

NORTH VALLEYS HIGH SCHOOL

AFJROTC

CADET GUIDE

NV-20012



PANTHER AIR WING

2016-2017

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# CONTACT INFORMATION



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**Note:** If it is important enough to call an instructor, it is important enough to leave a message if the instructor is unavailable. **DO NOT** call and hang up if there is no answer! Make sure to leave your phone number (caller ID doesn't always work). Asking what the uniform of the day is will **NOT** be considered a valid reason. Use your chain of command, social media, call a friend, and if you still need assistance after that, call an instructor.

**Our Website is:** <http://pantherairwing.wix.com/afjrotc>

**Like us on Facebook at:** NVHS AFJROTC request to be included in the group. Once accepted you will receive notifications on upcoming events.

**Remind 101:** Text "@nv-20012" to 81010

## INTRODUCTION



Welcome to the Nevada 20012 (NV-20012) Air Force Junior ROTC (AFJROTC) Air Wing. Whether you're a first year student at North Valleys High School (either as an incoming freshman or a transfer student) or a student with prior JROTC experience (either Air Force or another branch of the United States Armed Forces), this cadet guide is provided to you as a source for information and guidance.

You should make every effort to become familiar with this material. Frequent references may be made to material contained in this guide throughout the year. Some test questions may also be derived from this cadet guide.

You are personally responsible for this guide, it is your reference tool; although, not every area of cadet corps operations is addressed in the guide, it does address the majority of the areas. It is a fluid document that is subject to changes in the cadet corps, the United States Air Force, or even changes within our school district.

# ADMISSION STANDARDS



1. Eligibility for admission into the Air Force Junior Reserve Officer Training Corps (AFJROTC) program is determined by the Jeanne M. Holm Center for Officer Accessions and Citizen Development in accordance with AFJROTC Instruction 36-2001. The goal is a proportionate representation of the entire student body. To be eligible to participate and continue in AFJROTC, students must be:

- a. Enrolled in and attending a regular course of instruction in the school, or home-schooled. Home school students may participate with the permission of the principal and AFJROTC instructor.
- b. Selected by the AFJROTC instructor in coordination with the principal (or a designated representative) to ensure enrolled students meet acceptable standards.
- c. In grades 9 through 12.
- d. Physically fit. Students must be qualified, approved, or capable to participate in the school's standard physical education program. NOTE: Individual accommodations will be made as appropriate for disabled students.

**2. Disenrollment.** As a rule, disenrollment from AFJROTC is approved by the principal in coordination with the AFJROTC instructors. Disenrollment should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit. A cadet may be dis-enrolled from AFJROTC for:

- Failure to maintain acceptable standards (including uniform wear and grooming)
- Inaptitude or indifference to training
- Disciplinary reasons
- Any other reason deemed appropriate by the principal and AFJROTC instructors

## DID YOU KNOW?



1. There is no military service obligation for participating in AFJROTC.
2. AFJROTC cadets have an opportunity to earn scholarships.
3. AFJROTC cadets may have an advantage when competing for appointments to the U.S. Air Force Academy and the other service academies.
4. Cadets who complete 3 years of JROTC and enlist in the military may qualify for higher pay.
5. Membership in the AFJROTC unit is open to most high school students, but cadets must maintain a “C” average in AFJROTC to stay in the program or request a waiver from the SASI.
6. AFJROTC courses carry the same credit as other elective subjects and four semesters of JROTC credit will grant your Physical Education credit. Five semesters will grant your Health Credit, six semesters will grant your Arts and Humanities credit and seven and eight semesters will grant your Honors credit.
7. Cadets earn medals, ribbons, trophies, plaques and other awards based on scholarship, military bearing, appearance, and community service.
8. AFJROTC uniforms, insignia, medals, ribbons and textbooks are provided at no cost (provided they are returned in good condition).
9. Members of the Drill Team/ Color Guard teams compete against other units.
10. Each summer cadets have the opportunity to participate in a Cadet Leadership Course.
11. Cadets may have the opportunity to go on field trips to military bases and other points of interest.
12. Cadets may attend the formal Military Ball and Awards Banquet.
13. Cadets gain leadership experience and self-confidence by working in leadership positions in the cadet corps.
14. One day each week cadets participate in Physical Training (PT), which includes warm up exercises, running, and various sporting activities.

**The Mission and Goals of the  
Air Force Junior Reserve Officer Training Corps  
(AFJROTC)**



**Mission**

**Develop Citizens of Character Dedicated to Serving Their Nation and  
Community**

**Goals**

**Instill Values of Citizenship, Service to the United States, Personal  
Responsibility, and a Sense of Accomplishment**

NV-20012 accomplishes our mission and goals through activities like military drill, ceremonies, classroom studies, and numerous school and community service projects. We follow standard AFJROTC policies by wearing uniforms once a week and adhering to all military customs and courtesies in all activities.

**The success of our program depends on the application of the USAF core values:**

**USAF Core Values**

**Integrity First; Service Before Self; Excellence in All We Do**

**NV-20012 Wing Goals**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## AEROSPACE SCIENCE PROGRAM



### **Legal and Regulatory Basis:**

PUBLIC LAW 88-647. The Reserve Officers Training Corps Vitalization Act of October 13, 1964, is the authority to operate Air Force Junior Reserve Officers' Training Corps (AFJROTC) programs in secondary schools. Students must be above 8<sup>th</sup> grade, a citizen or national of the United States or alien admitted for permanent residence and be qualified/approved or capable to participate. AIR FORCE INSTRUCTION 36-2001, Junior Reserve Officer Training Corps prescribes the operation of AFJROTC units. Schools hosting AFJROTC units enter into a contract with the Air Force to offer the course of instruction provided by the Air Force. In that contract, the school agrees to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct. This is the authority under which a cadet may be removed from the course. North Valleys High School offers Aerospace Science (AS) (AFJROTC) as an elective course granting academic credit and one half (1/2) physical education credit for each term of successful completion. Students enroll in Aerospace Science as they do for other offered courses.

**Designation and Unit History Unit:** The designation of North Valleys High School's AFJROTC Unit is NV-20012. We received our NV-20012 Cadet Corps activation orders from Air Force Headquarters on 26 March 2001. There were 12 other Air Force Junior ROTC Units nationwide activated on that same order. North Valleys High School opened in August 2001 with the Panther Squadrons in place. Instructors for the AFJROTC program are retired Air Force personnel who have been instructor certified by the Air Force and hired by the school district to provide the AFJROTC instruction. The Senior Aerospace Science Instructor (SASI) is a retired commissioned officer and the Aerospace Science Instructors (ASIs) are retired noncommissioned officers. All are certified members of the school faculty. Their biographies can be found in Attachment 4.

The first SASI was Lt Colonel (Lt Col) George M. Fleck and the first ASI was Master Sergeant (MSgt) Charles E. McLeod. LTC Fleck retired in 2016 after 15 years. His replacement LTC Peter D'Amico started in 2016 from Massachusetts. Chief Master Sergeant (CMSgt) David D. Quesenberry joined the team the second year of the program. MSgt Michelle Nelson joined the staff upon MSgt McLeod's departure in January 2004. MSgt Trent Woodruff joined our staff in July 2007 when MSgt Nelson departed, currently MSgt Jim Lorenz has joined us from the Nevada Air National Guard.

Previous Panther Squadrons Air Wing Commanders have been Cadet Colonel (C/Col) Kelley Graber, Cadet Lt Col (C/Lt Col) Travis Wicks, C/Col Nathan Simons, C/Col Shawn Horner, C/Col Cassandra Frankfurt, C/Col Cody Chase, C/Col Samuel Jensen, C/Col Alex Stackhouse, C/Col Tyler Dillard, C/Col Alyssia Thomas, C/Col Hector Echeveria, C/Col Cody Dillard, C/Col Aaron Laughridge, C/Col Lynnea Crawford, C/Col Taylor Rice, C/Col Harley Gonzales, C/Col Toy Sharp and C/Col Cade Cavanagh.



**Mission and Objectives:** The mission of the AFJROTC program is to: “develop citizens of character, dedicated to serving their nation and community” and to educate cadets with aerospace; develop informed citizens; to strengthen personal character; to promote an understanding of sound citizenship in a democratic society; and to motivate students for careers in the military or civilian sector. To accomplish this mission, the AFJROTC program is designed to meet the following objectives:

- Gain an appreciation of the basic elements and requirements of national security.
- Respect for and understanding of the need for constituted authority in a democratic society.
- Patriotism and an understanding of their personal obligation.
- Habits of orderliness, precision and attention to detail.
- A high degree of personal honor, self-reliance, and leadership.
- Broad based knowledge of the aerospace age and fundamental aerospace doctrine.
- Basic military skills.
- A knowledge of and appreciation for the traditions of the Air Force.

***The most important component in accomplishing the mission is for each cadet to be actively involved in the learning process.***

**Program Benefits:** Cadets who are active in the learning process and develop self-discipline will stand to gain significant benefit from the AFJROTC program. In addition to having better control of themselves and gaining a clearer understanding of the world around them, cadets are also benefitted by the following:

Active cadets are eligible for several academic, leadership, and service awards within AFJROTC. In addition, an opportunity is provided to receive a North Valleys High School (NVHS) Letter and extra credit for their program contributions.

Cadets who work up to their ability and work hard will earn promotion in cadet rank; these cadets will become more relied upon for leadership roles. This is particularly significant within the Air Wing, as it distinguishes the hard working, experienced and responsible cadets from those who are not as active or who have not been in AFJROTC as long.

Cadets are able to compete for and earn higher leadership positions in the organization. This will provide valuable experience in management, teamwork, and the ability to willingly accept project challenges for the Air Wing or other civic contributions.

Earn elective course credits toward graduation.

An Air Force Certificate of Training is given for successful completion of two years of AFJROTC. In addition, if a cadet should choose to enlist into a branch of the armed

services, the leadership education and overall experience will make basic training and the transition into the military life style easier and with greater advantages.

A Certificate of Completion is given for successful completion of three or four years of AFJROTC. A cadet who chooses to enlist in a branch of the armed services is eligible and may receive a nomination for advanced rank ahead of peers. With higher rank also comes the benefit of higher pay and added responsibilities.

Qualified cadets are eligible for consideration for a nomination to the United States Air Force Academy as well as other service academies, i.e., West Point or the Naval Academy.

Completion of the AFJROTC Program will enhance the opportunity to gain an Air Force ROTC three or four year college scholarship.

Qualified cadets are eligible for consideration for our “guaranteed scholarship” program established for AFJROTC cadets. The SASI nominates these cadets.

Cadets desiring to enlist in the Air Force may be eligible for the Congressman Herbert Advanced Placement Program. The SASI may recommend two deserving cadets each year. This program guarantees the enlistee the choice of career field and base of assignment upon completion of technical training.

In addition, selected cadets will be eligible to participate in the cadet orientation flight program as a member of the NVHS Air Sailing & Glider Club. This program supplements our aviation science curriculum and is sponsored by the National Soaring Association comprised of experienced civilian or former military aviators.

**PLEASE NOTE: It is important to understand that being a member of AFJROTC does not in any way obligate or commit anyone to military service.**

## THE AIR WING



### Overview:

In addition to the AFJROTC mission, the cadet organization is created to also provide an opportunity for applying learned leadership techniques, to develop an understanding of the military command structure, the need for discipline, and to gain knowledge of military drill and ceremonies.

**Mentorship, or the ability to allow upper-class cadets to assist other cadets with less experience, is highly encouraged and is an essential part of every cadet's personal responsibility.**

This is accomplished in two ways. First, by the SASI/ASI sponsorship of the squadron and providing guidance to the cadet leadership. Secondly, by cadets in leadership positions understanding their roles and helping other cadets to become enthusiastic supporters of the mission.

### Organization of the Air Wing:

The Air Wing is organized into three squadrons, Troop Squadrons "A" and "B" are composed of three flights each. At the beginning of each year, individual class periods are identified by a flight letter designation. For example, the first period Aerospace Science class will be designated "A" Flight, the second "B" Flight, etc. The third squadron, Operations Support Squadron is composed of different sections that provide numerous support functions for the cadet Air Wing.

The cadet organization is formed into command and staff functions. Refer to later sections for our unit manning documents and for descriptions of command and staff positions.

Staff positions are established at each organizational level to perform the command and committee work of the Air Wing. These positions have titles similar to those used in Air Force organizations. Staff position descriptions can be found later in this guide.

Leadership Development trainings (LDT's) are held frequently. An LDT is held when deemed necessary to help leadership understand and perform responsibilities. LDT's can be requested by any cadet in a top leadership position, but must be approved by the instructor staff.

## CADET HONOR CODE



The Honor Code is specific and clear in what it demands. A cadet is expected to have complete integrity in both word and deed, to avoid evasive statements, to do individual work in class, and yet be willing to assist others in a sense of cooperation in reaching common group goals.

### **The Honor Code belongs to the Cadets**

Maintaining its high standards of trustworthiness is the responsibility of each cadet. This requires self-control and conscious effort at all times. Eventually it becomes an ingrained habit and part of the cadet's total ethical code and lifestyle.

The Honor Code, by stressing that there can be no toleration of lying, cheating, or stealing, emphasizes that HONOR is a common standard of the cadet corps.

Each cadet is expected to commit this code to memory and to live by it both inside and outside of the classroom:

**“I will not lie, cheat or steal, nor tolerate anyone among us who does. I will follow the orders of those appointed over me, and abide by all cadet and school regulations. I will perform my assigned duties to the best of my ability. Integrity First, Service Before Self, and Excellence in All We Do.”**

# CADET CONDUCT



1. **General:** You represent a select group and should always conduct yourself in a manner that is favorable to your school, NV-20012, and AFJROTC.
2. **Addressing Other Cadets:** A cadet officer is addressed by cadets of lower rank by their rank followed by their last name **OR**, addressed as "Sir" or "Ma'am".
3. **Active Duty, Reserve, and Retired Military Personnel:** Military personnel are addressed by their rank, followed by their last name, **OR** addressed as "Sir" or "Ma'am".
4. **Saluting:** A salute is a formal greeting. When in uniform outside or "reporting" indoors, salute all officers (cadets and adult military officers). All cadet officers must render a salute to cadet officers of a higher rank. The key to saluting is recognition and respect.
5. **Walking With Cadets and Military Personnel of a Higher Rank:** When walking with a person of higher rank, always walk to their left and in step. When passing through a doorway, the person of lower rank holds the door and allows the person of higher rank to proceed through the doorway first. When boarding and leaving a vehicle, the person of lower rank gets in first and gets out last.
6. **Treatment of Cadets:** Hazing is not tolerated in the cadet corps. No cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, or joking about difference in rank. Abuse of authority in the cadet corps will not be tolerated. Respect all cadets especially those of a higher rank.
7. **Calling the Room To Attention:** When the Principal/Assistant Principals, distinguished visitors, Cadet Group Commander, Vice Commander, or military officer of senior rank to the personnel present in the room enters or leaves the room, the room is called to attention. The occupants of the room remain at attention until ordered otherwise in accordance with military regulations. **Exception if class is in session and active teaching is taking place.**
8. **Courtesies Rendered To Adults:** Adults are addressed as "Mr.,"/"Ms." (last name). In conversation they are answered "Yes sir/ma'am".
9. **Public Display of Affection (PDA):** Public display of affection will not be tolerated at any time when in uniform, or when participating in any AFJROTC event out of uniform. PDA consists of groping, kissing, holding hands, etc. Any and all displays of affection can be detrimental to the morale and welfare of the corps and can create the perception of favoritism.
10. **Quibbling:** When a cadet officer or NCO superior to you gives an order, it can be considered to be an order from the Commander. You have the right to disagree and present your ideas, but all lawful orders should be followed. Cadets who feel they are not being treated fairly should see their flight commander, and if necessary take it up the chain of command.

# CLASSROOM PROCEDURES AND CONDUCT



1. TO PASS THIS COURSE, YOU MUST CORRECTLY WEAR THE UNIFORM WHEN DIRECTED TO DO SO. Normally this will be once a week. However, there may be times when we will be called upon to wear it more often.
2. If you are tardy, follow school procedures and request permission to join the flight.
3. Food, drinks, or candy will not be tolerated in the classroom unless authorized by the SASI/ASI (and there is enough for all cadets). Bottled water will be allowed at the discretion of the instructor. All prohibited items should be put away BEFORE class starts.
4. When class begins, cadets will fall in, in the range or classroom. Once attendance is taken cadets will receive further instruction for the class period.
5. When the final bell rings, the flight commander will call the flight to “*attention*,” instructors will conduct roll call, and document those cadets absent/tardy in the attendance book. The flight commander can put the class “*at ease*” and make announcements until the SASI/ASI enters the room. When the SASI/ASI enters the room, the flight commander will order the class to “*attention*,” The flight commander will lead the class in the verbal recitation of the Cadet Honor Code. The class will remain at “*attention*” until further directed by the instructor.
6. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times is a sign of disrespect.
7. Profanity, vulgar language, or disruptive comments will not be tolerated.
8. “Cutting down” or making fun of fellow cadets will not be tolerated. Hazing in any form, meaning physical or emotional harassment, will result in immediate disciplinary action.
9. Stay in your seats during class unless given permission by the SASI/ASI. Sharpen pencils before class. Hold all trash until dismissed at the end of class.
10. Cadets will be dismissed from class by the flight commander. He/she will call the flight to “*attention*,” request permission to dismiss the flight from the instructor (if the instructor is present in the classroom), and once this permission is received, conduct a “Motivation Check” give the order “dismissed.” **Do not load book bags, put on coats, etc. until the class is dismissed.**
11. When possible, the last three to five minutes of class will be given to the flight commander. That time will be used to brief the class on any new information, upcoming events, and to straighten the class area. Be sure the area around your table is clean and your chair is left in the proper position. Chairs will be grounded under the table at the end of class.

## CONSEQUENCES FOR FAILING TO OBSERVE THE PERFORMANCE EXPECTATION POLICY

1. For those infractions listed in the Cadet Guide, the corrective action(s) appropriate for that infraction will be given!
2. Cadets failing to observe classroom rules will be warned to correct their behavior and required to stand in the rear of the classroom for the remainder of the period or until told to be seated by an instructor. If infractions continue, Cadet can be escorted to Student Support Office.
3. Continued disregard for the performance expectation policy will result in individual counseling by the Flight Commander. Repeat offenses will result in counseling by the cadets Squadron Commander, an instructor, or other appropriate school official.
4. Student Status may be appropriate for those infractions deemed serious enough to warrant this action. This probation will be as directed by the Air Wing Commander. Probation is outlined in the Cadet Guide.
5. Cadets may lose all Flight and Wing privileges, i.e., become ineligible to go on field trips or participate in Air Wing social and competition events, if unwilling to correct inappropriate actions.
6. See next page for Student Status Letter.

**Subject: Placement on Student Status**

1. Cadet \_\_\_\_\_ is being placed on “Student Status” based on \_\_\_\_\_.
2. Cadet \_\_\_\_\_ has not met the standards set forth by the Air Wing, and as stated in the Cadet Guide addressing - - “Grades, Attitude, and Participation.”
3. While on “Student Status” Cadet \_\_\_\_\_ will:
  - a. Be ineligible to participate in cadet extra-curricular, or other JROTC events earned as a privilege including - Veterans Day Parade, Military Ball, Cadet Olympics, Panther Challenge, JCLC, Leadership Camp, etc.
  - b. Have their leadership position, rank, position suspended.
  - c. Not have outside enrichment passes granted, except for pre-approved academic study.
4. In order to be removed from “Student Status” Cadet \_\_\_\_\_ must:
  - a. Complete the grading period with passing grades in all classes.
  - b. Be prepared for class and turn in all homework on time.
  - c. Actively participate and dress out for all scheduled weekly physical training activities.
  - d. Properly wear the cadet uniform on scheduled weekly uniform days – all day.
  - e. Have no suspensions of any kind, or no adverse reports from other school staff or faculty.
5. As instructors, we’re convinced that you can be a successful cadet, student, and solid citizen.
6. Reinstatement will allow participation in extra-curricular, and other cadet privileged events.
7. Primary point of contact is Lt Col D’Amico, (775) 677-5399/x32620, or [pdamico@washoeschools.net](mailto:pdamico@washoeschools.net). We recommend that you first try to resolve this issue through your assigned ROTC instructor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ROTC Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **THINGS NEVER TO BE SAID**



**I can't..... (Yes you can!)**

**I forgot..... (Use a planner or write a note!)**

**I don't know..... (Ask someone or do some research!)**

**It's not my fault..... (Accept responsibility for your actions!)**

**Who is going to look out for you when your current support system no longer exists?**

**Stop making excuses and start making good decisions. Plan ahead, take action, and be an advocate for your own success.**

**Decisions, Consequences,  
Responsibility/Accountability!**

**It ALL starts with Attitude!**

**“If you think you can or you think you can't,  
either way you are right”!**

**“Integrity” is doing what is right even when no  
one is watching!**

## GRADING CRITERIA



<u>Daily Work</u>	<u>15%</u>	<u>Uniform Wear</u>	<u>20%</u>	<u>Community Service</u>	<u>5%</u>
<u>PT</u>	<u>20%</u>	<u>Leadership/Followership</u>	<u>5%</u>	<u>Test/Quizzes</u>	<u>15%</u>
<u>Final Exam</u>	<u>20%</u>				

**Academics/Daily Work:** Grading of cadet performance is done as objectively as possible. Each test administered will be on **any** material covered in class. Classroom work includes, homework, team building exercises, and special projects and semester projects. Cadets are expected to complete all assignments and will be held accountable for all work.

**Uniform Wear:** The AFJROTC uniform will be worn the entire school day every Monday or Tuesday, or as directed by the SASI/ASI. Cadets will be graded based on the proper wear of the uniform and compliance with personal grooming standards. Cadets who are absent on uniform day must wear the uniform on their first day back to ROTC. Extended absences will be handled on a case-by-case basis. Cadets who fail to wear their uniform on prescribed uniform days will receive a “zero” unless prior arrangements have been made with instructor staff

**Drill/PT:** Each semester, cadets will be expected to learn and perform a drill sequence. Part of the semester final will include a drill evaluation. Drill will be conducted on Wednesdays. Physical Training (PT) will be conducted one day each week Thursday/Friday or as directed by the SASI/ASI. Cadets are expected to wear the designated PT uniform and participate in activities. The PT grade is not based on athletic ability, but on attitude and effort. Cadets not dressed in authorized PT gear will lose 10 points for the day. Cadets will lose an additional 5 points for not having water.

**Leadership/Followership:** Cadets are graded **constantly** on their conduct/baring inside and outside of the classroom during all school and/or AFJROTC sponsored activities. A report of misconduct provided by school staff will negatively impact a cadet’s grade. Cadets must always demonstrate teamwork, respect for themselves and others, and display courteous and considerate behavior at all times. Cadets are also graded on how well they observe and adhere to military customs and courtesies taught in this course. This area is evaluated throughout every phase of this program. Remember “Every day is an interview”

**Community Service:** AFJROTC offers many different extracurricular activities and opportunities for volunteer and community service. Participation in extracurricular activities and volunteer/community service will be considered during promotion boards and in the assignment of staff and leadership positions as well as it’s a graded item. Also, volunteering for community service to help our school and community during various events such as school grounds cleanup, parent/teacher night, school tournaments, flag detail, and presentation of colors for school and community events adds to your total community service hours which count toward your community service grade.

### **General Expectations:**

AFJROTC is a curriculum that emphasizes self-discipline, self-reliance, and teamwork. Some consider it to be strict, while others do not. However, it must be clear to all that cadets are expected to meet certain standards in order to be successful in AFJROTC. This guide will provide cadets with the details of some of those standards. Here are some general expectations:

- a. **HARASSMENT OR VIOLENCE RELATING TO RELIGION, RACE, OR GENDER WILL NOT BE TOLERATED. IN ADDITION, NO FORM OF HAZING IS PERMITTED UNDER ANY CIRCUMSTANCES. Cadets who violate these policies will be referred for appropriate actions and may lose associated program privileges. Respect each other and those not in the Air Wing!**
- b. The entire course includes in class work, reading, writing, public speaking, in-class assignments, projects, uniform wear, a strong emphasis upon completing work on time, teamwork, physical training, and leadership.
- c. The instructors believe strongly in promptness, preparedness, participation, self-control, and courtesy to others.
- d. Academic grades are earned in all classroom facets of AFJROTC.
- e. The cadet leadership in each flight is responsible for the beginning and ending of the class period, as well as classroom cleanliness. They may also be responsible for some activities during class.
- f. Cadet behavior and grooming standards must be maintained at the high level expected of an individual in a military oriented organization.
- g. Cadets are expected to establish individual and group goals. Once established, all must cooperate and work together to reach those goals.
- h. Strict timetables and deadlines are generally established. Failure to meet deadlines will affect your eligibility for field trips, promotion, awards and decorations, as well as negatively impacting your academic grade.
- i. As a young person you will be challenged by the rather high standards expected of you. However, when you consider these standards, they do not differ from those of any successful corporate or military organization. The philosophy under which we would like cadets to operate is to ask themselves, **“If this were a job, would I still be allowed to work here?”** Your answer will help determine your success.

## EXTRA-CURRICULAR ACTIVITIES



**Participation Criteria** - Participating on our Color Guard and Drill Teams, assisting in and holding staff/leadership positions within the corps requires significant commitment and dedication. Your performance overall as a high school student, however, is even more important! That means if you are failing in other areas such as other class grades, you must put forth more effort there. The following are the standards you must maintain in order to participate on one of our teams, or hold a staff/leadership positions.

- **Must maintain a 2.0 GPA, with no more than 1 “F”**
- **If not meeting above criteria, you fall under the same grading criteria and probationary status as NVHS athletes.**
- **Can regain eligibility at the end of the next quarter by meeting the above criteria**

**Special Teams:** All cadets have the opportunity to take “Special Teams” as a “7<sup>th</sup> Period” class each day from 2:35 p.m. until 3:35 p.m. This class gives them the opportunity to improve their abilities in drill, athletics, color guard, exhibition with and without arms, and leadership. There may also be occasions during the school year when select members of our Special Teams class are asked to perform special honor guard duties. This is a formal class worth 1/2 credit requiring your attendance as with any other class.

- Color Guard:** Cadets in good standing are eligible to try out for Color Guard, which is part of the “Special Teams” 7<sup>th</sup> period class. Those who qualify will have the opportunity to carry the U.S. and other Flags at various parades, ceremonies, or school and community service events. Color Guard members normally practice after school and learn the proper care and use of the flag. Team members also use special gear and are expected to excel in self-discipline and personal appearance. Members are eligible for award of the color guard ribbon after participation in the required number of events.
- Drill Team:** Cadets in good standing are eligible to try out for a Drill Team. Those who qualify will have the opportunity to participate in scheduled drill competitions against other JROTC units in our district.
- Squadron Newsletter:** The Public Affairs Officer and NCO are responsible for producing a newsletter which is designed to tell what is going on in the Air Wing. Cadets with an interest or talent in art or writing can serve on the newsletter staff.
- Flag Detail:** Each week, AFJROTC is responsible for raising the United States and Nevada flags on the flagpole in front of the school. Cadets from any of the flights may sign up for this detail and earn lettering points for performing this duty.
- Service Projects:** An important part of growing up is learning to do things for others. That is the purpose of our Service Projects. Cadets perform a service to the school and community by ushering, escorting, performing work details, etc. In doing so, cadets can earn credit toward the service award. Cadets who take on the leadership of these

activities also are considered for special leadership awards and increase their opportunities for promotion.

- g. Model Airplane Building, Model Rocketry, and Air Gliding and Soaring Activities:** These three activities are open to interested cadets, with instructor consent. Each activity will meet as scheduled. Additional after school meetings are encouraged. Note that the Air Gliding and Soaring activity complements our active Cadet Flight Incentive Program. Ask your instructor for further information.
- h. Superintendent's Elite Color Guard:** Each year highly qualified cadets are selected to this prestigious unit from each of the eleven district high schools. These cadets perform at a number of special events and activities throughout the school year, on behalf of the Superintendent of the Washoe County School District.
- i. Future Activities:** Future activities and projects may be added at the suggestion and approval of the Air Wing staff and with the approval of an instructor.
- j. Wing/Flight Scrap Books:** During the school year various activities will be recorded for historical purposes. These scrap books will be maintained by individuals from the wing/flight.
- k. NVHSJROTC Website:** North Valleys AFJROTC website is updated with the cadet guide, current events, upcoming, events, uniform wear schedule and pictures and articles of events the cadet corps has or will participate in over the school year. This web site is maintained by the Technology OIC/NCO.

### **Air Wing Participation**

Most of the above mentioned activities are planned, organized and managed by cadets. Cadet leadership is essential to the success of events/activities. Through this process, cadets have the opportunity to practice what they have learned about principles of leadership, management and supervision taught in the Leadership Education (LE) phase of the course. In addition cadets will also have the opportunity to participate directly in special events/activities associated with the Aerospace Science (AS) curriculum. Instructors will provide the necessary sponsorship and guidance, but cadets must execute the plan and conduct the events/activities.

## CURRICULUM-IN-ACTION



Curriculum-In-Action (Field Trips) is an important part of the AFJROTC program. The SASI/ASI work hard to plan these trips. Every trip will be interesting and exciting. Our unit will visit military bases, other JROTC units, college ROTC units, and other points of interest. Additional trips will be taken by the Drill Team to compete against other JROTC units, and by the Color Guard to support special events.

Participation in field trips is a privilege, not a right. Therefore, not all cadets may be eligible to participate in every field trip. Cadet eligibility includes the following:

- Must be passing all current subjects if field trip is during the school day
- Must have a “C” average or higher in AFJROTC
- Detentions, work crew, suspensions, or unexcused absences may disqualify cadets from participating
- Must not have any disciplinary problems as determined by SASI/ASI



## PROMOTION POLICY AND PROCEDURES



### **Promotion:**

Promotion provides constant challenge and motivation to members of the active Air Force and AFJROTC cadet corps. Experience has shown that earned and deserving promotions also command attention and respect from members of the AFJROTC. This attention and respect is proper, since the insignia of promotion reflects visible evidence of self-discipline, teamwork, progression and standing among the fellow cadets. It should also be noted that wearing of higher rank insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

### **Promotion Opportunity:**

Promotions in the Nevada 20012 "Panther Air Wing" is based on academic and leadership grades and on demonstrated abilities. Each cadet should understand how selections for various command and staff positions are made to permit an equal opportunity for qualification.

### **Promotion System:**

The promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. The following provisions apply: There are two kinds of ranks a cadet may normally hold. Both ranks are held at the same time. They are the "permanent rank" and the "temporary rank".

### **Permanent Rank:**

This rank is awarded based on years of satisfactory service in AFJROTC. The permanent rank authorized for AS-I cadets is Cadet Airman after passing their first semester. AS-II cadets are authorized to be Cadet Airman First Class. AS-III cadets are authorized to be Cadet Senior Airman. AS-IV cadets are authorized to be Cadet Staff Sergeant at the beginning of each school year, if a higher temporary rank has not been assigned, the insignia of the permanent rank will be worn. For example, all AS-I cadets who successfully complete the first semester can be awarded the rank of Cadet Airman unless a higher temporary grade has been awarded.

### **Temporary Rank:**

This rank is awarded based upon demonstrated performance, and on the position to which the cadet has been assigned within the Cadet Corps. Since the rank is temporary, it will not be carried over from one year to the next. Temporary ranks are assigned only when they are higher than the permanent rank. Therefore, a cadet who has both a temporary and a permanent rank will wear the insignia of the temporary rank, since it will be the higher rank.

- a. Normally, cadets initially assigned to a command or staff position will not be awarded the highest rank authorized for that position. This policy will allow promotion based upon actual performance in the position. A Unit Manning Document (UMD) authorizes the maximum grade structure and appears at the end of this section.
- b. No cadet will hold a rank higher than that authorized for his/her position. Exceptions may be made for AS-IV cadets to permit them to retain the highest rank held in any

position. Retention of the higher temporary rank may occur only if the cadet is reassigned from that higher position to accommodate the cadet rotation system.

- c. Temporary Rank: All cadets have the opportunity to apply for leadership positions when they become available provided they meet the eligibility requirements.
- d. The Air Wing Commander will solicit qualified cadets to fill all leadership positions. Cadet Leadership along with the instructor staff will evaluate all cadets in conjunction for position consideration. The Information Management Officer/NCO will publish the orders.

To be eligible for an appointment to a leadership position, a cadet must possess at least a "C" average in all school curriculum courses. In addition, he/she must demonstrate an exceptional attitude, good military bearing, and effective leadership potential to assume positions of much higher responsibility.

During the appropriate terms of the academic year, leadership duties will be assigned based on a "Best Qualified" basis to include "GAP" Grades. Attitude and Participation. Assignments are made to provide leadership experience to all cadets and to prepare underclass cadets for higher leadership positions during the next rotation period. The Air Wing Commander will finalize the appointments after approval by the instructor staff. Orders will be published by the Executive Officer

Several factors will be taken into consideration prior to being promoted. As in the Air Force, you will be evaluated on the "whole person" concept with consideration given to each of the following qualities:

- a. Academic Leadership. How well does the cadet perform on quizzes and examinations, class projects, homework and presentations in class? Are projects and assignments completed on time and in a thorough manner?
- b. Organizational Leadership: How well does the cadet function in positions of leadership in the organization? Does the cadet command the respect of subordinates? Does the cadet give proper consideration for subordinates?
- c. Co-curricular Activity Leadership: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet demonstrate excellence in a number of outside Team activities?
- e. Responsibility: There are innumerable ways in which a cadet can reflect responsibility. The most evident measures of responsibility are, the promptness a cadet takes in handling his/her financial obligations to the cadet corps, arriving prior to the start of classes. The degree to which the cadet is prepared to respond to assignments and problems related to development of leadership, and the manner in which the cadet takes responsibility for his/her actions.



**Demotion or Reassignment of Cadet Officers and NCOs:**

In addition to the normal RETURN TO PERMANENT GRADE as a result of the cadet promotion rotation system, cadet officers, NCOs and airmen may be reduced in rank to their permanent rank prior to completion of their tour of duty for cause. Reasons for a cadet being reduced in rank may include:

- a. Failure to maintain a passing grade in Aerospace Science and/or to maintain minimal standards expected of a cadet officer, NCO or airman.
- b. Failure to satisfactorily perform assigned job duties as listed in the cadet job descriptions.
- c. Failure to promptly meet their personal financial obligations to the Air Wing.
- d. Failure to satisfactorily perform assigned additional duties and/or responsibilities as required by the Air Wing Commander or SASI/ASI.
- e. Unauthorized or unexcused absences from scheduled cadet staff meetings.
- f. Failure to follow Air Wing standards and policies.
- g. Adverse reports from school administration, faculty, staff or outside parties.

# Manning Document

## Nevada 20012, Air Force Junior ROTC Cadet Air Wing

<b>Function</b>	<b>Position Title</b>	<b>Max Grade</b>	<b>Auth</b>
Corps Commander  1  1	Air Wing Commander (CC)	Cadet Colonel	1
	Vice Wing Commander (VC)	Cadet Lieutenant Colonel	
	Wing Executive Officer (XO)	Cadet Lieutenant Colonel	1
	Wing Command Chief (CCC)	Cadet Chief Master Sergeant	1
	Wing Guide (CCG)	Cadet Master Sergeant	
Operational Support	Ops Sq Commander (DO)	Cadet Major	1
	Ops Sq First Sergeant (DOCCF)	Cadet Senior Master Sergeant	1
Squadron Commander	“A” Sq. Commander (SCC)	Cadet Major	1
	“B” Sq. Commander (SCCF)	Cadet Major	1
	“A” Sq. First Sergeant (SCC)	Cadet Senior Master Sergeant	1
	“B” Sq. First Sergeant (SCCF)	Cadet Senior Master Sergeant	1
Brigade Representative	Brigade Rep Officer (BR)	Cadet Lieutenant Colonel	1
Information Management	Info Mgmt. Officer (IM)	Cadet Captain	1
	Info Mgmt. NCOIC (IME)	Cadet Master Sergeant	1
Logistics (Supply)	Logistics Officer (LG)	Cadet Captain	1
	Logistics NCOIC (LGE)	Cadet Master Sergeant	1
Personnel	Personnel Officer (DP)	Cadet Captain	1
	Personnel NCOIC (DPE)	Cadet Master Sergeant	1
Finance	Personnel Officer (AC)	Cadet Captain	1
	Personnel NCOIC (ACE)	Cadet Master Sergeant	1
Public Affairs (News)	Public Affairs Officer (PA)	Cadet Captain	1
	Public Affairs NCOIC (PAE)	Cadet Master Sergeant	1
Special Teams (Athletics, Color Guard, & Drill)	Special Teams Officer (ST)	Cadet Captain	1
	Special Teams NCOIC (STE)	Cadet Master Sergeant	1
Athletics	Athletics Officer (AO)	Cadet First Lieutenant	1
	Athletics NCOIC (AE)	Cadet Technical Sergeant	1
Color Guard	Color Guard Commander (CG)	Cadet First Lieutenant	1
	Color Guard NCOIC (CGE)	Cadet Technical Sergeant	1
Drill Team	Drill Team Commander (DT)	Cadet First Lieutenant	1
	Drill Team NCOIC (DTE)	Cadet Technical Sergeant	1
Special Projects (Special Events, Recruiting & Community Service)	Special Projects Officer (SP)	Cadet Captain	1
	Special Projects NCOIC (SPE)	Cadet Master Sergeant	1
Technology (Computers & Videos)	Technology Officer (TO)	Cadet Captain	1
	Technology NCOIC (TOE)	Cadet Master Sergeant	1
Flight Commanders	Flight Commander (FCC)	Cadet Captain	6
	Flight Sergeant (FS)	Cadet Master Sergeant	6
	Flight Guide (FG)	Cadet Technical Sergeant	6
	Element Leaders (EL)	Cadet Staff Sergeant	24

## CADET LEADERSHIP COURSE



Cadets may be offered the opportunity to attend our Cadet Leadership Course (CLC) each summer, normally in July. This one-week summer camp is typically conducted at Stead Army National Guard Training Center. Only the best cadets from JROTC units in our region earn the right to attend. The curriculum is fast moving and exciting.

To hold a staff leadership position at CLC, you must be academically eligible at the end of the 3rd quarter...no exceptions!

A unique aspect of this leadership school is that it is led by a cadre of cadets. These cadets make up the command structure of the camp and they gain valuable leadership experience in their roles for the week. The commander is responsible for everything that goes on during the week. The commander is supported by a staff and flight cadre who perform all the same jobs of a normal AFJROTC unit.

Cadets who attend these camps must be in good physical condition. The Air Force funds a portion of these summer camps, however, each cadet will be required to fund the remaining balance (approximately \$200.00).

Cadets in good standing as sophomores and above in the upcoming school year are eligible to attend. Initial letters will be sent by the SASI/ASI before the end of the 3<sup>rd</sup> quarter to all eligible cadets to determine if cadets are interested in attending. A down payment of \$100.00 will be required. Since slots are limited, the final selection is made based on overall performance in the cadet corps, and final payment of the total fee. This fee is not refundable (unless not selected to attend), since we must pay for the slots in advance and usually do not get refunded for unused slots. It is critical for cadets who have signed up for CLC to fulfill their obligation as refunds will only be given for extremely unique and valid situations.

Scholarships (partial or full) for those most deserving cadets who cannot afford the cost of CLC may be available. Please see the SASI/ASI for further information.

# CHAIN OF COMMAND



## Why Have a Chain of Command?

In all military units authority is distributed according to rank, position held, and level of responsibility. This distribution of authority is called the chain of command and is absolutely necessary for a smooth running unit. The lines of this chain can be drawn from the lowest ranking individual to the Commander-In-Chief of the US Armed Forces, the President of the United States. In order for our Cadet Corps to be successful, every member must understand the chain of command and know how to use it to accomplish our objectives and solve problems.

## United States Air Force

**President of the United States/Commander in Chief:** \_\_\_\_\_

**Secretary of Defense:** \_\_\_\_\_

**Chairman of the Joint Chiefs of Staff:** \_\_\_\_\_

**Secretary of the Air Force:** \_\_\_\_\_

**Chief of Staff of the Air Force:** \_\_\_\_\_

**Air Education and Training Command Commander:** \_\_\_\_\_

**Air University Commander:** \_\_\_\_\_

**Holm Center Commander:** \_\_\_\_\_

**Air Force Junior ROTC Director:** \_\_\_\_\_

**Director WCSD JROTC** LTC Scot Maryott

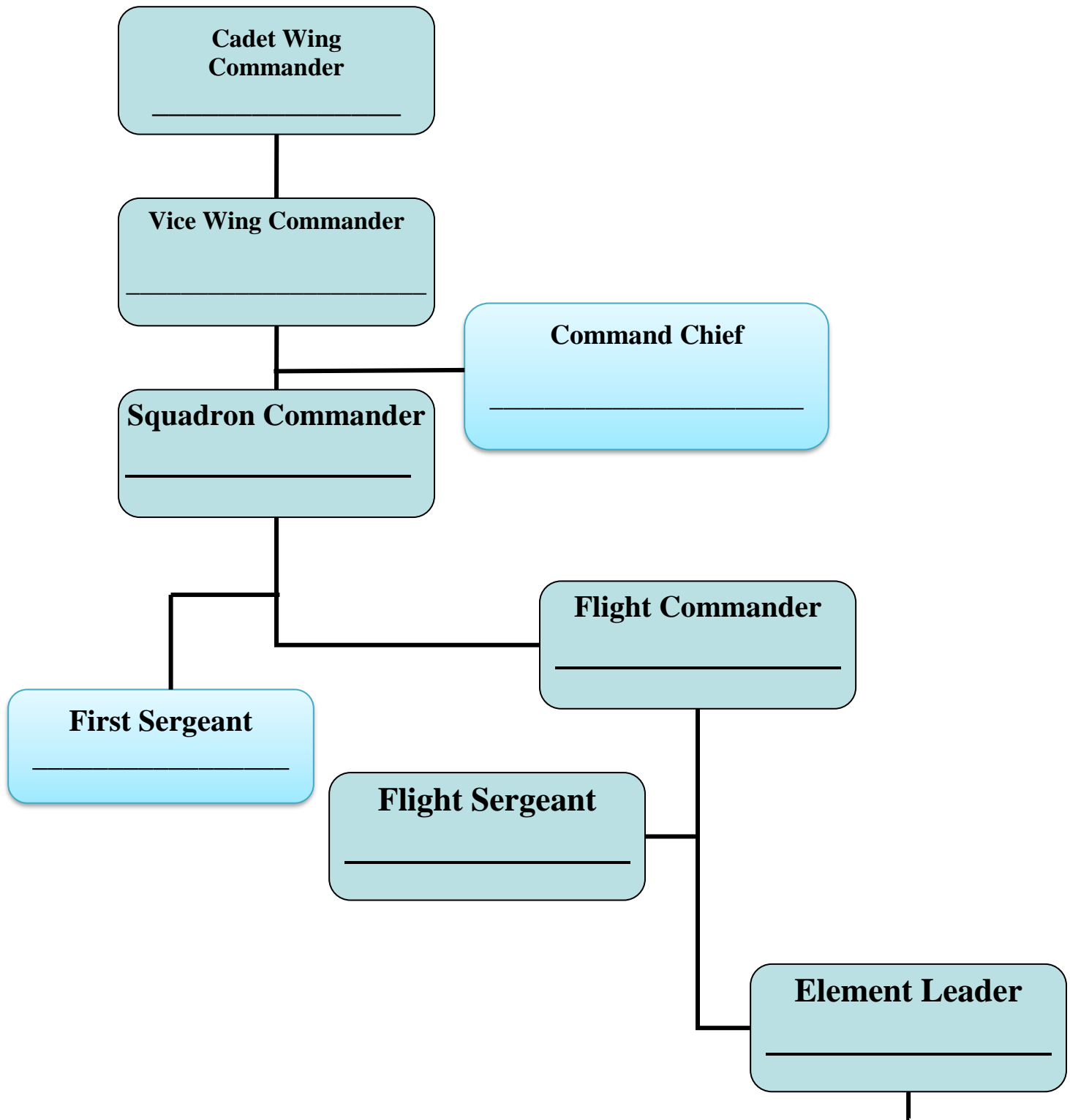
**Principal:** Ms. Jenna Curtis

**SASI:** LTC (retired) Peter D'Amico

**ASI:** CMSgt (retired) Dave Quesenberry

**ASI:** MSgt (Retired) James Lorenz

## My Cadet Chain of Command



## My Cadet Leadership Chain



<u>Position</u>	<u>Rank/Name</u>
Wing Commander:	C/Lt Col_____
Vice Wing Commander:	C/Major_____
Executive Officer	C/Capt_____
Wing Command Chief	C/CMSgt_____
Squadron Commander	C/Capt_____
Squadron First Sergeant	C/SMSgt_____
Flight Commander	C/2 <sup>nd</sup> Lt._____
Flight Sergeant	C/SSgt _____
Element Leader	C/A1C_____

# LEADERSHIP JOB DESCRIPTIONS



## Expectations

Cadets in leadership have earned the right and are expected to “lead” the corps. These select individuals will hold senior leadership and key staff positions. Expectations are as follows:

### **Leadership Policy:**

- a. Having NO unexcused uniform inspections per semester.
- b. Not having no more than two uniform inspections below 80% in one semester.
- c. Not having an unexcused meeting attendance.
- d. Not having a failing grade at any point during the semester (evaluated by instructor staff on a case by case basis)
- e. Having no disciplinary actions of any type at NVHS. (Will be evaluated by instructor staff on a case by case basis).

**Cadets that do not meet the expectations will be removed from leadership and forfeit any temporary rank held as part of their leadership position.**

## Wing Commander

- a. Commands and controls the cadet corps using staff members and subordinate commanders.
- b. Periodically inspects each staff function and scheduled activities and events and presents findings at staff meetings.
- c. Convenes cadet personnel boards, as necessary.
- d. Ensures the mentor program is actively carried out between upper class cadets and first year cadets.
- e. Is responsible for Wing leadership, management, appearance, discipline, efficiency, training, and conduct of the Wing, Squadrons and Flights.
- f. Assures successful accomplishment of all Athletic, Color Guard, Drill performances, and scheduled events and activities.
- g. Administers all Wing events and activities, details and functions.
- h. Ensures all members of the Wing have an equal opportunity to develop leadership skills commensurate with their individual abilities—provides written evaluations and feedback to staff members at timely intervals.
- i. Updates Instructors on Wing plans, activities and events.
- j. Serves as a voting member on Brigade first-year boards.

### **Vice Wing Commander**

- a. Commands the Air Wing during the absence of the Wing Commander.
- b. Primarily assists the Wing Commander with cadet corps leadership, management, supervision, as well as with the administration of cadet corps activities and events.
- c. Coordinates with and manages the Wing Staff.
- d. Establishes committees by assigning appropriate cadets, outlines committee duties, establishes committee target dates, and monitors committee progress.
- e. Establishes agendas for meetings.
- f. Manages the AFJROTC Lettering Program.
- g. Ensures that minutes are kept of meetings and that the Wing membership is notified of results of meetings.
- h. Administers the Wing Demerit Program.

### **Wing Command Chief Master Sergeant**

- a. Serves all enlisted cadets as an alternate and direct conduit to the Wing Commander for enlisted concerns.
- b. Serves as voting member on promotion and evaluation boards.
- c. Serves as voting member on Brigade NCO boards.
- d. Ensures cadets required to meet boards are prepared, on time, and in the correct uniform.
- e. Assembles the Wing for ceremonies and parades, as required.
- f. Observes the Wing and is aware of developments within the Wing, while ensuring the Wing Commander remains informed.
- g. Serves as Sergeant-at-Arms at events and activities, as necessary.
- h. Performs other duties as assigned by the Wing Commander.

### **Wing Executive Officer**

- a. Works directly with Wing staff at the direction of the Air Wing Commander.
- b. Oversees all wing and brigade suspense's, correspondence, orders for promotions, ribbons and medals, and any other wing correspondence.
- c. Oversees day-to-day operations for progress and completeness.
- d. Chairs the Wing Finance Committee.
- e. Performs other duties as assigned by instructors and the Air Wing Commander.

### **Operational Support Squadron Commander**

- a. Plans and coordinates extracurricular and co-curricular events and activities with the Wing Commander and Vice Wing Commander.
- b. Supervises all officers and enlisted cadets assigned to support functions.
- c. Performs other duties as assigned by the Air Wing Commander.



### **Squadron Commanders A/B Squadrons:**

- a. Oversees Flight Commanders.
- b. Relays information from the wing staff to the flight commanders.
- c. Acts as liaison between the wing staff and flight commanders.
- d. Commands their respective squadron during parades.
- e. Assists the Wing Commander in inspection of the corps.

### **Squadron First Sergeants Operations and A/B Squadrons:**

- a. Assists Wing Command Chief in forming up cadets for all parades, ceremonies, and other events and activities.
- b. Serves as conduit to the Command Chief for enlisted concerns to be addressed outside the chain of command.
- c. Assists the Command Chief in planning and conducting cadet boards to include promotion, discipline, outstanding performance, etc.

### **District Brigade Deputy Commander & Command Chief Master Sergeant**

- a. Duties and responsibilities for each of these positions are assigned by the District JROTC Headquarters Office.

### **Personnel OIC/NCO**

- a. Maintains personnel records CIMS Form on each cadet and ensures their accuracy with pertinent information.
- b. Maintains attendance records for squadron staff meetings, leadership training and special functions.

### **Finance OIC/NCO**

- a. Assists Instructors in establishing financial management procedures.
- b. Assists the Instructors in maintaining cadet funds.
- c. Plans, organizes, and conducts cadet corps fund drives.
- d. Attend regularly scheduled Wing Finance Committee meetings.

### **Information Management OIC/NCO**

- a. Publishes, distributes, and files all administrative orders, letters, and other correspondence.
- b. Maintains and files all Instructor, Staff and cadet corps correspondence.
- c. Works as a team with Personnel Officer & NCOIC insuring all cadet personnel actions are properly and accurately recorded.
- d. Produces, updates, and maintains a current cadet directory.
- e. Performs other duties as assigned by the Operations Support Squadron Commander and Wing Commander.

### **Public Affairs NCO**

- a. Performs all public relations activities for the cadet corps.
- b. Provides news releases on wing and cadet accomplishments, events and activities to local media and to school agencies.
- c. Provides publicity for cadet social functions, events and activities
- e. Maintains unit scrapbook, media library, archives and other historical records.
- f. Performs other duties as assigned by the Operations Support Squadron Commander and Wing Commander.

### **Logistics OIC/NCO**

- a. Manages, inventories, issues, and receives Wing resources at the direction of the instructors.
- b. Provides guidance to the Wing staff regarding resource management.
- c. Performs other duties as assigned by the Operations Support Squadron Commander and Wing Commander.
- d. Responsible for appearance and cleanliness of all corps storage areas and rooms. Performs periodic cleaning/arranging as necessary to keep rooms in order.
- e. Assists Logistics Commander to plan, organize, and execute uniform issue procedures for all cadets
- f. Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.
- g. Responsible for making sure every cadet has completed and has on file a logistics card showing all uniform items issued to them.
- h. Accounts for all uniforms at the end of the school year.
- i. Responsible for appearance and cleanliness of all storage areas and rooms. Performs periodic cleaning/arranging as necessary to keep rooms in order.
- j. Plans, organize, and execute uniform issue procedures for all cadets
- k. Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.
- l. Responsible for maintaining proper stock of all uniform and equipment items such as pants, coats, shirts, ribbons, clusters, belts, buckles, hats, and ties, cords, gloves, flags, etc. Notifies ASI when shortage exists.

### **Special Teams OIC/NCO**

- a. Ensures Special Teams members are accounted for during scheduled Special Teams events and activities (including class).
- b. Works closely with Instructors on all matters dealing with athletic, color guard, and drill team events and activities.
- c. Establishes objectives, rules, and procedures for training Special Teams members.
- d. Recommends team members to perform at scheduled events and activities.
- e. Helps develop routines in exhibition drill events.
- f. Maintains accurate attendance records for all athletic, color guard, honor guard, and drill team events/activities.

- g. Assists in planning and coordinating all parades and ceremonies.
- h. Provides instruction and supervision for all ceremonies.
- i. Maintains the indoor drill area (range).

### **Special Projects OIC/NCO**

- a. Are primary points of contact and responsible for all recruiting contacts and performances.
- b. Are primary points of contact for all community service events and activities, and for district and Brigade functions.
- c. Are primary points of contact for all Wing special events, such as (but not limited to) our Dining In.
- d. As primary points of contact, have the responsibility of contacting and maintaining contact with any and all agencies that can benefit from our participation in either recruiting or community service activities, as well as those agencies who will be assisting us with our Wing special events.
- e. Responsible for ensuring all cadets who participate in such activities are recognized and given lettering points.

### **Technology OIC/NCO**

- a. Maintains the Wing web page.
- b. Prepares power point presentations as needed by the Instructors or Wing leadership for ROTC presentations.
- c. Ensures video is completed for all Wing events and activities.
- d. Must be knowledgeable about web page design, power point preparation, operation of audio and video equipment, and other computer use including hook-ups to audio and video equipment.
- e. Inventories IM systems, accounting for all corps systems, completes AIM inventory list and provides to SASI/ASI for approval.
- f. Maintains the Wing Facebook page and corps website to ensure security and access by all cadets/instructors/parents
- g. Responsible for updating the website and face book page to keep information current.
- h. Maintains audio-visual equipment ensuring all cameras are in working order, video tapes, and camera space is available, and batteries charged and ready to use
- i. Uploads videos and pictures to cadet shared directory and maintains file library in an organized manner
- j. Produces audio/video slideshows covering cadet events

### **Color Guard OIC/NCO:**

- a. As part of Special Teams, ensures cadets are trained in color guard procedures and prepared for performance.
- b. Schedules color guard events and activities with instructor concurrence.
- c. Solicits and schedules cadets to perform at all scheduled color guard functions.
- d. Issues color guard equipment prior to performance and collect this equipment immediately after the performance.
- e. Ensures a periodic inventory is taken of color guard equipment and immediately notifies Instructors of any discrepancies noted.

### **Drill Team OIC/NCO:**

- a. As part of Special Teams, ensures cadets are trained in unarmed drill procedures.
- b. Assists in training cadets familiar with unarmed drill procedures (and that have expressed an interest in learning armed drill procedures).
- c. Assists Instructors in choosing team commanders for competition teams in advance of scheduled competitions, so those commanders can begin to train team members for upcoming performances.
- d. Issues drill team equipment prior to performance and collects this equipment back immediately after the performance is completed.
- e. Ensures all equipment, especially rifles, is clean and in good repair (discrepancies are reported to Instructors).
- f. Conducts periodic inventory of all drill team equipment and reports any discrepancies to Instructors (coordinates inventory inspections with Color Guard Officer and NCOIC).

### **Athletics Officer and NCOIC:**

- a. Assists the Instructors in design and implementation of the Wing Physical Training program.
- b. Monitors progress of planning for the annual Brigade Cadet Olympics competition.
- c. Designs and implements a training program for all cadets who indicate the desire to compete in the Cadet Olympics.
- d. As part of Special Teams meetings, conducts athletic training in preparation for the Brigade Cadet Olympics.

### **Flight Commanders and Flight Sergeants:**

- a. Assist with and conducts leadership laboratories within the flight.
- b. Manages and supervises the flight.
- c. Identifies flight objectives and leads flight members in accomplishing those objectives.
- d. Organizes and strives to improve the flight
- e. Prepares class for instruction.
- f. Ensure classrooms are clean and organized before, during and after class.
- g. Drills and assists with inspection of the flight.
- h. Tracks and documents all events pertaining to the flight, i.e. inspections, PT, community service and miscellaneous rosters.

### **Weapons OIC/NCO:**

- a. Maintains SF 702, Sign In/Sign Out Record every time weapons are removed/returned to weapons lockers.
- b. Periodically inspects all weapons to ensure they are in good repair and clean.
- c. Inventory weapons semi-annually, gives report to instructor staff.
- d. Inform instructor staff when weapons need repair so parts can be ordered.
- e. All other weapons related duties as assigned.

### **Wing Guide and Flight Guides:**

- a. Wing Guide is responsible for accompanying (while carrying the Wing Guide-On) the Air Wing Commander during official parades, competitions, and ceremonies.
- b. Wing Guide helps train the Flight Guides.
- c. Flight Guides are responsible for accompanying (while carrying the Flight Guide-On) their respective Flight Commander during parades, competitions, and ceremonies.
- d. Flight Guides set the pace and direction for the Flight when marching.
- e. Flight Guides assist the Flight Commander and Flight Sergeant in controlling the Flight during periods of instruction as well as any other time the Flight is formed up.
- f. Flight Guide is responsible for conducting roll call during periods of instruction in the absence of both the Flight Commander and Flight Sergeant.

### **Flight Element Leaders:**

- a. Follows directions of the Flight Commander and Flight Sergeant.
- a. Assists in keeping the AFJROTC classrooms neat and clean.
- b. Ensures element complies with AFJROTC instructions/policy.
- c. Helps maintain order within the element at all times.
- d. Reports their element status at the start of each class period, or as requested.

Note: Not all positions will be filled by each Wing administration. Instructors will assist each new Air Wing Commander/Vice Wing Commander, Squadron Commanders/Squadron First Sergeants, and Flight Commanders/Flight Sergeants with specific details on which positions are required to be filled during their tenure of command.

## MILITARY COURTESY



Military courtesy is a long-established tradition that sets us apart from other organizations. The practice of saying “**YES SIR/MA’AM**” and “**NO SIR/MA’AM**” to officers and civilian guests, and calling enlisted individuals by their rank is **required**. While you may find it difficult at first, it will soon become a habit of proper military behavior.

Cadet rank/grades will not be confused with active duty USAF rank/grades. The word cadet will be a part of any written and spoken reference to a specific cadet rank. There are no Majors or Master Sergeants in the corps, only Cadet/Majors and Cadet/Master Sergeants.

When asked a question by the SASI/ASI or other adults, the appropriate response will always be prefaced by Sir or Ma’am.

Example: “*Sir, I’ll help Cadet Jones get his uniform ready for inspection.*”

Those who choose to violate this policy will lose conduct/performance points. Those who continue to violate this policy will be removed from AFJROTC.

# SALUTING



1. **Introduction:** The salute, in its various forms, is considered a military greeting the world over. In many countries, as in the United States, it is a symbol of respect. Military personnel regard the salute as a respectful greeting between members. It is one of the oldest traditions binding military people together.

2. **Rules:** It is important that you learn the following rules of saluting:

- a. When wearing the uniform, Cadets will salute all cadet officers of higher grades who are also in uniform, all officers of the United States Armed Forces who are in uniform, including the SASI. Cadets will salute the ASI only in “reporting” situations.
- b. A cadet of junior grade will salute a cadet officer of senior grade first, and will hold the salute until it is properly returned or otherwise acknowledged.
- c. When a cadet in uniform sees the American Flag being raised on any flagpole, he/she will assume the position of attention, render the hand salute, and hold it until the flag reaches the top of the flagpole. When the flag is being lowered, the salute will be held until the flag reaches the hands of the individuals lowering the flag.
- d. When a cadet is late for group, squadron, flight, or element formation, he/she will approach the person in charge when the formation is at a halt. He/she will salute and request permission to fall in. This also applies to flag raising/lowering ceremonies.
- e. Cadet officers and cadet non-commissioned officers will correct saluting violations in a helpful manner on the spot. A cadet should not be placed in a degrading or embarrassing situation by public reprimand for failure to salute. Be civil and use common sense at all times. All cadets are expected to accept these corrections without resentment.
- f. Cases of disrespect, insolence, insubordination, or refusal to comply with corrective instructions will be reported to the SASI/ASI immediately.

3. **Salute.** The command for rendering the salute is: “**PRESENT, ARMS.**” On the command of execution “**ARMS,**” the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. Ensure the tip of the middle finger touches the right front corner of the headdress. If wearing a hat without a bill, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. On the command “**ORDER, ARMS,**” bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention.



**Salute**

4. **Saluting Areas:** The mandatory saluting areas are:

- a. **Outside:** When outdoors (common sense—if you can see the sky above you—salute.) This includes loading/unloading school buses and while on curriculum in action trips.
- b. **Inside:**
  - (1) When reporting to the SASI/ASI
  - (2) When reporting late to class
  - (3) When reporting to the President of the Cadet Evaluation Board
  - (4) When being recognized at awards ceremonies--take, shake, and salute

**Note:** When reporting to the SASI/ASI and to the cadet board president, the cadet will come to attention, salute and say, “*Sir/Ma’am, Cadet (grade) Last Name, reports as ordered.*” When reporting late to class, the cadet will come to attention, salute, and say, “*Sir/Ma’am, Cadet (grade) Last Name, requests permission to join the flight.*” Hold the salute until it is returned or the salute is acknowledged.



# **TATTOOS / BRANDS / BODY PIERCING**



## **TATTOOS / BRANDS**

**Unauthorized (content).** Tattoos/Brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands that are prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. All questions concerning what is and is not appropriate will be addressed by the SASI or ASI.

**Inappropriate (military image).** Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoo/brands that exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. This includes the PT uniform.

Members will not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. The SASI or ASI will determine if the tattoo conforms to an appropriate military image. Cadets with existing tattoos not meeting an acceptable military image will be required to maintain complete coverage of the tattoos using current uniform items.

## **Body Piercing**

### **In Uniform or in Civilian Attire when performing AFJROTC duties:**

Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform or clothing). **EXCEPTION:** Women are authorized to wear one small spherical, conservative, diamond, gold, white, black, or silver pierced, or clip earring per earlobe and the earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe. (**EXCEPTION:** Connecting band on clip earrings.)

There may be situations where the SASI or ASI can restrict the wear of non-visible body ornaments. Those situations would include any body ornamentation that interferes with the performance of the cadet's duties.

Note: In Jan 03, the Air Force also announced a policy which prohibits body mutilation, such as split tongues and intentional scarring.

**IN SHORT, BODY PIERCINGS, TONGUE RINGS, TATTOOS AND BRANDS DO NOT REFLECT A POSITIVE IMAGE FOR AFJROTC AND WILL NOT BE ALLOWED.**

## PROPER WEAR OF THE UNIFORM



1. Each AFJROTC cadet must wear the uniform properly. The importance of this requirement cannot be over-emphasized because the uniform, except for the insignia, is the same uniform worn by the United States Air Force. AFJROTC cadets will wear the standard service uniform prescribed for active duty personnel in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. The fitting standards, wearing instructions, and personal grooming standards also prescribed in AFI 36-2903 are applicable. The USAF, as a professional military organization, is known worldwide and has no equal. The uniform you will wear is a symbol of reputation. **Wear it Proudly!**

- Combination 1: Service dress uniform/ with hats
- Combination 2: Service dress uniform without hats
- Combination 3: Short sleeve shirt and tie or tab with ribbons and hats
- Combination 4: Short sleeve shirt, tie, tab and ribbons.
- Combination 5: Short sleeve shirt, and ribbons.
- Combination 6: Short sleeve shirt, no ribbons

2. **Uniform Requirements for Cadets:** Uniforms must be clean, correct in design and specification, fitted properly, pressed and in good condition (that is, not frayed, worn out, torn, faded, patched, and so forth.) Uniform items are to be kept zipped, snapped, or buttoned. Shoes will be shined to high gloss. Use edge dressing or polish on sole edges and heels.

- a. **Headgear:** The flight cap is worn with vertical crease of the cap in line with the center of the forehead in a straight line with the nose. The cap extends approximately one inch from the eyebrow in the front: if not worn, tuck under the belt on the left side. Cap will not fold over belt.
- b. **Belt:** The belt is threaded through the loops to your left (males) or right (females). When buckled, only the metal on the tip of the belt should show. The adjustable clamp on the buckle should allow for proper wear at all times.
- c. **Socks:** Males and females must wear **black** socks. Other dark colors are not authorized. Half sock or ankle socks are not authorized.
- d. **Shirts and Over blouse:**

(1) The short sleeve blue shirt may be worn with or without the tie/tie tab. (SASI/ASI will notify the flight commanders when tie is to be worn.) The tie/tie tab is ALWAYS worn when the blue service dress coat is worn. All buttons are buttoned except when the tie/tie tab is not worn. In this case, the top (collar) button is left unbuttoned and the shirt is worn with the collar open. The shirt tail is pulled down into the trousers tightly and tucked at the sides to make it appear form-fitting. The only creases on the shirt are down the sleeves. Military creases are not authorized.

(2) Bulky items are NOT carried in the shirt or pants pockets. The buttoning of pockets as well as the shining of shoes marks the degree to which a cadet pays attention to detail. Shirts and over blouses will be laundered after wearing. Follow the fabric care label instructions on each garment. Spray starch is recommended to keep the shirts neat and crisp through the entire day.

- e. **Coats and Trousers/Slacks:** The Service Dress coat and trousers/slacks are a polyester/wool blend and will be **DRY CLEANED ONLY!** Washing these items will ruin them. Trousers will be trim-fitted with no bunching at waist or bagging at seat. The beltline will be at the waist, not sagging on the hips. The bottom of the trousers/slacks will touch the shoes with a slight break in the crease. Cuffs are not worn on the military uniform. Trousers are hemmed on a slant (bias cut) so that the back falls slightly lower (just at the point where the heel and sole meet). The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. These small details are again marks of a well-groomed cadet. The outside pockets of the jacket are for decorative purposes only. Nothing should be carried in them. There are two inside pockets for carrying small flat items. All outside pockets and buttons will be secured at all times. The blue coat may be removed in the classroom (any classroom in Eagle River High School). The coat will be donned and buttoned before leaving the classroom. It will never be unbuttoned when worn. When the coat is removed in the classroom it will be hung on a hanger or carefully draped over the back of the chair. The tie/tie tab will not be loosened or removed even when the coat is removed.
- f. **Shoes:** Black low quarter shoes will be issued with the uniform and are recommended for wear during drill practice. This is the only item that can be worn with civilian clothes, but only during drill practice.

### 3. General Rules Concerning the Uniform:

- a. All uniforms must be turned in when requested by the SASI or ASI. Cadets will pay for lost or damaged uniform items. Report cards, transcripts, and diplomas will be held until uniforms are turned in or paid for.
- b. **Monday/Tuesday of each week is uniform day.** A graded open ranks inspection will be conducted during class that day. Cadets who fail to wear the uniform the entire school day will receive a ZERO (0) grade. Uniforms will not be worn during PE classes when participating in that classes physical activity. Also, with prior coordination of the SASI/ASI, cadets may remove the uniform during the day for other legitimate reasons to protect the uniform. Since the uniform inspection grade makes up 20% of your total grade, a single “0” will significantly drop your semester grade. If you are absent on uniform day, the next day you attend ROTC is your uniform day. If there is a school cancellation due to weather, you will wear the uniform the following school day unless directed otherwise by the SASI/ASI. In some cases, uniform day may be changed. Your SASI or ASI will advise you of all changes.
- c. Having a uniform in the cleaners will not be a valid excuse for missing a uniform inspection. “Poor planning on your part does not constitute an emergency on our part”

- d. Only issued items are to be worn. Do not mix one uniform with another uniform. **CIVILIAN GARMENTS ARE NEVER WORN WITH THE AIR FORCE UNIFORM AND NO UNIFORM ITEMS MAY BE WORN WITH CIVILIAN CLOTHES.** *Exception: If it is extremely cold you may wear a civilian jacket and hat to stay warm at the bus stop.*
- e. Always wear your flight cap when outdoors and never wear it indoors, except as directed for uniform inspections. When not being worn, the flight cap will be tucked under the belt to the left of the buckle with the insignia to the outside.
- f. Wear the insignia properly and wear only authorized insignia. Any additional distinctive items to identify color guard, drill team, co-curricular activities and groups may be authorized by the SASI or ASI.
- g. When in uniform, NEVER put hands in pockets other than to get or put something there.
- h. Your “gig line” is the line formed by the shirt edge, the belt buckle and the fly of your trousers. These items should always be in line. Check it frequently during the day. An incorrect “gig line” is a guaranteed write-up!
- i. Trim loose strings and frayed seams on the uniform. New items have loose strings everywhere! Carefully use scissors to remove all loose strings from your garments.
- j. Keep the shirt tail tucked in and tuck in the sides of the shirt.
- k. Do not carry bulky items in the pockets.
- l. Shoes (including soles and welts) should have a high gloss shine.
- m. When wearing the tie, keep the shirt collar buttoned and be certain the knot of the tie or the tie tab covers the collar button.
- n. Develop the habit of carrying objects in the left hand to free the right hand for saluting.
- o. Never place any article (particularly the flight cap) under the epaulet of the shirt.
- p. A wristwatch, a bracelet and no more than three rings may be worn.
- q. Male cadets will wear a clean, white “V” neck tee shirt under the short sleeve shirt. Females will wear appropriate white undergarments which shall not be seen under the uniform.
- r. All insignia is fastened with metal clutches or “frogs”. Clutches must be worn as protection against sharp points on insignia.
- s. Cadets will not wear the uniform while participating in student demonstrations, crowd control, or any other inappropriate capacity which may bring discredit to the US Air Force or your Cadet Corps.

#### 4. Personal Grooming Requirements

- a. **Overall Standard (Male & Female).** Hair will be clean, well-groomed and neat. If dyed, hair will look natural. Hair will not contain excessive amount of grooming aids. Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements (SASI has the final determination in what constitutes a “FAD style”). Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. *EXCEPTION:* Hair may be visible in front of women’s flight cap.
- b. **Hair Standards (Male).** Hair will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual’s hair so that it conforms to the shape of the head, curving inward to the natural termination point. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not exceed 1¼ inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. A block cut is permitted with tapered appearance. Hair will not contain or have any visible foreign items attached to it. Beards are not permissible. Mustaches are permitted but must not extend downward beyond the lip-line or extend sideways beyond a vertical line drawn upward from the corner of the mouth.
- c. **Hair Standards (Female).** Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual’s hair color are permitted to keep hair in place. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Hair will not exceed 3 inches in bulk or prevent proper wear of headgear. Hair will not include hair ornaments such as ribbons or jeweled pins. Wigs or hairpieces worn should conform to the regulations that apply to regular hair styles. “Pony tails” high on the top of the head will not be worn.
- d. **Jewelry. Male cadets are not allowed to wear earrings or body piercing accessories while participating in AFJROTC functions!** Only conservative jewelry (rings, wristwatches not to exceed 1”) may be worn with the uniform. A necklace may be worn, but it must **NOT** be visible. **For females**, jewelry should be kept to a minimum. Rings, wristwatches not to exceed 1”, bracelets, no wider than ½”, in gold or silver in color, and small white diamond, gold, white pearl, or silver spherical earrings not to exceed 6 millimeters in diameter are the only jewelry you may wear in uniform. Never wear more than three rings at a time.
- e. **Cosmetics and fingernail polish.** Cosmetics must be conservative and in good taste. Fingernail polish must be conservative, singular in color and in good taste. The color shall not be black, dark blue or other dark colors. Questions should be addressed to SASI.

**5. Civilian Dress and Appearance:** All AFJROTC members are held to a higher standard. All cadets must adhere to all of the NVHS dress codes. This is not just an issue while you are in the classroom or participating in AFJROTC functions. The school dress code is applicable from the moment you leave home until the moment you arrive home at the end of the day. Additionally, while participating in AFJROTC functions away from school grounds you will maintain proper dress and appearance. THERE ARE NO EXCEPTIONS.

**6. Religious Items.** Religious items will not be worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC. A letter of approval must also be obtained by the leader of the cadet's faith to ensure that apparel is in keeping with doctrinal or traditional observances of the cadet's religion. No item should be authorized that will have an adverse effect on the student's health, safety, or performance of his/her duties.

**7. Religious Headgear.** Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC (see para 7. above). Religious headgear may be worn outdoors so long as it is not visible (i.e. the standard issue Air Force cover must conceal any religious headgear).

**8. Special Team Uniforms.** With the approval of HQ AFOATS/JROS, special teams (color/honor guards, saber/drill teams, etc.) may wear additional uniform items or wear a distinctive yet conservative military uniform. Units frequently use altered/distinctive uniforms for the inspection and regulation drill competitions conducted at many drill meets. Specialized items or uniforms are worn only when performing duty as a member of the specialized group.

**9. Pregnant Cadets.** Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized although it is not an Allowance Standard item. Purchase must be made from school or private funds.

**10. Unisex Policy.** Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within this guide or AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket.

**11. AFJROTC Physical Training (PT) Uniform.**

- a. Shirts will be tucked in.
- b. Do not mix portions of the PT uniform with any combination of the Air Force uniform.
- c. The PT uniform is not to be substituted for the weekly uniform day.

**12. UNIFORM ACCOUTREMENTS (GENERAL)** Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

**a. Badges.**

- (1) **Ground School Badge.** Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA.
- (2) **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.
- (3) **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.
- (4) **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team.
- (5) **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society.
- (6) **Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.
- (7) **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award throughout 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 recipient should hold the following awards prior to selection:
  - Leadership Ribbon
  - Achievement Ribbon
  - Superior Performance Ribbon
  - Academic Ribbon
  - Co-curricular Activities Leadership Ribbon
  - Service Ribbon

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is used to present with the badge. The unit must purchase the badge from a vendor.

- (8) **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.
- (9) **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.
- (10) **Other Badges or Pins.** Sister Service: Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.
- (11) **Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

**b. Shoulder Patches.**

- (1) **AFJROTC Patch.** Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.
- (2) **Unit Patch.** Must be worn on the right shoulder only. Unit patches are paid for by non-AF Funds. Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

**c. Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

**e. Devices.** Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons. Refer to AFI 36-2903 for instructions on stacking multiple medals. The routine wear of both medals and ribbons is prohibited.



- (1) **Devices on ribbons.** Additional awards of ribbons will be indicated by the addition of clusters. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place clusters horizontally on ribbons and vertically on medals. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. If all devices do not fit on a single ribbon wear a second ribbon. When future awards reduce devices to a single ribbon, remove the additional ribbon.
- (2) **Devices on medals.** Additional awards of medals will be indicated by the addition of clusters. Place clusters vertically down the center of the cloth section of the medal. Do not wear single-constructed devices. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. Wear a maximum of four devices unless wearing more prevents the addition of a second medal.
- (3) **Ribbons of Other Services.** AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. Group ribbons according to service with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards (see exception in para (4) below). Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform. North Valleys AFJROTC will exchange a ribbon from another service with a comparable AFJROTC ribbon.
- (4) **Valor Awards.** Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

**13. How to Tie a Tie:** To tie the Windsor Knot, select a tie of your choice and stand in front of a mirror. Then simply follow the steps below:



**1)** The wide end "W" should extend about 12 inches below narrow end "N". Cross wide end "W" over narrow end "N".



**4)** Bring wide end "W" across the front from left to right.



**2)** Bring wide end "W" up through loop between collar and tie; then back down.



**5)** Pull wide end "W" up through the loop again.



**3)** Pull wide end "W" underneath narrow end "N" and to the left, back through the loop and to the left again so that the wide end "A" is inside out.



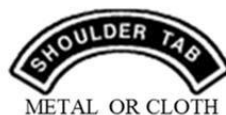
**6)** Bring wide end "W" down through the knot in front.



**7)** Using both hands, tighten the knot carefully and draw up to collar.

## Attachment 7-1

# AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)



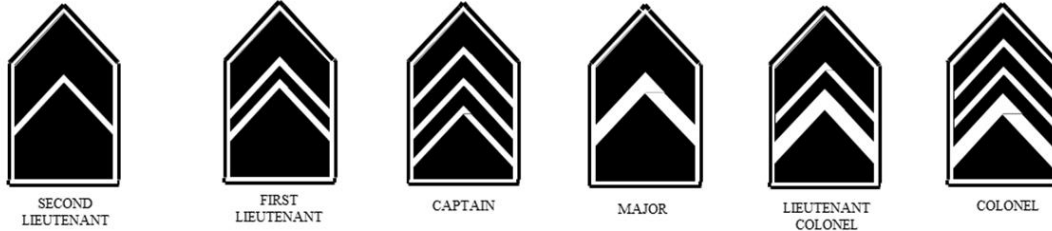
(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Badges/Insignia/Pins not listed here are unauthorized  
(Exception: Section 7.2.10)

## Attachment 7-2

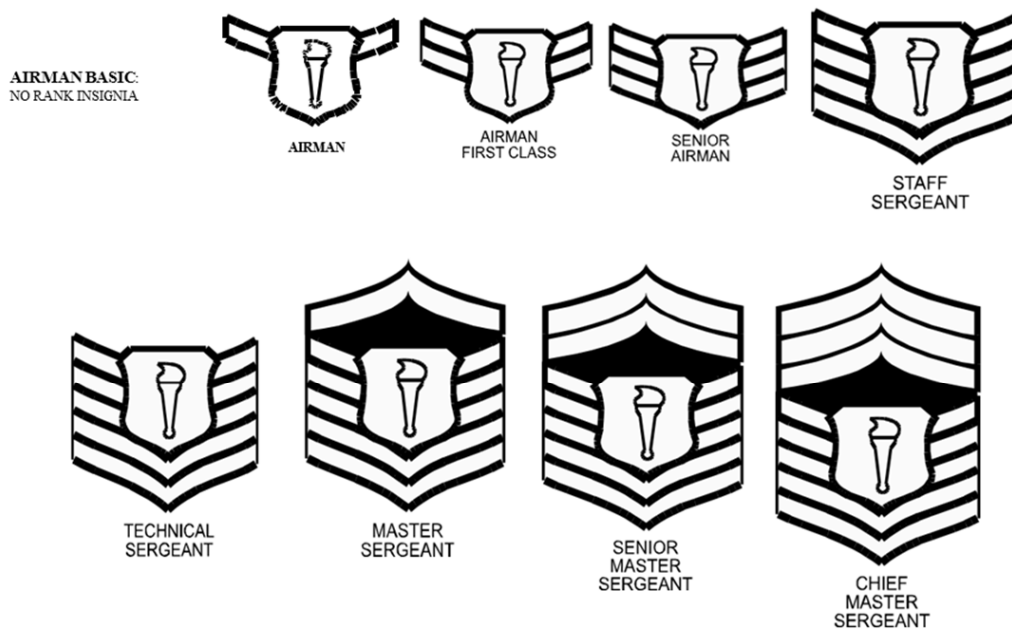
### AIR FORCE JROTC RANK INSIGNIA

#### CADET OFFICER RANK



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

#### CADET ENLISTED RANK

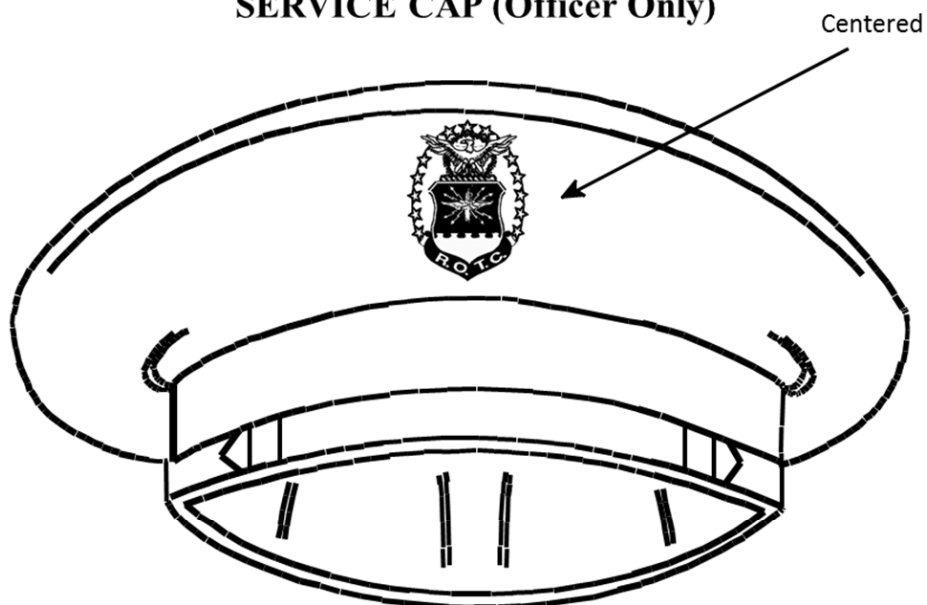


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

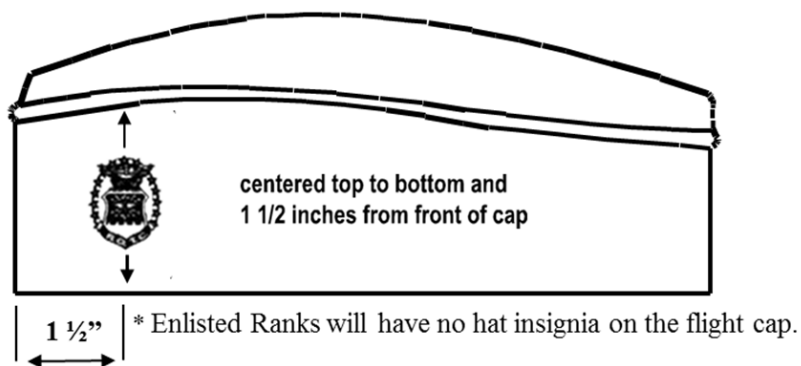
## CADET MALE HEADGEAR

### SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

### FLIGHT CAP\* (Officer and Enlisted)



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

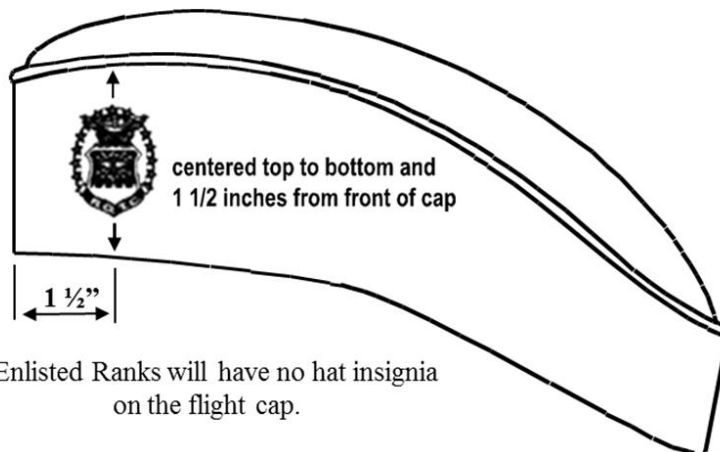
## CADET FEMALE HEADGEAR

### SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

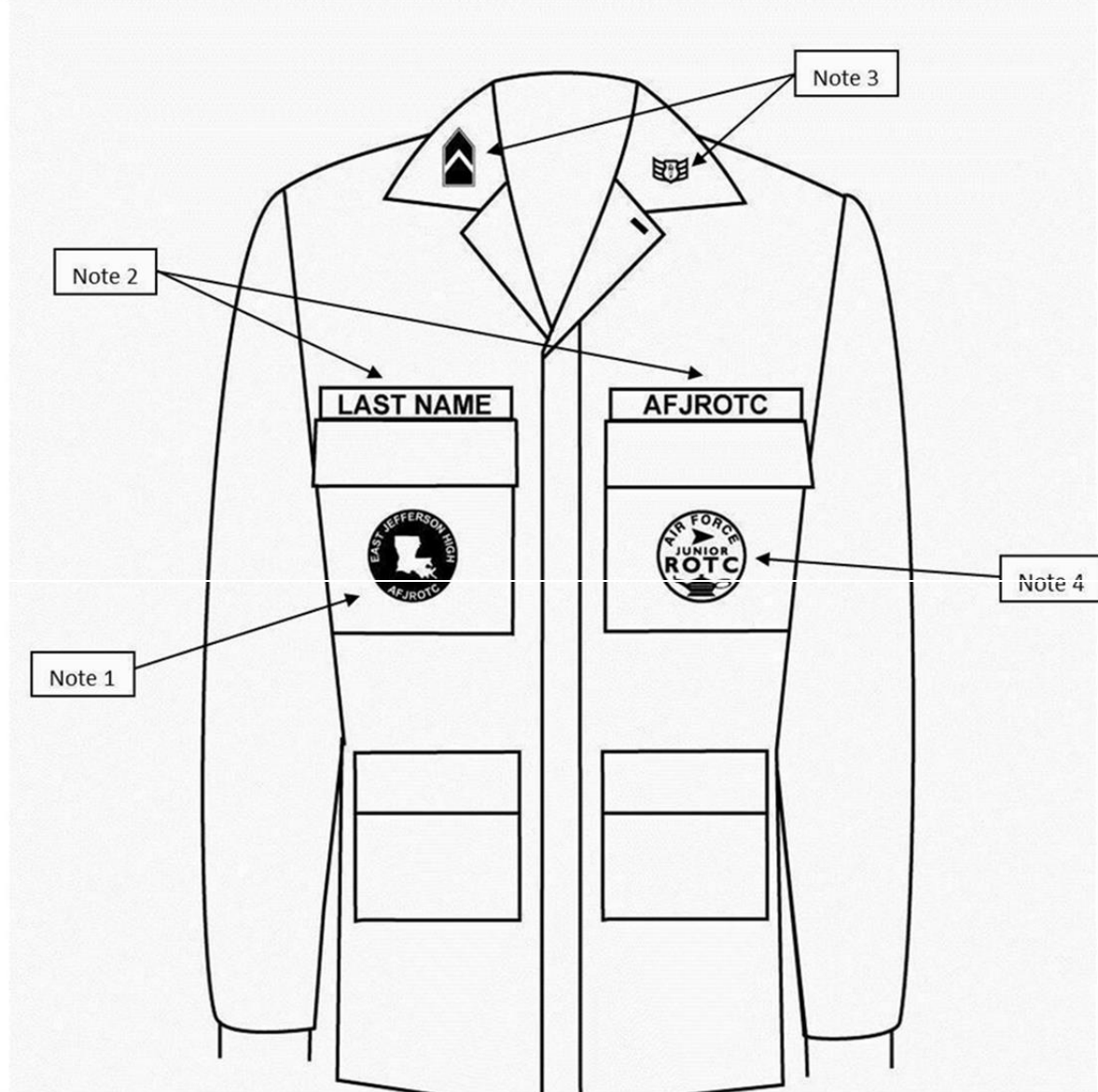
### FLIGHT CAP\* (Officer and Enlisted)



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

## Attachment 7-5

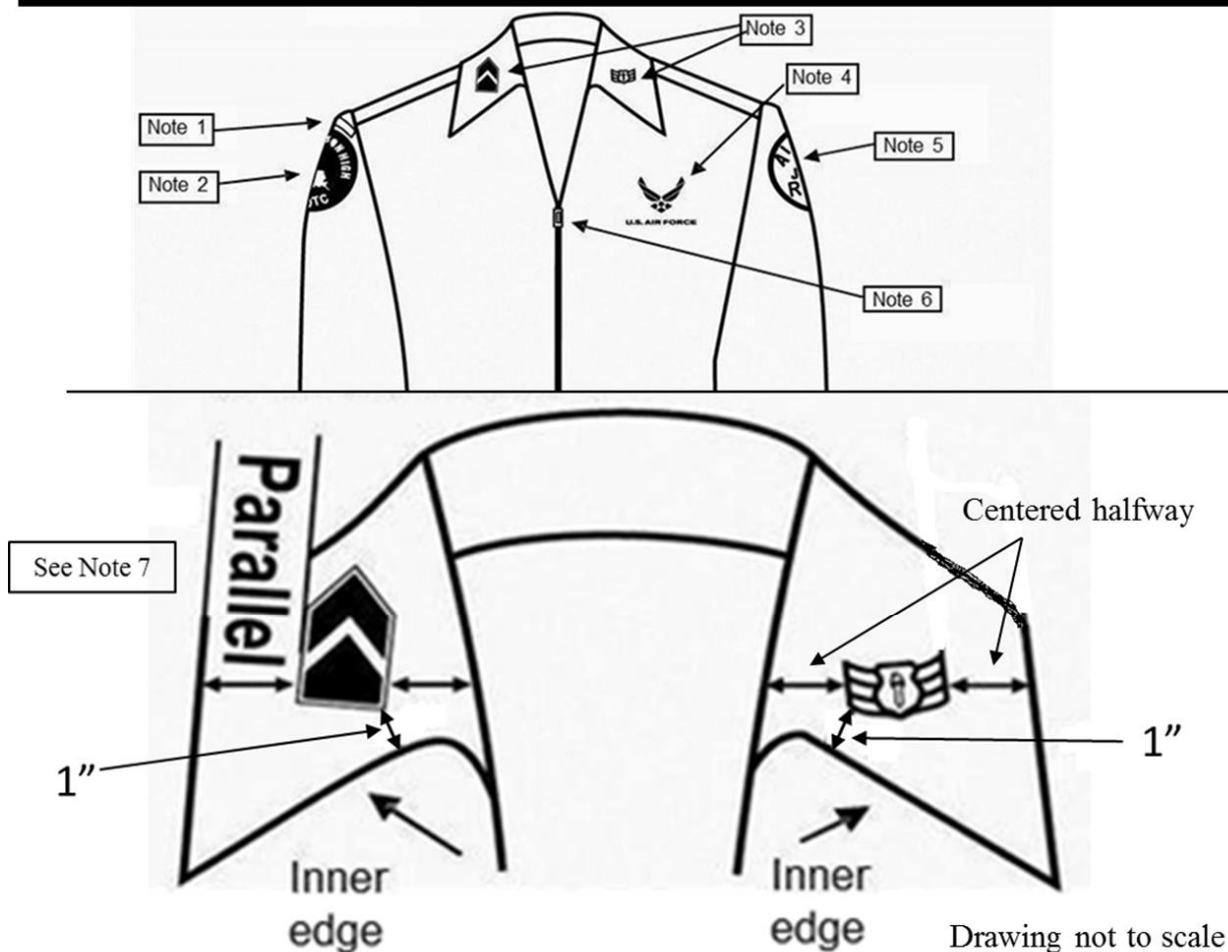
### CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch (mandatory). Will be worn on left pocket and centered.

## Attachment 7-6

### CADET LIGHTWEIGHT BLUE JACKET

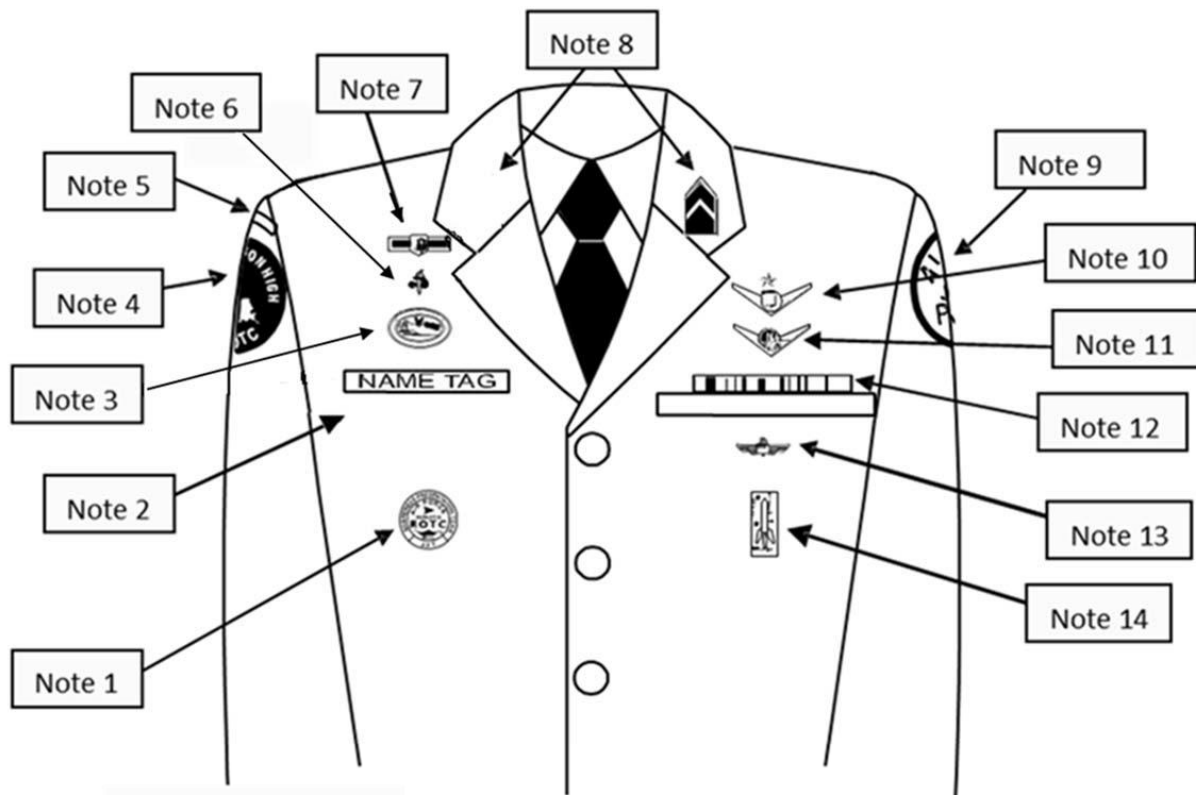


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
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 and 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.

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



## CADET MALE SERVICE DRESS

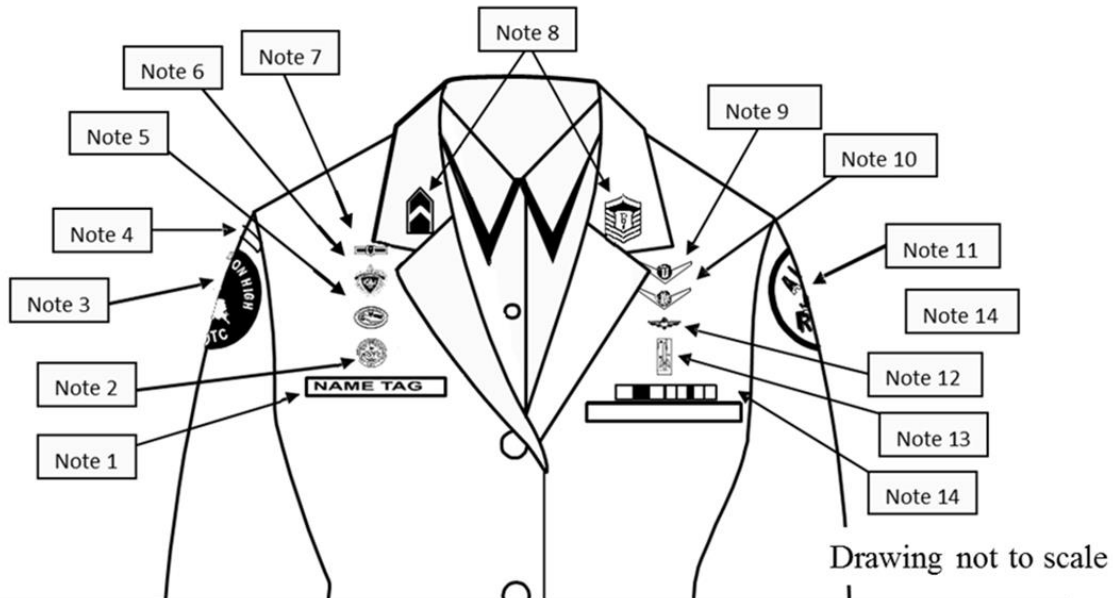


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: 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.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

## Attachment 7-8

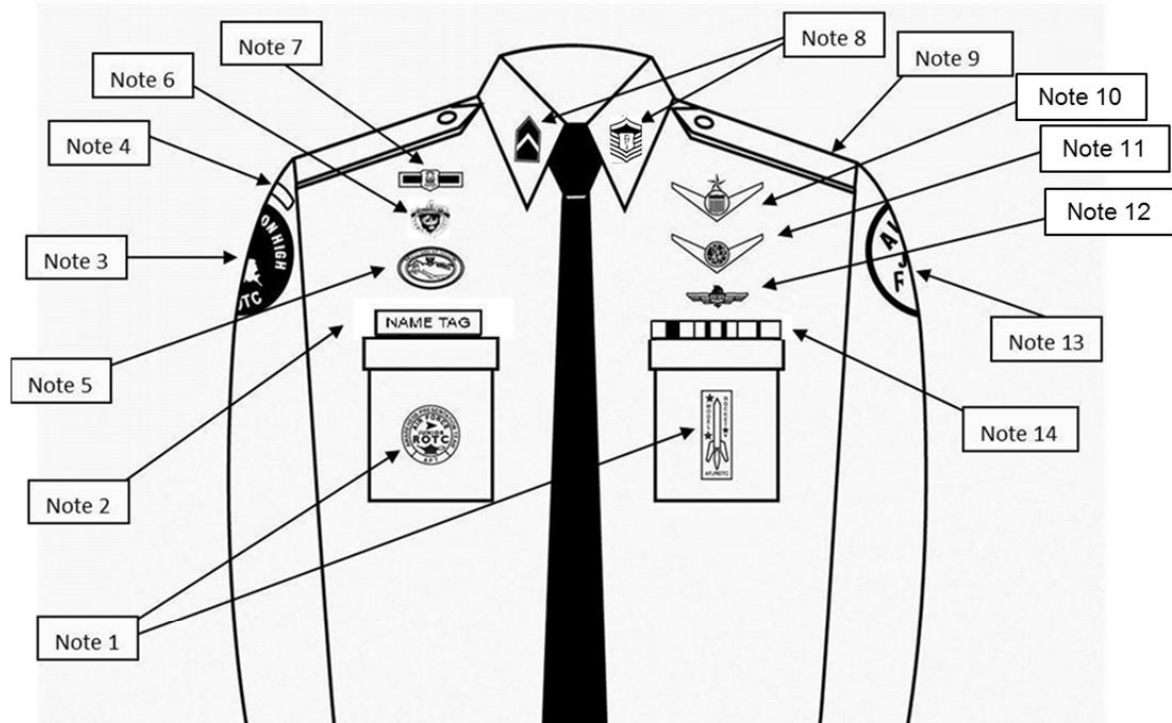
### CADET FEMALE SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

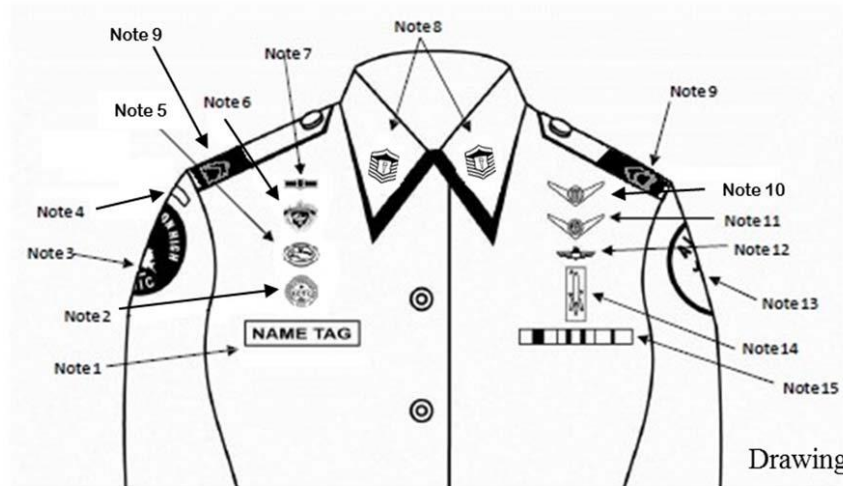
## CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. 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.

## Attachment 7-10

### CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness presentation 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) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
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. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

# AWARDS AND DECORATIONS



**1. Awards and Decorations.** The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Criteria to earn these awards can be found in the awards binder. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform.

## **2. Order of Precedence.**

### **a. Special Awards.**

- (1) Gold Valor Award
- (2) Silver Valor Award
- (3) Cadet Humanitarian Award
- (4) Silver Star Community Service with Excellence Award
- (5) Community Service with Excellence Award

### **b. National Awards (see AFJROTC reference guide for criteria).**

- (6) Air Force Association Award
- (7) Daedalian Award
- (8) American Legion Scholastic Award
- (9) American Legion General Military Excellence Award
- (10) Daughters of the American Revolution Award
- (11) American Veterans Award
- (12) Reserve Officers Association Award
- (13) The Military Order of World Wars Award
- (14) Military Officers Association Award
- (15) Veterans of Foreign Wars Award
- (16) National Sojourners Award
- (17) Sons of the American Revolution Award
- (18) Scottish Rite, Southern Jurisdiction Award
- (19) Military Order of the Purple Heart Award
- (20) Air Force Sergeants Association Award
- (21) Sons of Union Veterans of the Civil War Award
- (22) Sons of Confederate Veterans H.L. Hunley Award
- (23) Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- (24) The Retired Enlisted Association Award
- (25) The Celebrate Freedom Foundation Award
- (26) National Society United States Daughter of 1812
- (27) Air Commando Association Award
- (28) Non-Funded National Awards

**c. AFJROTC Awards.**

- (29) Distinguished Unit Award with Merit
- (30) Distinguished Unit Award
- (31) Outstanding Organization Award
- (32) Outstanding Flight Ribbon—All grading criteria, plus extra-curricular participation
- (33) Top Performer Award—HQ AFJROTC distributes
- (34) Outstanding Cadet Ribbon—1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year cadet
- (35) Leadership Ribbon—top 5% in training corps in leadership position
- (36) Achievement Ribbon—top 5% for significant achievement, one per year
- (37) Superior Performance Ribbon—10 % for a single or sustained superior performance
- (38) Academic Ribbon—A in AFJROTC, 3.0 overall Semester GPA
- (39) Leadership School Ribbon—Completing Cadet Leadership Course (CLC)
- (40) Special Teams Competition Ribbon—Placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> in team competition
- (41) Orienteering Ribbon—Completing Unit Orienteering Program
- (42) Co-curricular Activities Leadership Ribbon—Outstanding leader of JROTC event
- (43) Drill Team Ribbon—75% of drill events per year, routinely attends practice
- (44) Color Guard Ribbon—75% of Color Guard events per year or as SASI determines
- (45) Saber Team Ribbon –75% of Saber team events per year or as SASI determines
- (46) Marksmanship Ribbon—100% on safety test, and top 50% of unit shooters during postal competitions
- (47) Good Conduct Ribbon—No adverse reports, suspensions, detentions, Saturday school
- (48) Service Ribbon—30 hours volunteer/community service, significant contribution
- (49) Health and Wellness Ribbon—completing initial and final fitness test events
- (50) Recruiting Ribbon—Participate in all recruiting efforts/events, personally recruit
- (51) Activities Ribbon—Significant contribution to AFJROTC activities/teams
- (52) Attendance Ribbon—no unexcused absences, no more than 4 excused in semester
- (53) Dress and Appearance Ribbon—No missed uniform days, 90% or better average, top 20% of unit
- (54) Longevity Ribbon—Completing each AS year
- (55) Bataan Death March Memorial Hike Ribbon
- (56) Patriotic Flag Ribbon

**d. Civil Air Patrol (CAP) Awards.**

- (57) General Carl Spaatz Award
- (58) General Ira C. Eaker Award
- (59) Amelia Earhart Award
- (60) General Billy Mitchell Award
- (61) General J.F. Curry Achievement Award

## Awards

**Ground School Badge.** Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA.

**Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the Cadets Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

**Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the Cadets Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge.

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

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

**Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.

**Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC 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 should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

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

**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

**Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

### **AWARDS AND DECORATIONS**

The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform.

Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.

**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.

**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.

**Cadet Humanitarian Award.** Award: 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.

**Silver Star Community Service with Excellence Award.** Award consists of a ribbon with 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.



**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.

**Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding third-year cadet. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (promptness, obedience, and respect for customs).

**Daedalian Award.** The Order of Daedalians 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. The award also includes a ribbon. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

**American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one third- or fourth-year cadet, based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate military leadership qualities.
- Actively participate in student activities

**American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to a third- or fourth-year cadet based on the cadet's general military excellence. Each cadet must:

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

**Daughters of the American Revolution (DAR) Award.** This award consists of a bronze medal and ribbon. This award is presented annually to one fourth- year cadet that meets the following criteria:

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

**American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon. 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)
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of "A" (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes.

**Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. This award is presented annually for military and academic achievement to an outstanding fourth-year cadet in a 4-year program. The recipient must possess individual characteristics contributing to leadership such as:

- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

**Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon. 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.

**Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. 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.

**Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. 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:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
- Be active in student activities.
- Not have been previous recipients of this award.

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

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

**Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

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

**Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate. 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 Co-Curricular activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been previous recipients of this award.

**Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon.

This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

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

**Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon. 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 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

**Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

**Sons of Confederate Veterans H. L. Hunley Award.** This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate.

**Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing. Actively participate in cadet corps activities.

**The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

**The Celebrate Freedom Foundation.** Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

**National Society United States Daughters 1812 Award.** Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

**Air Commando Association Award.** Awarded annually at the SASI’s discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate.

**Non-Commissioned Officers Association (NCOA):** This award is presented annually to recognize the most outstanding noncommissioned officer in our cadet corps. The cadet must consistently exhibit the best military bearing, personal appearance, behavior, and leadership ability.

**Distinguished Unit award with Merit (DUAM).** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both

criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.

**Sheriffs Award:** This award recognizes a cadet from each of the four levels of AFJROTC. These cadets are recognized for motivation and have demonstrated leadership excellence as well as outstanding citizenship.

**Independent Order of the Odd Fellows:** this award is awarded to 5 cadets, one from each level of Aerospace Science plus one overall cadet.

**Outstanding Freshman/Sophomore of the Quarter Ribbon:** Freshman/Sophomore selected by their Flight leadership will meet a Board of our top ranking cadets to compete for this ribbon. There are two separate winners each quarter, one freshman, and one sophomore. The two quarterly winners will receive a ribbon and compete at the end of the semester, again through the Board process. These two winners will receive a Silver Star device to place on their previously awarded ribbon. (They will also advance to the brigade level for a similar semester competition).

**Outstanding Freshman/Sophomore of the Year Ribbon/Medal:** At the end of the year our semester winners will compete against each other for our Freshman/Sophomore of the year by once again meeting a Board of our top ranking cadets. The Freshman/Sophomore who is selected by the end of the year board as listed above will receive this medal set. If a cadet wins the freshman “Cadet of the Year” in this process and subsequently wins the sophomore “Cadet of the Year” in the process of the following year, they then receive a Silver Star device to put on the medal and one for the ribbon.

**Captain Brandon L. Cyr Leadership Excellence Award:** This is **NOT** an annual award, rather it is awarded when a cadet has truly displayed outstanding leadership excellence. Cadets chosen for this award must also be a graduate of an Air Force Cadet Leadership Course.

**Panther Air Wing Achievement Medal:** This is **NOT** an annual award, rather it is awarded when a cadet has clearly achieved at a higher level than his/her peers. Criteria includes but it is not limited to outstanding contributions to the Panther Air Wing, exceptional support of the North Valleys High School family, an outstanding participation in community service. Cadets chosen must have an acceptable GPA (minimum of 2.5), must have demonstrated outstanding leadership/followership, and upheld the Air Force core values on a consistent basis.

**Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

**Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of 2% of their cadets to their Region Director 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 Co-Curricular activities.
- Academic performance: nominee must be in good academic standing in all high school course work.
- Significant self-improvement.
- Community involvement.

**Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. 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.

**Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

**Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

**Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

**Academic 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.

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

**Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.

**Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum and competing in a district orienteering meet.

**Co-curricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

**Drill Team Ribbon.** Awarded to distinguished participation in 75% of all scheduled drill team events per academic year, or 10 drill team events in an academic year, whichever is lower. After receiving the initial ribbon, oak leaf clusters will be worn for additional awards.

**Color Guard Ribbon:** Awarded to distinguished participation in at least 25% of all scheduled color guard events per academic year, or 5 color guard events in an academic year, whichever is lower? After receiving the initial ribbon, oak leaf clusters will be worn for additional awards.

**Saber Team Ribbon.** Awarded for distinguished participation in at least 25% of all sabre team events per academic year, or 5 sabre team events, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or facility in a semester.

**Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.

**Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the



Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon.

**Recruiting Ribbon.** This ribbon is awarded for recruiting two new cadets upon their enrollment in ROTC or by recruiting one new cadet from a recruiting event, ribbon will be awarded once the new cadet enrolls in the program.

**Activities Ribbon.** Awarded for participation in co-curricular 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, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

**Attendance Ribbon.** Awarded to cadets with no more than 4 excused and no unexcused absences in a semester.

**Dress and Appearance Ribbon.** Awarded for wearing the uniform on ALL designated uniform days and conforming to all AFJROTC dress and appearance standards.

**Longevity Ribbon.** Awarded for completion of each successful AS year.

**Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

**Patriotic Flag Ribbon.** May be 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.

**CAP Awards.** Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform.

**Certificate of Completion:** Awarded to cadets completing the equivalent of 3 years of AFJROTC.

**Certificate of Training:** Awarded to cadets completing 2 years of AFJROTC.

## Other Awards

**Certain other ribbons and awards are permitted to be worn with the AFJROTC uniform. If you feel you qualify to wear such awards, consult the instructors for approval and placement instructions prior to wearing the award. Some of these may include:**

### **North Valleys High School AFJROTC Letter:**

To be eligible to receive a letter you must be attending AFJROTC classes at the high school, excel in the areas of community service, staff assignment tours, project leadership, and public performances. A cadet must earn 100 cumulative points in any or all of these areas and receive approval by the cadre staff. Points must be earned and spread equally over each semester a cadet is active in the Corps, e.g., if a cadet is active for two semesters, points earned should be approximately 50 per semester, or for one semester all 100 points. Cadets active in other extracurricular activities will be individually evaluated by the instructors, but in all cases must meet the 100-point requirement. Consecutive awards are given in the form of North Valleys High School Chevrons. (Further guidance will be provided as requested in the course syllabus).

**Principal's Award:** Presented to a cadet that has compiled at least a 3.25 GPA, shown outstanding leadership, and been an active contributor and solid citizen here in the North Valleys High School community.

**North Valleys High School AFJROTC "Colonel Alexander Woods JR. Scholarship":** Each year, the JROTC instructor staff will select one outstanding senior cadet to receive this prestigious award in honor of our former Director of HSJROTC for WCSD. Criteria includes overall achievement, grades (GPA), attitude, and participation.

**Nevada Air National Guard Scholarship:** Each year, the NVANG will sponsor up to two scholarship(s) awarded to an outstanding senior cadet, nominees will be required to go before a Air National Guard selection board.

**Captain Brandon L. Cyr Memorial Scholarship:** To be eligible for this scholarship a cadet must be a graduate of the North Valleys Cadet Leadership Camp (CLC). The recipient of this scholarship is selected by a committee comprised of the Cyr family, a United States Air Force active duty officer, and the Commandant of the Cadet Leadership School.

**Other Awards:** Various other organizations, such as the Elks, Sheriff's Department, Odd Fellows and the University of Nevada-Reno, to name a few, may also present annual awards to well-deserving cadets.

**Recognition of Other Service/Unit Awards:** Some cadets come to our program from other AFJROTC or service units. NV-20012 makes every effort to recognize these cadet achievements. Once official documentation and proof of authorization has been received from the old unit, these cadets are then issued AFJROTC equivalent ribbons or awards for proper wear on their AFJROTC uniform.

## **District Level Unit Awards**

**Ann Loring Leadership Excellence Award:** Offered to a cadet who exhibited outstanding leadership and followership while maintaining academic excellence as both a cadet and member of the entire student body at North Valleys High School.

**Nancy Hollinger Leadership Excellence Award:** Offered to a cadet who exhibited outstanding excellence as both a cadet and member of the entire student body at North Valleys High School.

## LEADERSHIP CORD LIST



<b><u>Color</u></b>	<b><u>Leadership Position</u></b>
<b>Metallic Silver/Royal Blue</b>	<b>Air Wing Commander</b>
<b>Metallic Silver/Teal</b>	<b>Vice Wing Commander</b>
<b>Infantry Blue/Metallic Silver</b>	<b>Wing Executive Officer</b>
<b>Metallic Silver/Dark Red</b>	<b>Wing Command Chief</b>
<b>Jay Blue/Royal Blue</b>	<b>Wing Guide</b>
<b>Metallic Silver/Black</b>	<b>Brigade Representative</b>
<b>Metallic Silver/Gold</b>	<b>Special Advisor #1</b>
<b>Metallic Silver</b>	<b>Special Advisor #2</b>
<b>Royal Blue/Gray</b>	<b>Squadron Commanders</b>
<b>Gray/Dark Red</b>	<b>First Sergeants</b>
<b>White/Royal Blue</b>	<b>Support Officers</b>
<b>White/Dark Red</b>	<b>Support NCOs</b>
<b>White/Infantry Blue</b>	<b>Athletic, Color Guard, &amp; Drill OICs</b>
<b>Red/Infantry Blue</b>	<b>Athletic, Color Guard, &amp; Drill NCOs</b>
<b>Black/Jay Blue</b>	<b>Flight Commanders</b>
<b>Dark Red</b>	<b>Flight Sergeants</b>
<b>Infantry Blue/Gray</b>	<b>Flight Guides</b>
<b>Infantry Blue</b>	<b>Guides in Training</b>
<b>Green</b>	<b>Element Leaders</b>
<b>Gray</b>	<b>Assistant Element Leaders</b>

## AFJROTC LETTERING POLICY



### **LETTERING OBJECTIVE:**

The North Valleys High School AFJROTC Lettering Program is designed to recognize those cadets who have excelled in the areas of community service, staff assignment tours, project leadership, and public performances.

### **PROGRAM CONDITIONS:**

To receive an AFJROTC Letter a cadet must earn an equal number of points per semester the cadet is active in the corps and in a minimum of two separate activities (e.g., color guard and drill performance, or color guard and community service, etc.). Letters will be awarded during the annual awards ceremony. The completed lettering record must be turned in to an Instructor at least two weeks prior to the ceremony. Points will not carry over to future terms except those earned after the suspense, which will carry over to the first semester of the next year. Cadets who have completed all requirements to receive a letter and are moving, or changing schools, will receive their letter prior to leaving (if possible), otherwise it will be mailed.

To be eligible, a cadet must have an AFJROTC Lettering Record (sample attached) documentation reflecting his/her participation in events. The Vice Wing Commander will create and maintain a master AFJROTC Lettering File (kept in the Vice's leadership drawer). In addition, the Vice Commander is responsible for maintaining the lettering board on the wall in the Instructor's office. After each event, the responsible cadet will provide the Vice Wing Commander with a list of participants at which time the Vice Wing Commander will enter and sign off the information (as correct) on the cadet's lettering record, as well as update the lettering board. No cadet will have the Vice Wing Commander enter excessively late events (outside of the current semester) on the lettering record.

To receive an AFJROTC Letter, the Vice Wing Commander will sign off the completed record and give it to the Air Wing Commander for his/her signature of authentication. The record will then be given to the designated Instructor who will also sign it and maintain it on file.

It is each cadet's responsibility to ensure their AFJROTC lettering record accurately reflects their participation in events. This must be done as soon as possible after the event, in order for progress towards awarding of a letter to be accurately monitored.

### **LETTERING POINTS MAY BE AWARDED AS FOLLOWS:**

- 30 Points (15 per semester) for meeting performance standards as Cadet Squadron Commander or Vice Wing Commander (determined by the instructors).
- **20 Points (10 per semester) for meeting performance standards in a leadership position (Officer or NCOIC) (determined by the instructors).**
- 20 Points for meeting performance standards as primary project manager, or 15 points as the assistant project manager, for annual events such as the food drive, recruiting drive, annual Awards Ceremony, Dining-In, Military Ball, Cadet Olympics, drill competitions, etc. (determined by the instructors).
- 5 Points for Color Guard, Drill Team, Honor Cordon, or Parade Performances (excludes competitions).
- 5 Points for JROTC Team Competition Participation (Brigade Drill Meet, Cadet Olympics, Veteran's Day Parade, Leadership Camp, etc.).
- 5 Points for active cadet recruiting and education fairs.
- 5 Points at Instructor, Cadet Squadron Commander, or Vice Wing Commander discretion for leadership, commitment, or dedication.
- 10 points for other activities not listed may receive points as approved by the Instructors.

***Cadets may earn only one letter per school year, i.e., August - June.***

## AFJROTC LETTERING RECORD

CADET NAME: \_\_\_\_\_

Record Start Date: \_\_\_\_\_ Record Completion Date: \_\_\_\_\_

1<sup>st</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

2<sup>d</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

3<sup>rd</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

4<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

5<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

6<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

7<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

8<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

9<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

10<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

12<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

13<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

14<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

15<sup>th</sup> Event: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Vice Commander \_\_\_\_\_

**TOTAL POINTS EARNED:** \_\_\_\_\_

AIR WING COMMANDER: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Instructor Bio's**



### **Lt Col Peter D'Amico Senior Aerospace Science Instructor**

Lieutenant Colonel D'Amico is the newest member of North Valleys High School's AFJROTC program, joining the team in August 2016. He began his military career in the United States Army, enlisting after high school graduation and serving as a helicopter repair specialist before accepting an appointment to the United States Air Force Academy. After graduation from the U.S. Air Force Academy, Lt Col D'Amico completed Undergraduate Pilot Training at Williams Air Force Base, Arizona. Over the next 19 years, he served B-52G/H pilot, evaluator pilot, and aircraft commander in various locations, and also as a T-37 and T-38 instructor pilot and evaluator pilot, training pilot and instructor candidates. From 1998-2000, Lt Col D'Amico served as Assistant Air Attaché to Ukraine, working at the U.S. Embassy in Kiev, Ukraine as advisor to the U.S. Ambassador, U.S. Defense Attaché, and U.S. Country Team. His last assignment prior to retirement from active duty in 2006 was Commander, 559<sup>th</sup> Flying Training Squadron at Randolph Air Force Base, San Antonio Texas.

Following Retirement, Lt Col D'Amico served as Director of Operations/Chief Pilot for Doss Aviation's Initial Flight Screening Program, charged with screening 2,000 Air Force aviator candidates annually. For past six years, he has served as the Senior Aerospace Science Instructor at Lowell High School in Lowell, Massachusetts.

Lt Col D'Amico is a Command Pilot and FAA Certified Flight Instructor with more than 4m500 flying and instructor hours in the B-52G/H, T-37, T-38, C-12, Diamond DA-20, Piper Comanche and Cessna aircraft. He holds a Bachelor of Science in International Affairs, Russian Area Studies from the U.S. Air Force Academy, a Master's of Aeronautical Sciences from Embry-Riddle Aeronautical University, a Master's in Military Operational Art and Science from Air University Air Command and Staff College, and a Juris Doctor from Suffolk University Law School. He and his wife have married for 29 years, and have two sons.



## **CHIEF MASTER SERGEANT DAVE QUESENBERRY**

### **Aerospace Science Instructor (ASI)**

CMSgt “Chief” Quesenberry was born in Radford, Virginia in 1950 and moved to Duluth, Minnesota when he was in the 8<sup>th</sup> grade. He graduated from Hermantown High School in 1968. He attended Itasca State Community College, Grand Rapids, MN; Thomas Nelson Community College, Hampton, VA; the University of Wisconsin-Superior, Superior; Wisconsin, the Community College of the Air Force, Montgomery, Alabama; and Western Illinois University, Macomb, Illinois. He has a degree in Personnel Management and one in Instructor Technology.

The Chief enlisted in the United States Air Force in 1971 where he served as an accounting specialist/technician/supervisor and had assignments in Texas, Okinawa, Kansas, Idaho, and North Dakota. In 1978 he transferred from the Air Force to the Minnesota Air National Guard in Duluth, Minnesota where he served as an accountant, personnel manager, and recruiter. In 1988, he became an instructor at the Air National Guard Noncommissioned Officer’s Leadership School and Noncommissioned Officer’s Academy. He taught and wrote curriculum in Communication Skills and taught in Military Studies and Leadership & Management. When he was promoted in 1992 to Senior Master Sergeant, his duties changed and he became the Director of Resources, responsible for yearly class schedules, the Academy’s budget, planning and being master of ceremonies for graduation ceremonies, selecting and scheduling graduation speakers, and scheduling and conducting regional and national seminars for the Academy Alumni Association. He also advised the Commandant of the Academy on faculty selection, alumni matters, curriculum development, and faculty promotions. In November 1994, he was selected for promotion to Chief Master Sergeant and assigned to the Air Force Senior Noncommissioned Officer’s Academy. Here the Chief was a classroom instructor, the Air National Guard (and at times the Air Force Reserve) liaison at the Senior Academy, advised the Commandant on Guard/Reserve issues, re-wrote the Academy’s Physical Fitness program, and advised the Air Force College of Enlisted Professional Military Education on curriculum items specific to the Air National Guard.

The Chief is married to Danelle. They have four sons, two daughters, and eleven grandchildren. His hobbies include downhill skiing, golf, hunting, traveling, working on their summer lake home, and spending time with his family.



## **Master Sergeant James A. Lorenz Aerospace Science Instructor (ASI)**

Sergeant Jim Lorenz began his military career in the Army Reserves, Salt Lake City, Utah in 1980. Upon graduation as a Visual Information Equipment Media Maintenance Repair Specialist, he was stationed at the 536<sup>th</sup> Signal Company, Fort Douglas, Utah in 1981. Sergeant Lorenz then joined the United States Air Force in 1983 and began technical training as a Security Policeman, Lackland Air Force Base in Texas. He was then stationed at Fairchild Air Force Base, Washington until 1984. During this time, Sergeant Lorenz was awarded the First Sergeant Diamond award for Outstanding Appearance and Outstanding Airman. Sergeant Lorenz was then stationed overseas at RAF Mildenhall, United Kingdom where he served from 1984-1988. During this time Sergeant Lorenz was a Security Trainer and evaluator for all Security Police Controllers. He was then stationed at F.E. Warren Air Force Base, Wyoming where he served in the missile field as a Security Controller and Flight Chief. During Operation Desert Storm I, Sergeant Lorenz was tasked with training all Security Controllers in order to ensure timely backfill for those members being deployed to the Gulf. Sergeant Lorenz was released from active duty in Nov 1992 and joined the Nevada Air National Guard where he served as Non Commissioned Officer In Charge of the training section for the 152<sup>nd</sup> Security Police Squadron. Sergeant Lorenz was then chosen as the 152<sup>nd</sup> Retention Office Manager in 1996 and completed his training as Retention Office Manager at Magee Tyson Air National Guard Base in Knoxville, Tennessee. Shortly after completing his training, Sergeant Lorenz was awarded Retention Office Manager of the year for the Air National Guard in 1997. He was the recipient for the High Roller Hero award in 1998 and Best Retention for Region I in 2000. Sergeant Lorenz was selected as Senior Non Commissioned Officer, Third Quarter, 2005 for the Nevada Air National Guard. In June of 2009 Sergeant Lorenz was selected as the current Non-Commissioned Officer for North Valleys High School AFROTC program.

Sergeant Lorenz is active in the community and has adopted a boy. Sergeant Lorenz has an Associate's Degree in Business Administration and also completed a Bachelor's Degree in Educational Management and is currently enrolled in a Master's Degree program in Educational Leadership. Sergeant Lorenz is active in the Crosswinds Church in Sparks

Sergeant Lorenz has been married for 33 years and has three children ages 26, 16 and 16 all living at home.

Subject: LAB Fee Policy Letter

To: All Cadets, Parents and/or Guardians

Reference Chapter 1 of the Cadet Guide in regards to the \$20.00 LAB Fee requirement and its effect on Uniform Inspection. This LAB Fee is necessary for two primary reasons; 1) The purchase of cadet name tags; and 2) The cost of cleaning and tailoring uniforms. Therefore, it is extremely important LAB Fees are paid in full and as soon as possible by each and every cadet. We now have the following requirements for payment and potential consequences for non-payment:

1. The LAB Fee should be paid-in-full by the end of the 2<sup>nd</sup> week of September (five weeks into the school year). Payments are made to the school's bookkeeper in the main office.
2. Any request for an exception to this policy will be handled on a case-by-case basis. However, full payment of the LAB Fee will have to be made by the end of the 1st week of the Semester the cadet is enrolled in AFJROTC.
3. In support of this necessary change in policy, no cadet uniform will be issued until the LAB Fee has been paid-in-full, except as determined on a case by case basis.
4. To remain in compliance with Air Force JROTC policy on uniform wear, cadet uniform inspections will begin no later than the 7<sup>th</sup> week of school and will be recorded as a graded item for each cadet on scheduled uniform wear days. An unexcused miss of an inspection due to non-uniform wear will result in a grade of "zero" for that week's inspection.
5. The importance of weekly uniform wear cannot be overstated as it will count for 20% of the cadet's grade for the semester. Again, exceptions will be evaluated on a case-by-case basis and generally determined by a family's ability to pay the fee on time.

It currently cost over \$30.00 per uniform to have the dark blue items dry cleaned and the light blue shirts/blouses laundered and pressed. The LAB Fee doesn't entirely cover the cost of cleaning, or the cost of purchasing the metallic silver and blue plastic name tags on the uniform. If you have any questions or concerns in regards to this LAB Fee, or its possible effect on grades, please call the ROTC Dept. 775-677-5499 X 32620. We will be happy to explain this policy.



# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

Air Force JROTC Gold Valor Award	Air Force JROTC Silver Valor Award	Cadet Humanitarian Award	Silver Star Community Service with Excellence Award	Community Service with Excellence Award	Air Force Association Award
Deedelian Award	American Legion Scholastic Award	American Legion General Military Excellence Award	Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award
Military Order of World Wars Medal	Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award	Scottish Rite, Southern Jurisdiction Award
Military Order of the Purple Heart	Air Force Sergeants Association	Sons of Union Veterans of the Civil War	Sons of Confederate Veterans H.L. Hunley Award	Tuskegee Airmen Inc. AFJROTC Cadet Award	The Retired Enlisted Association Award
Celebrate Freedom Foundation Award	National Society United States Daughters of 1812	Air Commando Association Award	Non-Funded National Award	Distinguished Unit Award With Merit	Distinguished Unit Award
Outstanding Organization Award	Outstanding Flight Ribbon	Top Performer Award	Outstanding Cadet Ribbon	Leadership Ribbon	Achievement Ribbon
Superior Performance Ribbon	Academic Ribbon	Leadership School Ribbon	Special Teams Competition	Orienteering Ribbon	Co-Curricular Activities Leadership Ribbon
Drill Team Ribbon	Color Guard Ribbon	Sabre Team Ribbon	Marksmanship Ribbon	Good Conduct Ribbon	Service Ribbon
Health and Wellness Ribbon	Recruiting Ribbon	Activities Ribbon	Attendance Ribbon	Dress and Appearance Ribbon	Longevity Ribbon
Bataan Death March Memorial Hike Ribbon	Patriotic Flag Ribbon	Gen Carl A. Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)	Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)
		Gen J. F. Curry Award (CAP)			

Version: 10 February 2016

