDER TEAM NCOIC	MSGT	1	OG/RDE
C10	PERSONNEL NCO	SSGT	1	SG/POE
C11	PUBLIC AFFAIRS OFFICER	CAPT	1	SG/PA
C12	PUBLIC AFFAIRS NCOIC	MSGT	1	SG/PAE
C13	RECRUITING / APT OFFICER	CAPT	1	SG/RE
C14	RECRUITING / APT NCOIC	MSGT	1	SG/REE
C15	COMMUNITY SERVICE OFFICER	CAPT	1	SG/CS
C16	COMMUNITY SERVICE NCOIC	MSGT	1	SG/CSE
C17	MORALE, WELFARE, RECREATION OFFICER	CAPT	1	SG/MWR
C18	MORALE, WELFARE, RECREATION NCOIC	MSGT	1	SG/MWRE
C19	MORALE, WELFARE, RECREATION SPECIALIST	SSGT	6	SG/MWRS
C20	PHYSICAL TRAINING OFFICER	CAPT	1	SG/PT
C21	PHYSICAL TRAINING NCOIC	MSGT	1	SG/PTE
FLIGHTS				
D1	FLIGHT COMMANDER	1LT	12	FLT/CC
D2	FLIGHT SERGEANT	MSGT	12	FLT/CCF
D3	ELEMENT LEADER	TSGT	36-48	FLT/EL
D4	GUIDON	SRA	12	FLT/GO

APPENDIX 4: ORGANIZATION CHART



APPENDIX 5: AFJROTC AND NATIONAL AWARD DEFINITIONS AND CRITERIA

AFJROTC and National Awards are listed below with a brief criterion for eligibility. Awards are authorized for High School AFJROTC Cadets. A Cadet meeting qualifications applies for, or are recommended for, these awards. All Cadets may apply, at a time designated by the SASI, for ribbons and awards. National awards are applied for only at the end of the school year. For more detail on all awards review AFOATSI 36-2001. Of note: Medals will not be worn on regular uniform days or during any type of competition. Cadets will only receive ONE National Level award for each year they are in AFJROTC.

1. **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through HQ Assessments@afjrotc.com or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.
2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through HQ-Assessments@afjrotc.com or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.
3. **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award through HQ-Assessments@afjrotc.com or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.
4. **Silver Star Community Service with Excellence Award.** Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW

published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. For each additional award earned an additional large silver star will be awarded.

5. **Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
6. **Air Force Association (AFA) Award.** Cadets may only receive this award once. This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. The award recipient must possess/meet the following personal characteristics and eligibility criteria: Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism, positive attitude (toward AFJROTC and school), outstanding personal appearance (uniform and grooming), display personal attributes such as initiative, judgment, and self-confidence, and possess a courteous demeanor (promptness, obedience, and respect for customs).
7. **Daedalian Award.** Cadets may only receive this award once. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria: Demonstrates an understanding and appreciation of patriotism, love of country, and service to the nation, indicates the potential and desire to pursue a military career, ranks in the top 10% of their AFJROTC class and ranks in the top 20% of their school class.
8. **Daughters of the American Revolution (DAR) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one third-year (in a 3-year program) or fourth- year cadet (in a 4-year program) that meets the following criteria: Ranks in the top 25% of their AFJROTC class, ranks in the top 25% of their high school class, demonstrates qualities of dependability and good character, demonstrates adherence to military discipline, and possesses leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.
9. **American Legion Scholastic Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one second- or third-year cadet (in a 3year program) or a third- or fourth-year cadet (in a 4-year program) based

on the cadet's overall scholastic achievements. Each cadet must: Ranks in the top 10% of the high school class, ranks in the top 25% of their AFJROTC class, demonstrates leadership qualities and actively participates in student activities.

10. **American Legion General Military Excellence Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must: Rank in the top 25% of their AFJROTC class, and demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
11. **Reserve Organization of America (ROA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as: Be in the top 10% in the AFJROTC program, be in the top 25% in academic grades, and be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which includes outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
12. **Military Officers Association of America (MOAA) Award.** Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must: Be a member of the junior class, be in good academic standing, be of high moral character, show a high order of loyalty to the unit, school, and country, and show exceptional potential for military leadership.
13. **Veterans of Foreign Wars (VFW) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must: Positive attitude toward the AFJROTC program, must be enrolled as a 10th-12th grade AFJROTC student, must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester, be active in at least one other student extracurricular activity (music, athletics, government, etc.) and not a previous recipient of this award.
14. **National Society United States Daughters 1812 Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.
15. **National Sojourners Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must: Be in the top 25% of their academic class, encourage and demonstrate ideals of Americanism, demonstrate potential for outstanding leadership, and not have previously received the award.

16. **Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must: Contribute the most to encourage Americanism by participation in LDR activities or community projects, demonstrate academic excellence by being in the top 25% of class, demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism, and not have been previous recipient of this award.
17. **Military Order of the Purple Heart Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must: Have a positive attitude toward AFJROTC and country, hold a leadership position in the cadet corps, be active in school and community affairs, attain a grade of "B" or better in all subjects for the previous semester, and not a previous recipient of this award.
18. **Sons of the American Revolution (SAR) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must: Be currently enrolled in the AFJROTC program, be in the top 10% of their AFJROTC class and be in the top 25% of their overall class.
19. **Military Order of World Wars Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. 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.
20. **American Veterans (AMVETS) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as: A positive attitude toward AFJROTC programs and service in the Air Force, personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se), personal attributes (initiative, dependability, judgment, and self-confidence), officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards), obtained a grade of "A" (or the numerical equivalent) in their AS class and be in good scholastic standing in all classes at the time of selection and at the time of presentation.
21. **Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must: Be in the top 10% of the AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship, not a previous recipient of this award.
22. **Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award.** Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria: Attain a grade of "B" or better in their AS class, be in good academic standing, participate in cadet corps activities, and participate in at least 50% of all unit service programs.

23. **The Retired Enlisted Association (TREA) Award.** Cadets may only receive this award once. Awarded annually, at SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
24. **The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs.** Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Cadets must demonstrate the following personal characteristics to be eligible for nomination: Outstanding personal appearance (uniform and grooming), display personal attributes such as initiative, judgment and self confidence, courteous demeanor (promptness, obedience and respect for customs), growth potential (capacity for responsibility, high productivity and adaptability to change), possess the highest personal and ethical standards and strong positive convictions, shows the potential and desire to pursue a military career, rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent, rank in the top 15 % of his/her academic class, and demonstrates a positive attitude (toward AFJROTC and school).
25. **Air Commando Association Award.** Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
26. **Distinguished Unit Award with Merit (DUAM).** Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. For each additional ribbon earned an additional small silver star will be awarded.
27. **Distinguished Unit Award (DUA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. For each additional ribbon earned an additional small silver star will be awarded.
28. **Outstanding Organization Award (OOA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. For each additional ribbon earned an additional small silver star will be awarded.
29. **Outstanding Flight Ribbon.** Is a ribbon awarded each academic term to members of the outstanding flight. The following factors are used in determining the Outstanding Flight: Academic grades, attendance, drill proficiency (Rated by ASI), inspection scores, competitions, ccorps participation (i.e. Parades, Color Guard, Drill Team, Ranger Team, Community Service). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
30. **Top Performer Award.** The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a

maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

31. **Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first-year, second-year, third year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
32. **Leadership Ribbon.** Is a ribbon awarded to 5% of eligible AFJROTC cadets for outstanding performance in a position of leadership, above and beyond expectations. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
33. **Superior Performance Ribbon.** Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Presentation of the ribbon is for a single or sustained performance of a superior nature. Award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
34. **Achievement Ribbon.** Is a ribbon awarded to the top 5% of AFJROTC cadets for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
35. **Academic Ribbon.** Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
36. **Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.
37. **Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
38. **All-Service National Competition Award.** Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

39. **Air Force Nationals Competition Award.** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.
40. **Orienteering Ribbon.** Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of the unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
41. **Leadership Development Requirement (LDR) Leadership Ribbon.** Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
42. **Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have distinguished participation in 75% of drill team events, i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
43. **Color Guard Ribbon.** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
44. **Saber Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
45. **Marksmanship Team Ribbon.** Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
46. **USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon.** Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon. The former JLAB Ribbon may not be worn, it will be replaced with the new USAA EF JLAB Ribbon to qualifying cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
47. **CyberPatriot Ribbon.** Is a ribbon awarded to cadets who are a member of the CyberPatriot team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be

used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform).

48. **StellarXplorers Ribbon.** Is a ribbon awarded to cadets who are a member of the StellarXplorers team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform).
49. **Raiders Team Ribbon.** Is a ribbon awarded to cadets who are a member of the Raiders Team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
50. **Military Model Building Team Ribbon.** Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.
51. **Unmanned Aircraft Systems (UAS) Ribbon.** Is a ribbon awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
52. **Robotics Ribbon.** Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
53. **Good Conduct Ribbon.** Is a ribbon awarded to cadets for maintaining good conduct as an AFJROTC or cadet. To qualify for this ribbon, cadets must not have received a referral (this includes no detention, ISS/OSS) for an academic term (cadets may only receive one award annually) . An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.
54. **Service Ribbon.** Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limited to cadets whose active participation in 5 distinctive performances or 10 hours in an AFJROTC sponsored service project that contributed significantly to the goals of the organization. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
55. **Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly awards of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and

oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

56. **Recruiting Ribbon.** Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Criteria for this award will be published in the unit's Cadet Guide. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
57. **Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
58. **Attendance Ribbon.** Is awarded to cadets who have no more than three school absences during academic term. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Cadets may only receive one award annually.
59. **Dress and Appearance Ribbon.** Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
60. **Longevity Ribbon.** Is a ribbon awarded for successful completion of each AFJROTC school year. Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
61. **Bataan Death March Memorial Hike Ribbon, is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March,** AFJROTC units may conduct an optional 14mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
62. **Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
63. **Resiliency Ribbon.** Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon may be purchased from

a vendor using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded

APPENDIX 6: RIBBON PLACEMENT



APPENDIX 7: HEADGEAR

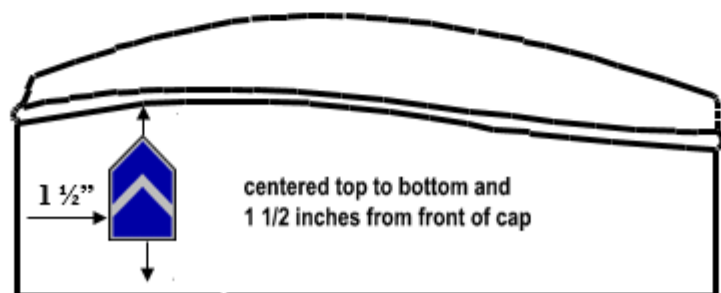
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

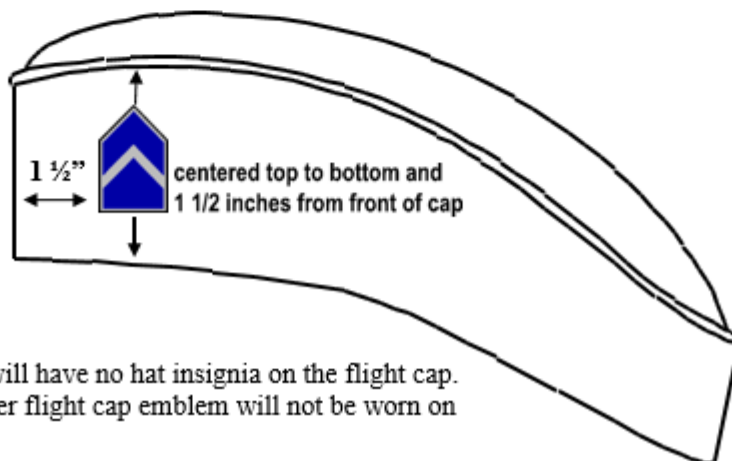
SERVICE CAP

Solid Blue Color with no embroidery



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

FLIGHT CAP*



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

CADET BERET HEADGEAR

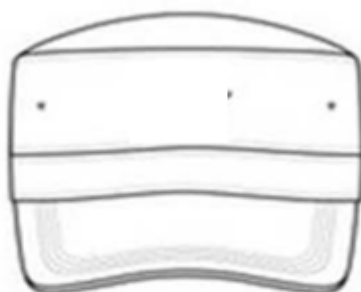
BERET



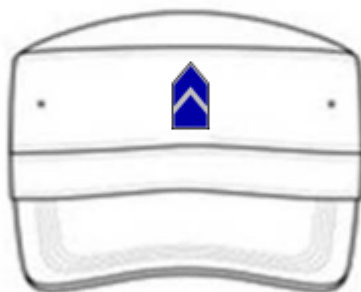
Berets.

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

CADET ABU and OCP HEADGEAR



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



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

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

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

APPENDIX 8: INFORMAL/SOFT UNIFORM WEAR



Bottoms:

Khaki colored pants with belt.

Tops:

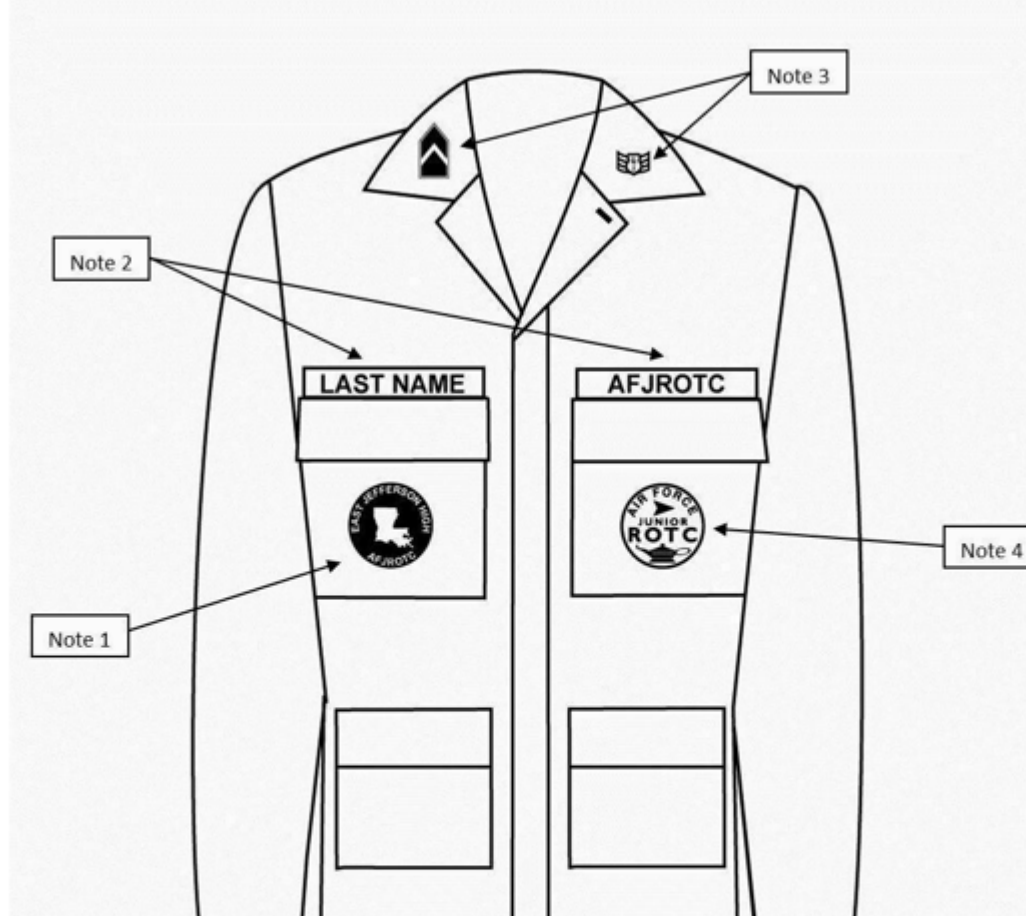
UMA-issued polo or Oxford long sleeve shirt

Footwear:

Clean and serviceable shoes (any color, but must be in good condition). No open toed shoes or house slippers allowed. Crocs are not allowed.

****Only UMA issued jackets and quarter-zip sweaters may be worn with the soft uniform. UMA hoodies, UMA t-shirts, and sports uniforms as well as official armed services t-shirts and hoodies may ONLY be worn on spirit wear days (typically Friday).**

CADET ABU Male and Female



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

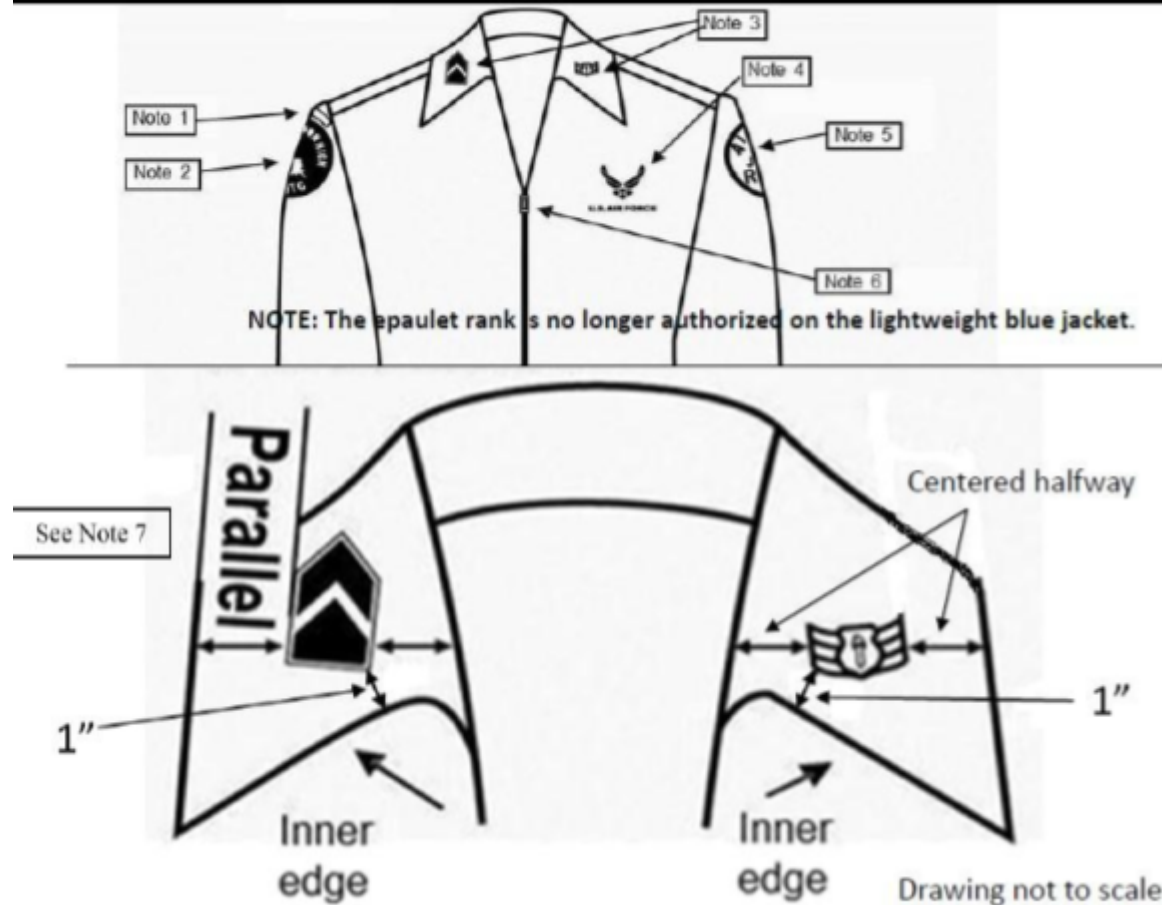
Attachment 7-6b

CADET OCP Male and Female



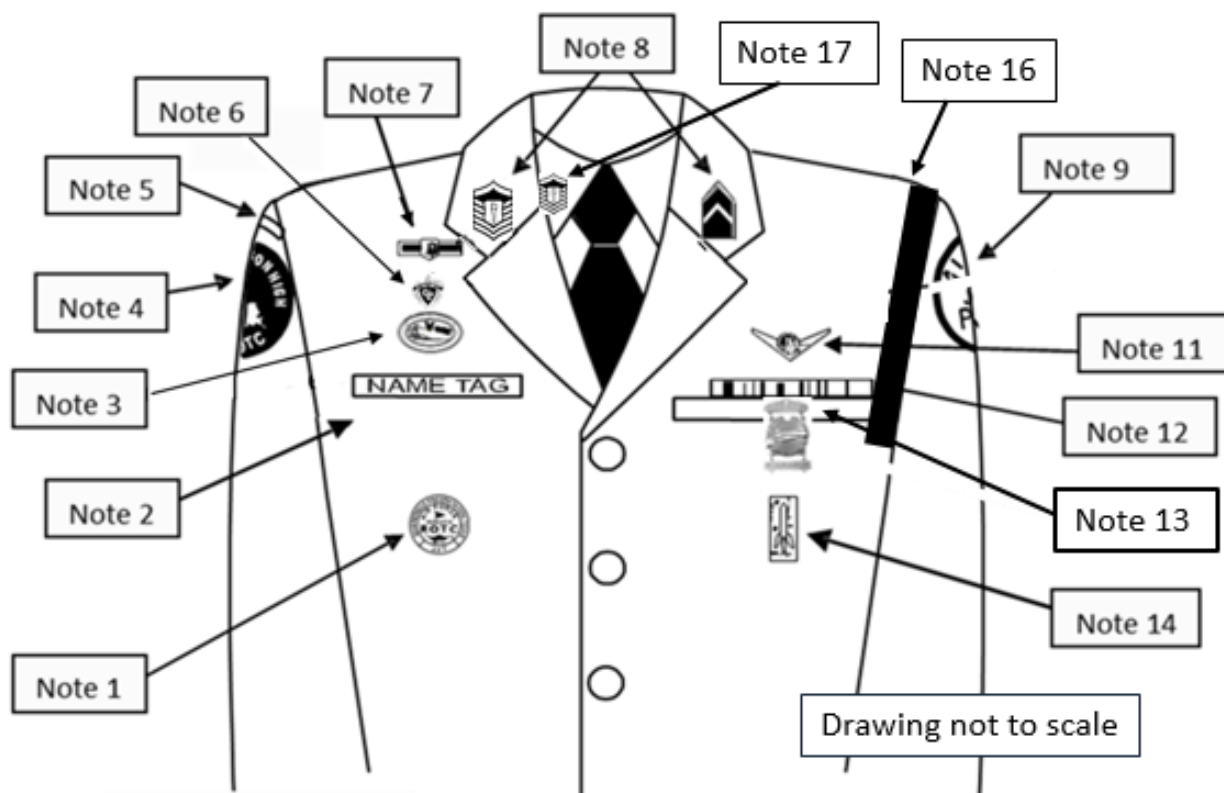
1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in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

CADET LIGHTWEIGHT BLUE JACKET



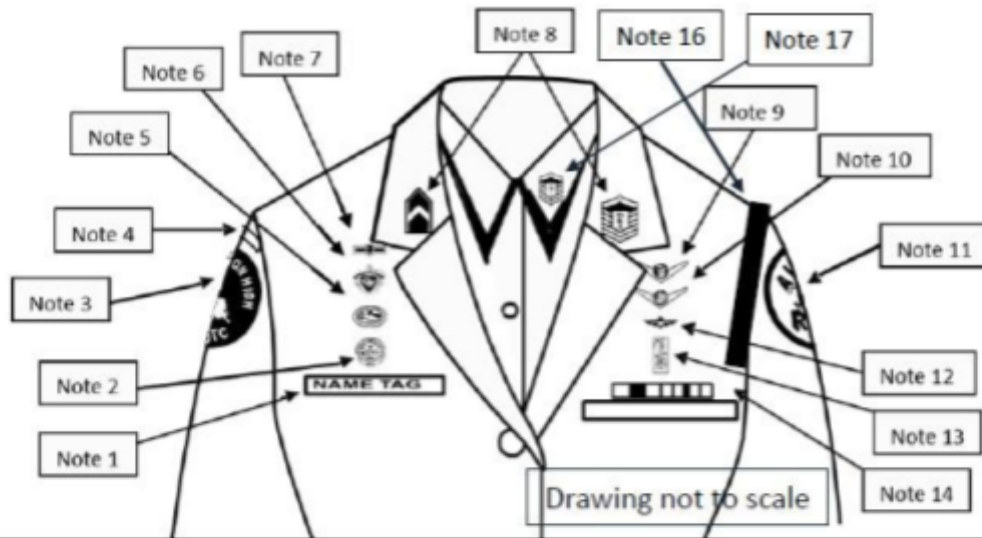
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up 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.

CADET MALE SERVICE DRESS



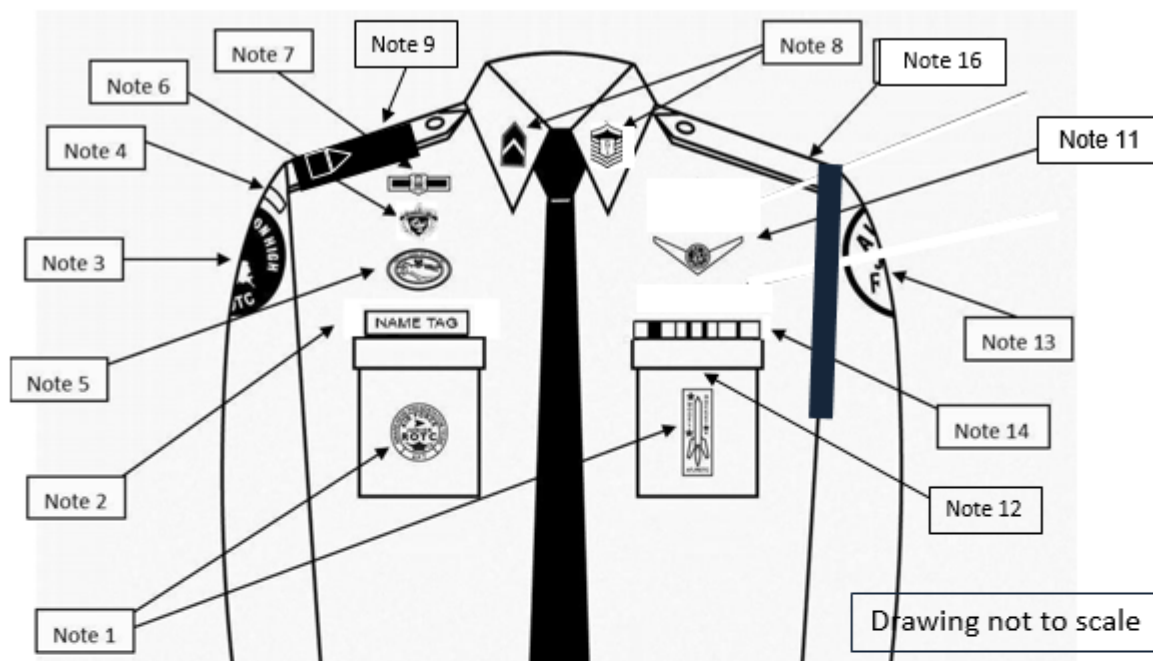
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



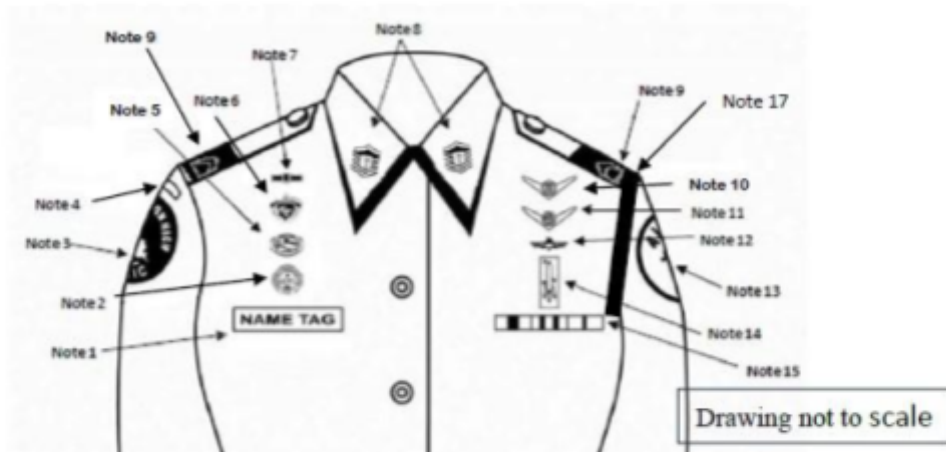
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center 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.**

CADET MALE BLUE SHIRT



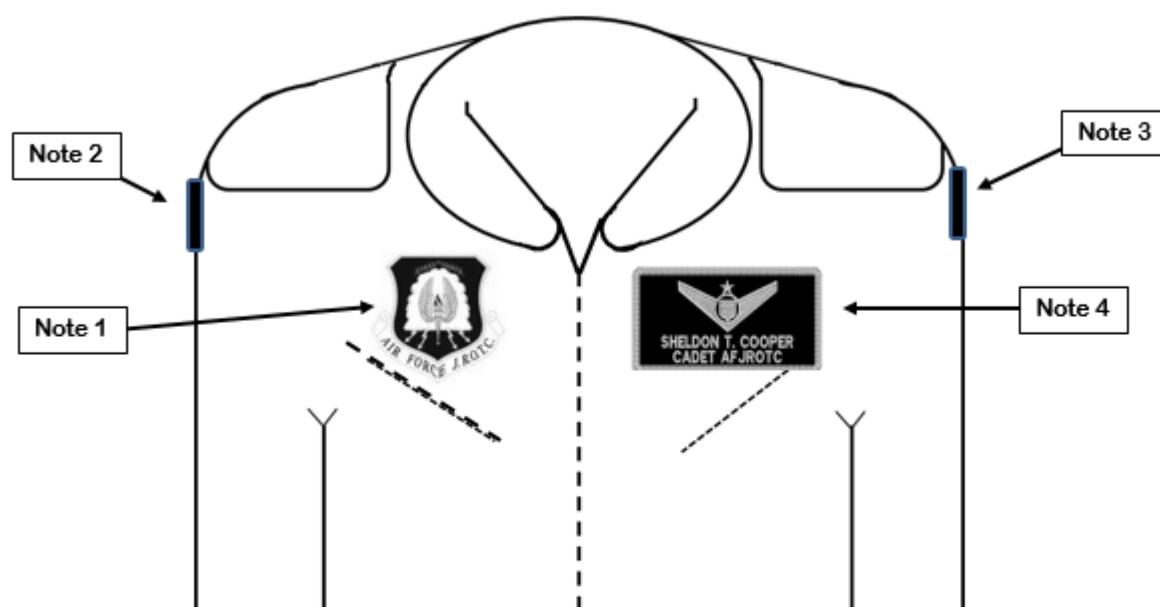
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

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.

FLIGHT SUIT (Male and Female)



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

APPENDIX 14 - SAMPLE DRILL, COLOR GUARD, CEREMONIAL, AND SEMI-FORMAL UNIFORMS



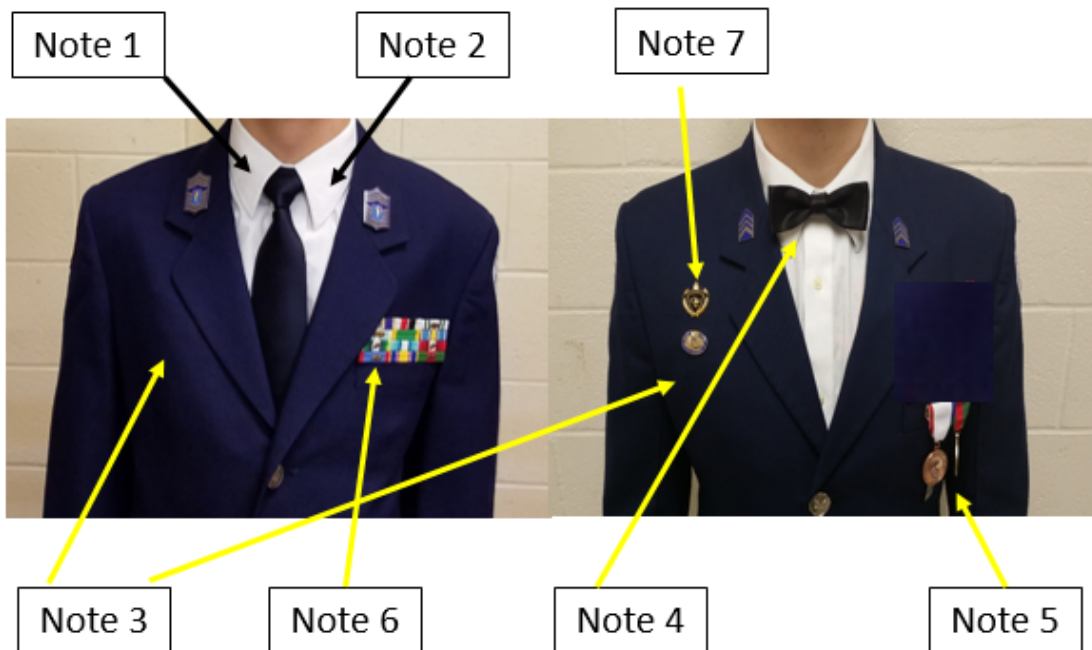
1. Berets. Solid Color, white, dark blue and/or black ONLY, with AFJROTC officer and/or enlisted rank insignia and mini-Hap Arnold Insignia. The former officer flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**

CEREMONIAL UNIFORM



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Cords may be any color.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**