

NORTH VALLEYS HIGH SCHOOL

AFJROTC

CADET GUIDE

NV-20012



PANTHER AIR WING

2021-2022

## Table of Contents



1. Introduction	1
2. Admission Standards	2
3. Mission, Goals and Core Values	3
4. Cadet Honor Code	4
5. AFJROTC Cadet Creed	5
6. Things Never to Be Said	6
7. Aerospace Science Program History and Benefits	7
8. NV-20012 Panther Air Wing Overview	9
9. General Expectations	10
10. Classroom Procedures and Conduct	12
11. Student Status	14
12. Grading Criteria	15
13. Extra-Curricular Activities	16
14. Curriculum In Action (CIA) Trips	18
15. Cadet Leadership Course (CLC)	19
16. Unit Organizational Chart	20
17. Chain of Command	21
18. My Cadet Chain of Command	22
19. Unit Manning Document	23
20. Leadership Job Descriptions	24
21. Promotion Policy and Procedures	30
22. Military Courtesy and Saluting	33
23. Cadet Appearance and Grooming Guidelines	35
24. Proper Wear of the Uniform	40
25. Uniform Accoutrements and Badges	45
26. How to tie a tie	49
27. Authorized Air Force JROTC Badges and Insignia	50
28. Air Force JROTC Rank Insignia	52
29. Cadet Male Headgear	53
30. Cadet Female Headgear	54
31. Cadet Wear of Berets	55
32. Cadet Wear of ABU Uniform	56
33. Cadet Light Weight Blue Jacket	58
34. Cadet Male Service Dress	59
35. Cadet Female Service Dress	60
36. Cadet Male Blue Shirt	61
37. Cadet Female Blue Shirt	62
38. Cadet Flight Suit (Male and Female)	63
39. Cadet Semi-Formal Uniform	64
40. Sample Exhibition Uniform	65
41. Sample Uniform Pictures	67
42. AFJROTC Awards and Decorations	70
43. Unit Awards and Recognition Program	85
44. AFJROTC Lettering Policy	87
45. Ribbon Chart	88

# CONTACT INFORMATION



## Senior Aerospace Science Instructor (SASI):

**Lt Col (Retired) Peter D'Amico:** 775-677-5499 ext. 32620 (work)  
[peter.damico@washoeschools.net](mailto:peter.damico@washoeschools.net)

## Aerospace Science Instructors (ASIs):

**SMSgt (Retired) James Crutchfield:** 775-677-5499 ext. 32619 (work)  
[james.crutchfield@washoeschools.net](mailto:james.crutchfield@washoeschools.net)

**MSgt (Retired) James Lorenz** 775-677-5499 ext. 32621 (work)  
[jlorenz@washoeschools.net](mailto:jlorenz@washoeschools.net)

Our website is: [www.washoeschools.net/afjrotc](http://www.washoeschools.net/afjrotc)

**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 does not always work). However, cadets should use their cadet chain of command for routine issues or questions such as uniform questions, etc. If you still need assistance after using your cadet chain of command, call an instructor.

## INTRODUCTION



Welcome to the Nevada 20012 (NV-20012) Air Force Junior ROTC (AFJROTC) Panther Air Wing. Whether you are 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 all areas of cadet corps operations are 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. AFJROTC is a voluntary program. 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 students with disabilities.

**2. Disenrollment.** As a rule, disenrollment from AFJROTC is approved by the Principal in coordination with the AFJROTC Senior Aerospace Science Instructor (SASI). Disenrollment should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit.

- a. A cadet may be dis-enrolled from AFJROTC for:
  1. Failure to maintain acceptable standards (including uniform wear and grooming)
  2. Inaptitude or indifference to training
  3. Disciplinary reasons
  4. Failure to wear the uniform as directed
  5. Any other reason deemed appropriate by the principal and SASI
- b. Disenrollment Process**
  1. Prior to disenrollment, students will be counseled by the SASI/ASI regarding performance expectations and placed on Student Status (See Student Status Letter Page 14 of this guide).
  2. Cadets being considered for removal for failure to wear the uniform:
    - a. Cadets who miss two unexcused uniform wear in a grading period will be placed on supervised status and will not be allowed to participate in AFJROTC activities.
    - b. Cadets who miss three unexcused uniform wears in a grading period will be removed from the program.
  3. The SASI will coordinate with the Principal for any cadet conduct/behavior requiring immediate disenrollment and removal from the program

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



**Mission**

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

**USAF Core Values**

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

**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:**

**NV-20012 Wing Goals**

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

## CADET HONOR CODE



# **“I WILL NOT LIE, CHEAT OR STEAL, NOR TOLERATE ANYONE AMONG US WHO DOES.”**

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.

## **AFJROTC CADET CREED**



**I am an Air Force Junior ROTC Cadet.**

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

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

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

**My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.**

**I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me.**

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

**I am an Air Force Junior ROTC Cadet.**

## 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!)**

**There is no room for excuses as you grow into adulthood.  
Learn to make good decisions, plan ahead, take action, and be  
an advocate for your own success.**

## REMEMBER



**Decisions, Consequences, Responsibility and  
Accountability!**

**It ALL starts with Attitude!**

**“Whether 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!**

## 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.

**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.

**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 also benefit from 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 and will be considered for leadership opportunities. 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. It also provides valuable experience in management, teamwork, and the ability to willingly accept project challenges for the Air Wing or other civic contributions.
- 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 lifestyle 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.
- Cadets desiring to enlist in the Air Force may be eligible for the Congressman Herbert Chapa 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 PANTHER 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 wing 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.

## General Expectations



1. **General:** You represent a select group and should always conduct yourself in a manner that is favorable to your NV-20012, North Valleys High School 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, 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: when 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 is not allowed 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.

## General Expectations



AFJROTC curriculum 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:

**Prohibition on Physical Discipline and Hazing.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing. Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

- a. 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.
- b. Academic grades are earned in all classroom facets of AFJROTC.
- c. 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.
- d. Cadet behavior and grooming standards must be maintained at the high level expected of an individual in a military oriented organization.
- e. Cadets are expected to establish individual and group goals. Once established, all must cooperate and work together to reach those goals.
- f. Strict timetables and deadlines are established. Failure to meet deadlines will affect your eligibility for field trips, promotion, awards, and decorations, as well as negatively impacting your academic grade.
- g. 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.

**Commented [DP1]:** This section does not seem to be organized in any manner. There is no lettering/numbering on the first paragraph but all others include letters – somewhat confusing.

**Commented [LJ2R1]:** I think we could just take it out, all of this mentioned elsewhere in the cadet guide.

## 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. The uniform must be worn from the first bell to the end of the school day unless permission to change is received by an AFJROTC instructor.
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. 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*,” flight chiefs will conduct roll call, and document those cadets absent/tardy., then the flight commander will send a student to inform instructors that the flight is prepared. 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*,”
6. Cadets will always display proper courtesy and manners toward the instructors and other cadets. 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. Cadets who do not meet performance expectation including wear of the uniform and participation in physical training and other classroom activities will be counseled regarding their performance. Continued failure to meet these expectations will result in placement on Student Status as defined below and/or removal from AFJROTC.
2. Cadets failing to observe classroom rules will be warned to correct their behavior. If infractions continue, the cadet will be escorted to Student Support Office.
  - a. 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 SASI/ASI. Probation is outlined below.
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 grade in AFJROTC.
  - 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) 677-5499 x32620, or [peter.damico@washoeschools.net](mailto:peter.damico@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: \_\_\_\_\_

## GRADING CRITERIA



**Classroom/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 Thursday or Friday, 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.

**Physical Training (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 Monday/Tuesday 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 always display courteous and considerate behavior. 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 is 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.

**Assessments:** Students will be tested regularly on curriculum learned throughout the semester. These will be announced in advance so students can properly prepare.

**Final Exam:** The final exam will consist of performance assessments in uniform wear, physical fitness, briefing and presentation skills, and drill. Additionally, each class will also have a written final exam combining material learned in both aerospace science and leadership studies.

## **EXTRA-CURRICULAR ACTIVITIES**



**Participation Criteria** - Participating on our Color Guard, Competition Teams, other extra-curricular activities and 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 position. For other extra-curricular activities, participation will be based on G-A-P.

- **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.**

#### **Extra-Curricular Activities**

- 1. Competition Teams:** All cadets have the opportunity to join our competitive teams and extra-curricular activities. These activities are largely after school one or more days per week. Competitions are held throughout the calendar year, normally on Friday/Saturdays.
  - a. 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, as well as competitions in other parts of the region. Practices are normally after school.
  - c. Air Rifle Team:** AFJROTC cadets may also qualify as members of the air rifle team, competing within the district as well as nationally among all AFJROTC units in the country. If the team qualifies, cadets may also have the opportunity to travel to service national competition.
  - d. Raider Challenge.** Raider challenge competitions are held in the spring. This is an army style CrossFit competition consisting of various events. Teams may be male-only, female-only, or combined male/female.
  - e. JROTC Leadership and Academic Bowl (JLAB):** This is an academic team competition on-line where cadets compete against JROTC throughout the nation. The competition is held in a series of rounds. Teams earning place in the finals compete in Washington DC against JROTC team finalists from all service branches.
  - f. Cyber Patriot:** This is a scenario-based computer simulation where students compete using computer software to either attack or defend a computer network. Teams compete regionally and can earn a spot at the national championships.
- 2. Cadet Honor Guard.** This group represents AFJROTC and NVHS throughout the city and state, providing color guards and honor guards at the beginning of athletic competitions and other events throughout the area, they perform patriotic ceremonies on specific holidays during the year, and the raise and lower the flag daily at NVHS.

- a. **Color Guard:** Cadets in good standing are eligible to try out for Color Guard. 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.
- b. **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.

**3. Remote Controlled (RC) Aircraft Club, Civil Air Patrol (CAP) Orientation Flights, and Air Gliding and Soaring Activities:** These 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. CAP Flights, when available, will be based on cadet performance (GAP) and interest. Ask your instructor for further information.

**4. Other Activities.** Other activities throughout the year include (but are not limited to): Military Ball, Dining-In, Bataan Death March, Cadet Olympics, various field trips and other events.

**5. 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.

#### **Panther Air Wing Participation**

Participation in cadet corps activities and functions is vital for morale, *esprit de corps* and unit success – each cadet makes a DIFFERENCE! 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



## CADET LEADERSHIP COURSE



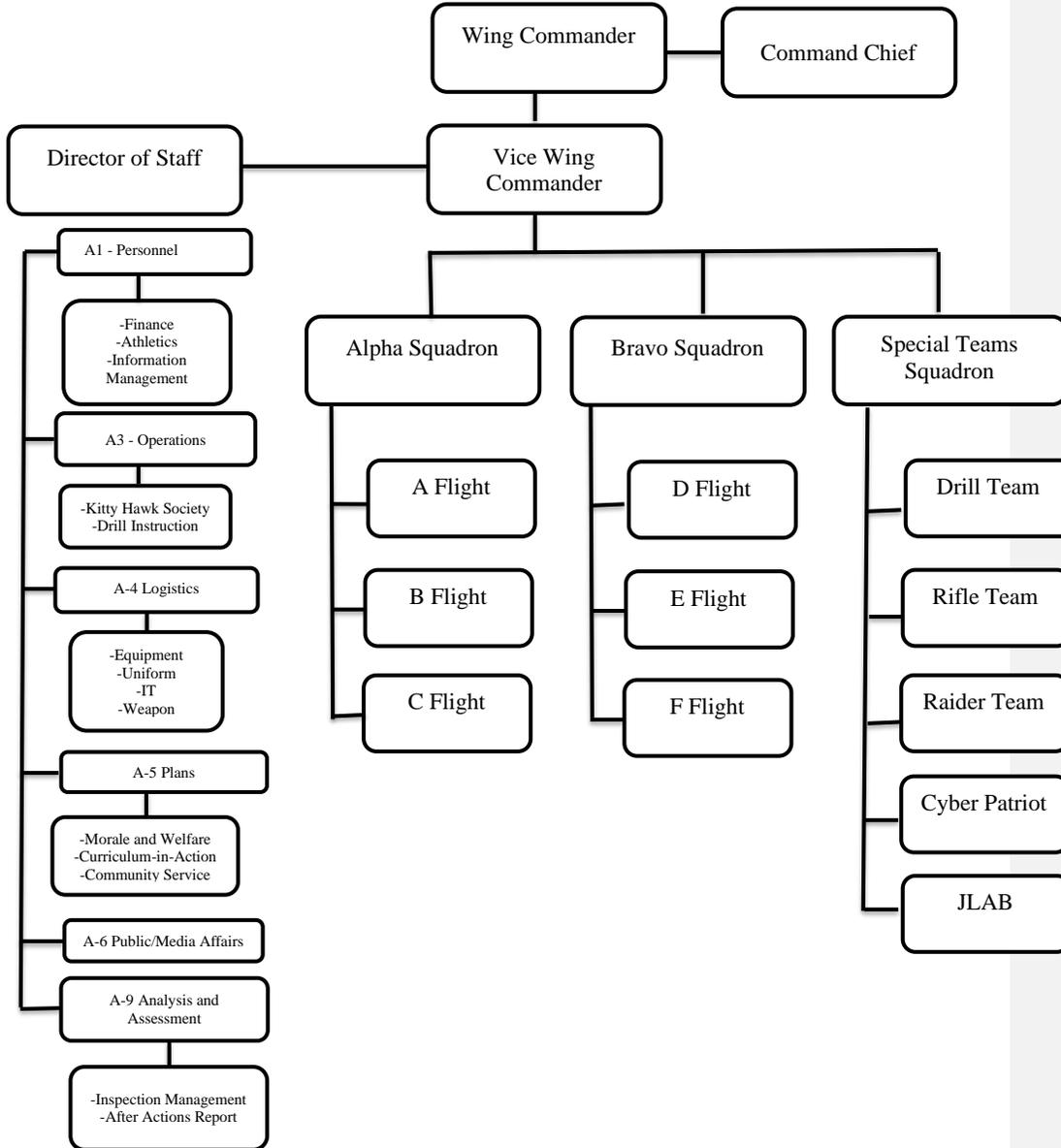
Cadets may be offered the opportunity to attend our Cadet Leadership Course (CLC) each summer, normally in June. This one-week summer camp is typically conducted at an off-site location, and is a military-style, rigorous leadership camp designed to enhance cadet's leadership ability and readiness to assume positions within the corps and beyond. The curriculum is fast moving and exciting, and challenges cadets physically, mentally, and emotionally.

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. Cadets in good standing as sophomores and above 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. Since slots are limited, the final selection is made based on overall performance in the cadet corps. Final cost for CLC will be based on any available Air Force funding and unit fundraising activities.

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.

## Panther Air Wing Organizational Chart



## 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:** \_\_\_\_\_

**Principal:** Mrs. Desiree Mandeville

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

**ASI:** SMSgt (Retired) James Crutchfield

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

## My Cadet Leadership Chain



<u>Position</u>	<u>Rank/Name</u>
<b>Panther Air Wing Commander:</b>	_____
<b>Vice Wing Commander:</b>	_____
<b>Command Chief</b>	_____
<b>Squadron Commander</b>	_____
<b>Squadron Superintendent</b>	_____
<b>Flight Commander</b>	_____
<b>Flight Chief</b>	_____
<b>Section Chief</b>	_____
<b>Element Leader</b>	_____

**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	Air Wing Commander (CC)	Cadet Colonel	1
	Vice Wing Commander (VC)	Cadet Colonel	1
	Wing Director of Staff (DS)	Cadet Lieutenant Colonel	1
	Wing Command Chief (CCC)	Cadet Chief Master Sergeant	1
	Wing Guide (CCG)	Cadet Master Sergeant	1
Brigade Representative	Brigade Rep Officer (BR)	Cadet Lieutenant Colonel	1
A-Staff Directors	Director (A1, 3, 4, 5, 6, 9/Dir)	Cadet Captain	1
Student Support Squadrons	"A" Sq. Commander (ASQ/CC)	Cadet Major	1
	"B" Sq. Commander (BSQ/CC)	Cadet Major	1
	"A" Sq. Superintendent (ASQ/SEM)	Cadet Senior Master Sergeant	1
	"B" Sq. Superintendent (BSQ/SEM)	Cadet Senior Master Sergeant	1
Special Teams Squadron	Teams Commander (ST/CC)	Cadet Major	1
	Teams Superintendent (ST/SEM)	Cadet Senior Master Sergeant	1
Morale, Welfare and Recreation	MWR Officer (MWR/OIC)	Cadet Captain	1
	MWR) NCOIC	Cadet Master Sergeant	1
Community Service	Officer (CS/OIC)	Cadet Captain	1
	NCO (CS/NCOIC)	Cadet Master Sergeant	1
Information Technology	Technology Officer (TO)	Cadet Captain	1
	Technology NCOIC (TOE)	Cadet Master Sergeant	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	2
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/Media Affairs	Media Officer (PA)	Cadet Captain	1
	Media NCOIC (PAE)	Cadet Master Sergeant	1
Athletics	Athletic Officer (AO)	Cadet First Lieutenant	1
	Athletic NCOIC (AE)	Cadet Technical Sergeant	1
Honor Guard	Honor Guard Commander (HG)	Cadet First Lieutenant	1
	Honor Guard NCOIC (HGE)	Cadet Master Sergeant	1
Flight Commanders	Flight Commander (FCC)	Cadet Captain	6
	Flight Chief (FC)	Cadet Master Sergeant	6
	Section Chief (SC)	Cadet Technical Sergeant	12
	Element Leaders (EL)	Cadet Staff Sergeant	24
Flight Representative	Flight Representative (FR)	Cadet Senior Airman	24

## 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. Have NO 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 Director of Staff**

- a. Works directly with Wing staff at the direction of the Air Wing Commander.
  - i. Supervises A-Staff
- 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.

**Wing Command Chief**

- 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.

**District Brigade Representative (If selected)**

- a. Duties and responsibilities as assigned by the District JROTC Headquarters Office.

**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 Commander – Special Teams**

- a. Oversees team commanders/captains for all competition teams.
- b. Ensures accurate team rosters and required documentation.
- c. Acts as liaison between the wing staff and teams.
- d. Assists the Wing Commander in inspection of the corps.

**Squadron Superintendent (A/B Squadrons, and Special Teams):**

- a. Assists Squadron Commander as needed/directed in maintaining proper order, discipline and morale.

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

**A-1 Director of Personnel**

- a. Directs and organizes all personnel actions per Wing Commander guidance.
- b. Directly supervises Personnel, Finance, Athletics, and Info Management OICs.

**Personnel OIC/NCO**

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

**Finance OIC/NCO**

- i. Assists Instructors in establishing financial management procedures.
- ii. Assists the Instructors in maintaining cadet funds.
- iii. Plans, organizes, and conducts cadet corps fund drives.
- iv. Attend regularly scheduled Wing Finance Committee meetings.

**Information Management OIC/NCO**

- i. Publishes, distributes, and files all administrative orders, letters, and other correspondence.
- ii. Maintains and files all Instructor, Staff, and cadet corps correspondence.
- iii. Works as a team with Personnel Officer & NCOIC ensuring all cadet personnel actions are properly and accurately recorded.
- iv. Produces, updates, and maintains a current cadet directory.
- v. Performs other duties as assigned by the Wing Commander.

**Athletics OIC/NCOIC:**

- i. Designs and implements the Wing Physical Training program.
- ii. Monitors progress of planning for the annual Brigade Cadet Olympics competition.
- iii. Designs and implements a training program for all cadets who indicate the desire to compete in the Cadet Olympics.
- iv. As part of Special Teams meetings, conducts athletic training in preparation for the Brigade Cadet Olympics.

**A-3 Director of Operations**

- a. Directs and organizes all Operational events per Wing Commander guidance.

**A-4 Director of Logistics**

- a. Directs and organizes all Logistics actions per Wing Commander guidance.
- b. Directly supervises Weapons, Uniform, Information Technology, and Equipment Management OICs

#### **Logistics OIC/NCO**

- i. Manages, inventories, issues, and receives Wing resources at the direction of the instructors.
- ii. Provides guidance to the Wing staff regarding resource management.
- iii. Performs other duties as assigned by Wing Commander.
- iv. Responsible for appearance and cleanliness of all corps storage areas and rooms. Performs periodic cleaning/arranging as necessary to keep rooms in order.
- v. Assists Logistics Commander to plan, organize, and execute uniform issue procedures for all cadets
- vi. Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.
- vii. Responsible for making sure every cadet has completed Uniform Issue Sheet for all uniform items.
- viii. Accounts for all uniforms at the end of the school year.
- ix. Plans, organize, and execute uniform issue procedures for all cadets.
- x. 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.
- xi. Inventories IM systems, accounting for all corps systems, completes AIM inventory list and provides to SASI/ASI for approval.

#### **A-5 Director of Plans**

- a. Directs and organizes all Planning actions for events per Wing Commander guidance.
- b. Directly supervises MWR OICs

#### **Morale, Welfare and Recreation OIC/NCO**

- i. Advises Wing Commander and Senior Enlisted Advisor on state of morale within the cadet corps and provides recommendations to improve morale.
- ii. Primary points of contact and responsible for all cadet activities geared towards maintaining high morale and welfare (outside competition teams) to include events such as dining in, military ball, and recruiting activities.
- iii. Primary points of contact for district and Brigade functions.
- iv. Primary points of contact for all Wing special events.
- v. Responsible for ensuring all cadets who participate in such activities are recognized and given lettering points.

#### **A-6 Director of Public/Media Affairs**

- a. Directs and organizes all Public and Media Affairs actions per Wing Commander guidance.
- b. Directly supervises Public Affairs and Media Relations OICs.

#### **Public Affairs OIC/NCO**

- i. Performs all public relations activities for the cadet corps, and supervises cadets under his/her direct authority

- ii. Provides news releases on wing and cadet accomplishments, events and activities to local media and to school agencies.
- iii. Provides publicity for cadet social functions, events and activities
- iv. Maintains unit scrapbook, media library, archives and other historical records.
- v. Ensures Panther Air Wing website is properly maintained and current.

**Media Relations OIC/NCO**

- i. Maintains the Wing web page.
- ii. Ensures video is completed for all Wing events and activities.
- iii. 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.
- iv. Maintains the Wing Facebook page and corps website to ensure security and access by all cadets/instructors/parents
- v. Responsible for updating the website and face book page to keep information current.
- vi. 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
- vii. Uploads videos and pictures to cadet shared directory and maintains file library in an organized manner
- viii. Produces audio/video slideshows covering cadet events

**A-9 Director of Analysis and Assessment**

- a. Directs and organizes all inspection preparation actions for the Wing per Wing Commander guidance.
- b. Coordinates and assess all After Actions Reports and briefs findings to the Wing Commander
- c. Prepares power point presentations as needed by the Instructors or Wing leadership for ROTC presentations.

**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).

**Honor Guard OIC /NCOIC:**

- a. Ensures cadets are trained in all honor guard procedures and prepared for performances.
- 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).

**Flight Commanders and Flight Chiefs:**

- 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.

**Flight Element Leaders:**

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

**Flight Representatives:** Directly reports to the Flight Commanders and performs the following functions.

- a. Physical Training Leader - Runs PT program and assessments
- b. Logistics Representative - Coordinates logistics actions
- c. Public/Media Affairs Representative - Performs Public Affair actions
- d. Drill Liaison - Ensures drill curriculum and assessments are accomplished

## 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. Leadership Development Requirement 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.

## MILITARY COURTESY and SALUTING



**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 commissioned officers of the United States Armed Forces who are in uniform, including the SASI. Cadets will salute the ASI only in “reporting” situations.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

# CADET APPEARANCE AND GROOMING GUIDELINES



1. **General.** When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
2. **Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
  - a. **Rings.** Cadets may wear a total of no more than three rings: wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and will not be worn on the thumb.
  - b. **Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.
  - c. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform. **No rubber or fabric type bracelets are allowed.**
3. **Eyeglasses or Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. [Exception: Sunglasses are not authorized in formation, unless for

medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.].

4. **Tattoos or Brands.** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
5. **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.10.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.
6. **Back Packs.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).
7. **Use of Headphones/earpieces.** Wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train, or air travel.
8. **Specific Female Grooming Standards. (See AFJROTC Operational Supplement, Chapter 7, Figure 3.2.)**

Hair-Female. No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes. See figure 3.2. When in doubt, assess correct length of hair with Airman standing in the position of attention.

  - i. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
  - ii. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows

that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black, or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

- iii. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color.
- b. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. See figure 3.2). Headgear must fit properly.
- c. All locs, braids, and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, or twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance.
  - i. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards above. **[Exception: Micro-braids or twists are not required to continue to the end of the hair.]**
- d. **Unauthorized:** Mohawk, mullet, or etched design.
- e. **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- f. **Skirts.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.

- g. **Earrings.** Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.
  - h. **Cosmetics.** Male Cadets are not authorized to wear cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.
  - i. **Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.
  - j. Undergarments: (Mandatory)
9. **Specific Male Grooming Standards. (See AFJROTC Operational Supplement, Chapter 7, Figure 3.1).**
- a. **Hair-Male.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).
  - i. **Men's Hair** will be tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are not authorized hair extensions.

See figure 3.1 for graphic examples of appropriate sideburns, mustache and male hair standards.

- ii. **Sideburns.** If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a cleanshaven horizontal line. See Operational Supplement, Chapter 7, Figure 3.1, orifice of the ear opening is at reference point A.
- b. **Mustaches.** Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See AFJROTC Operational Supplement, Chapter 7, Figure 3.1.
- c. **Beards.** Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed  $\frac{1}{4}$  inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.
- d. **Fingernails.** Male cadets are not authorized to wear nail polish.
- e. **Earrings.** Male cadets in uniform may not wear earrings or any other type of facial piercings.
- f. **Undergarments:** Mandatory

## 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
- Combination 2: Short sleeve shirt and tie or tab with ribbons
- Combination 3: Short sleeve shirt, tie, tab without ribbons
- Combination 4: Short sleeve shirt, with ribbons, without tie/tab
- Combination 5: Short sleeve shirt, without ribbons, without tie/tab
- Combination 6: Air Battle Uniform
- Combination 7: Physical Training Uniform

**Commented [LJ3]:** On this issue maybe we should use this Combo language when we post the uniform wear schedule. It will force them to read the cadet guide. If we leave the wear of ribbons or no ribbons up to the kids they will never wear them.

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 always allow for proper wear.
- 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. 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. **Skirts:** Blue uniform skirts are a polyester/wool blend and will be **DRY CLEANED ONLY!** Reference AFI 36-2903 for proper wear of blue skirt.
- g. **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. Female cadets wishing to wear skirt may wear their issued low quarter shoes, or may purchase black, closed toe pumps to wear. Refer to AFI 36-2903 prior to purchasing shoes to ensure they meet regulation guidelines.
  - 1. Pumps. Will be worn with the formal dress, mess dress, and semi-formal uniforms (authorized with all blue maternity uniforms). Optional with the service dress and service uniforms. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.
  - 2. Slip-on Shoes. Can be worn (optional) with the service dress and services uniforms (authorized with all blue maternity uniforms). Commercially designed step-in shoe where the top of the shoe goes over the top of the foot (not mule-types without backs) with rounded toe or plain rounded capped toe. Pointed or squared toes and extreme heel

shapes are not authorized. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.

### 3. General Rules Concerning the Uniform:

- a. **Thursday/Friday 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 class's 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.
- b. 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."
- c. 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 black watch cap that was issued to stay warm at the bus stop.**
- d. 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 or in an outer pocket of your backpack for easy access.
- e. When in uniform, NEVER put hands in pockets other than to get or put something there.
- f. 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!
- g. 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.
- h. Keep the shirt tail tucked in and tuck in the sides of the shirt.
- i. Do not carry bulky items in the pockets.
- j. Shoes (including soles and welts) should have a high gloss shine.
- k. 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.
- l. Develop the habit of carrying objects in the left hand to free the right hand for saluting.
- m. Never place any article (particularly the flight cap) under the epaulet of the shirt.

- n. A wristwatch, a bracelet and no more than three rings may be worn (rings will not be worn on the thumb).
  - o. 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.
  - p. All insignia is fastened with metal clutches or “frogs”. Clutches must be worn as protection against sharp points on insignia.
  - q. 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. **ABU Uniform.** Second year, third year, and fourth year Cadets will be eligible to wear the ABU uniform on designated uniform days once per month provided, they maintain an 85% average on uniform inspections, and have no unexcused uniform misses. First year Cadets can earn the ABU privilege provided they receive 95% average on uniform inspections, and have no unexcused uniform misses, a 95% average on PT grades, completes 85% of all classwork and quizzes at the completion of the first semester. First year Cadets also could earn the ABUs at the end of the third quarter.
5. **Civilian Dress and Appearance:** All AFJROTC members are held to a higher standard. All cadets must adhere to all 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.
- 8. Religious Headgear.** Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC (see para 6. 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).
- 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.
- 11. 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.

**12. 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.

## UNIFORM ACCOUTREMENTS AND BADGES



**UNIFORM ACCOUTREMENTS (GENERAL)** Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Flight suits are authorized for those cadets that are currently enrolled in or that have successfully completed Aviation Ground School Honors, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.

- a. Badges.** Cadets will only wear one of the following badges in rank order (lowest to highest): Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. Flight suits are authorized for those cadets who meet all requirements listed in paragraphs 7.2.1-7.2.4 of Chapter 7, Uniform and Awards.
- (1) **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate. (See Attachment 7-13).
    - Flight suits are not authorized solely on obtaining the Flight Solo Badge.
  - (2) **Unmanned Aircraft Badge.** Awarded for successful competition of the Remote Pilot Certification Test. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the cadet's FAA Certificate. (See Attachment 7-13).
    - Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are "active" members of the units unmanned aircraft/multicopter team.
  - (3) **Aviation Ground School Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider). Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the cadet's FAA Certificate.
    - Flight suits are authorized for cadets enrolled in AFJROTC Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who successfully pass the FAA Private Pilot Practical Test (Powered or Glider), otherwise flight suits will be returned to unit's logistics inventory via WINGS.
  - (4) **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. Flight suits are authorized for those cadets that have received their flight certificate badge (See Attachment 7-13).
  - (5) **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions.
    - See Panther Air Wing APT Operating Instruction for further criteria.

(6) **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

- Panther Air Wing does not have a Kitty Hawk Air Society.

(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.

(8) **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. 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.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to **CyberPatriot, and StellarXplorers cadets will not be worn** on the AFJROTC uniforms. Only cadets who receive the National Finalist CyberPatriot badge may wear this badge on their uniforms. (See Attachment 7-1).

(11) **Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**

- Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These

badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

- The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.
- Badges are earned through CMP and units can visit [www.thecmp.org](http://www.thecmp.org) for additional information on how to qualify for the badges.
- Junior Distinguished Badges are provided, at no cost, by the CMP and cannot be purchased through local vendors or HQ AFJROTC.

b. **Shoulder Patches.**

(1) **AFJROTC Patch.** Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat, ABU (front left pocket only). 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." Flight Suit - the white, Lamp of Knowledge, AFJROTC Patch will be worn (if no unit patch is available) on the right sleeve (shoulder) (See Attachment 13, Note 2).

(2) **Unit Patch.** Optional. If worn, must be on the right shoulder only (ABU on front right pocket only). Flight Suit - the unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if no unit patch is available the white, Lamp of Knowledge, AFJROTC Patch will be worn (See Attachment 13, Note 2). Unit patches are paid for by non-Air Force Funds and must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

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

(1) On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

(2) See Panther Air Wing Leadership Cord Operating Instruction for cords allowed.

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

## How to Tie a Tie



**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.

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED  
AIRCRAFT BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship  
Shield

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

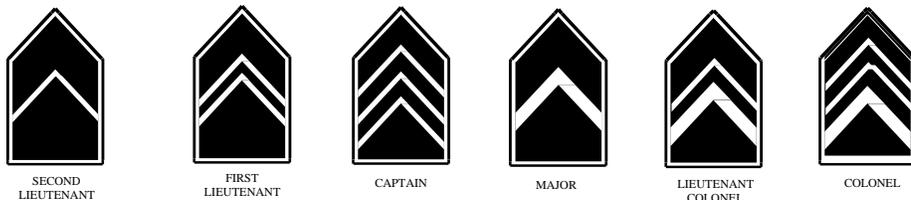
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

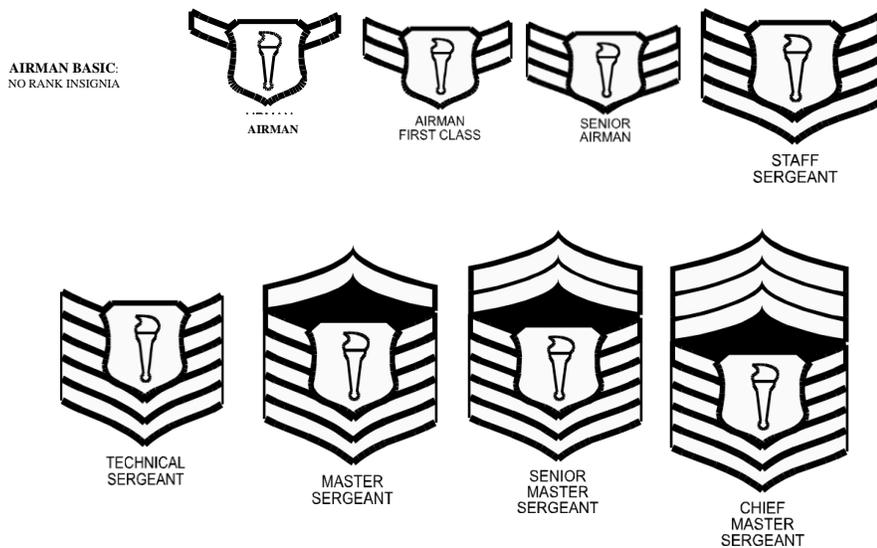
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



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

### CADET ENLISTED RANK

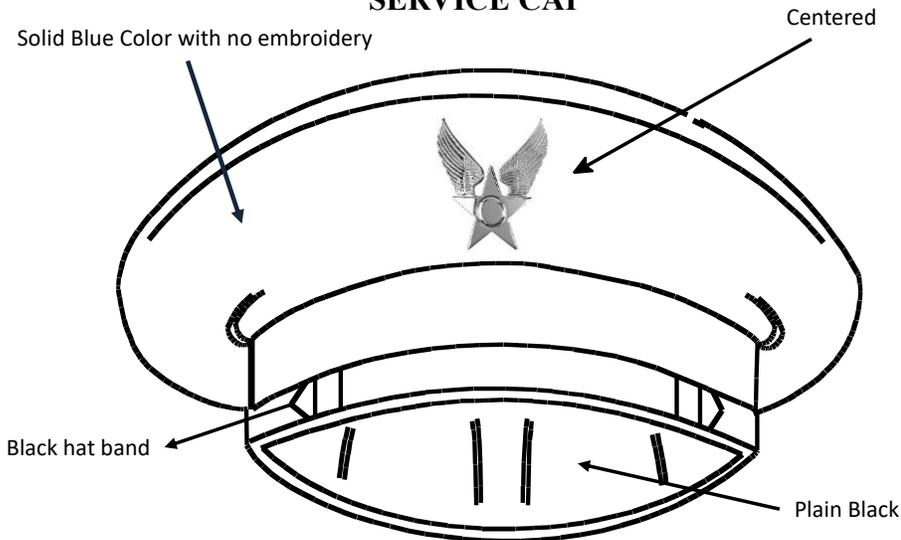


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

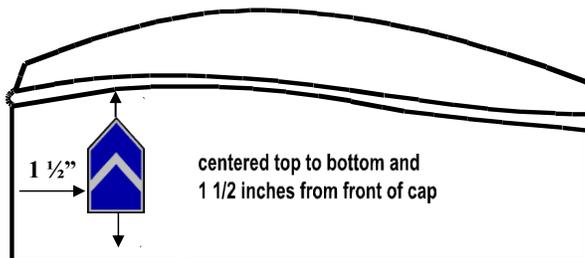
## CADET MALE HEADGEAR

### SERVICE CAP



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

### FLIGHT CAP\*



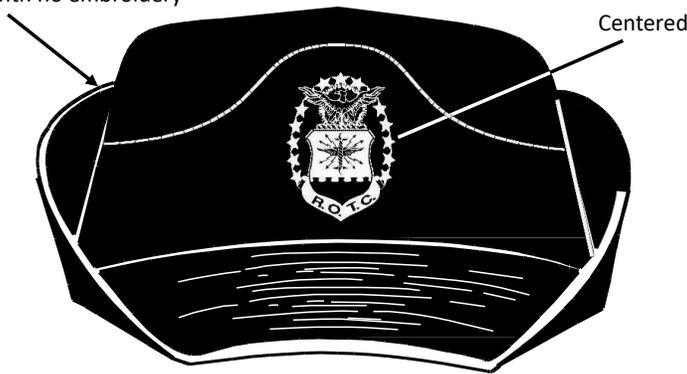
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET FEMALE HEADGEAR

### SERVICE CAP

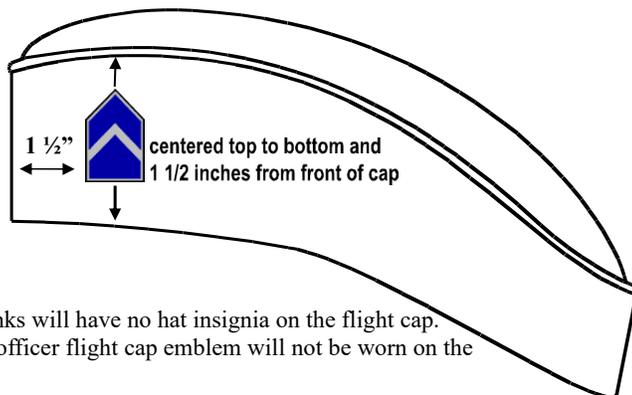
Solid Blue Color with no embroidery

Centered



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

### FLIGHT CAP\*



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

## CADET BERET HEADGEAR

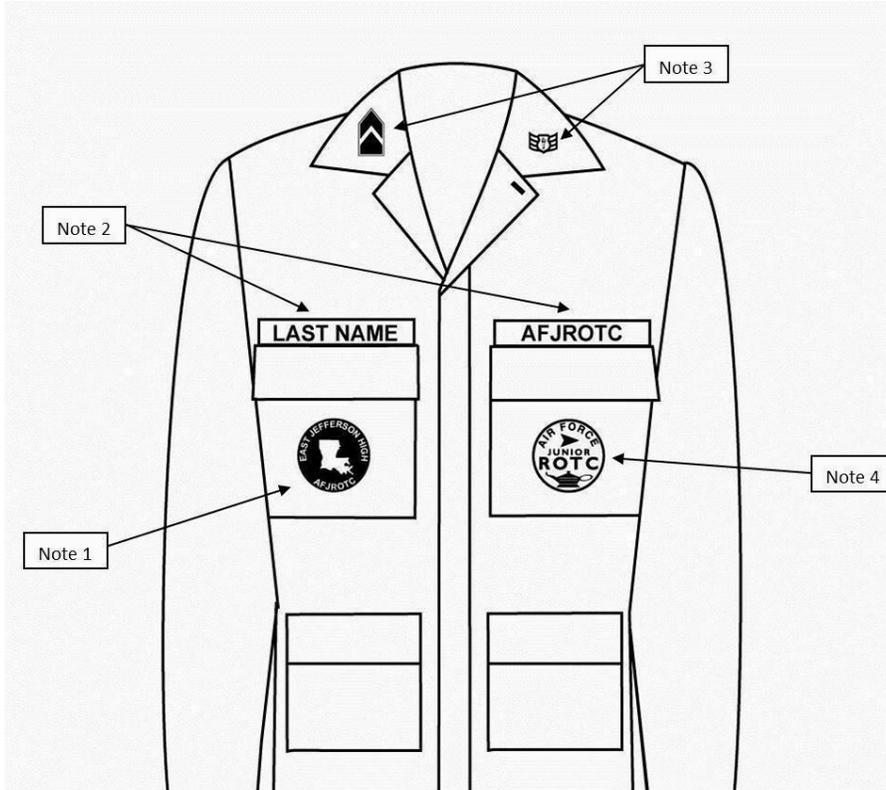
### BERET



#### Berets.

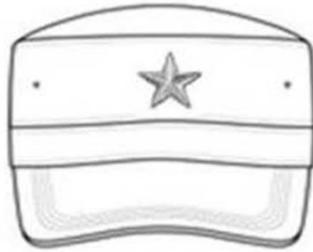
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead,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

## CADET ABU 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. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

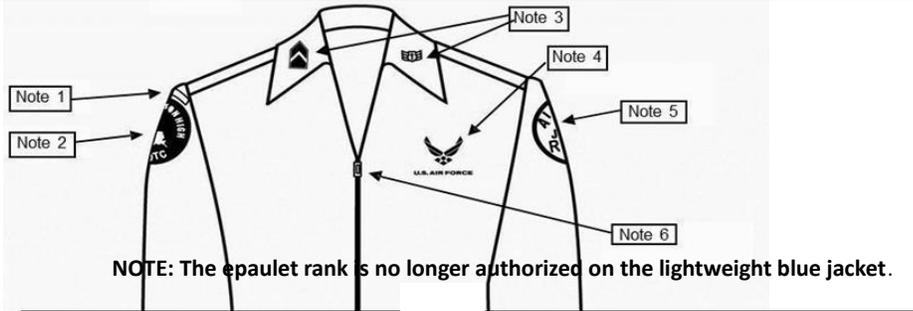


Officers will wear rank insignia on the ABU cap.

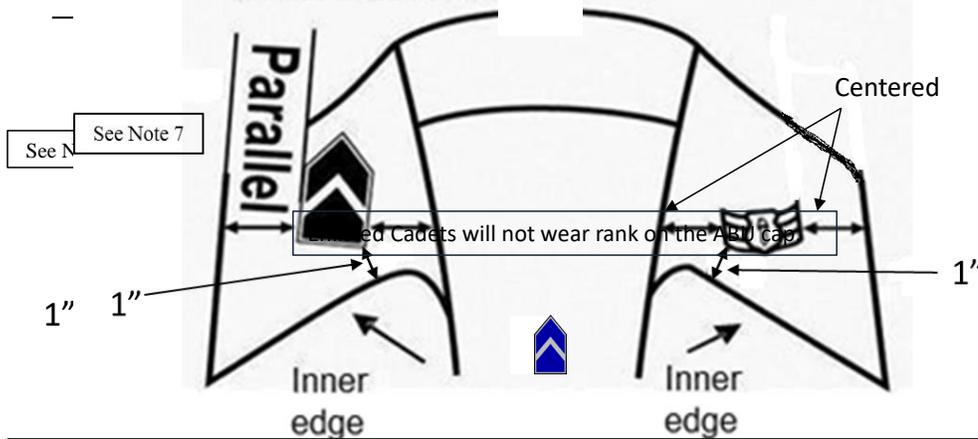
**No other style of head gear is authorized for wear with ABUs. Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

Attachment 7-

**CADET LIGHT WEIGHT BLUE JACKET**



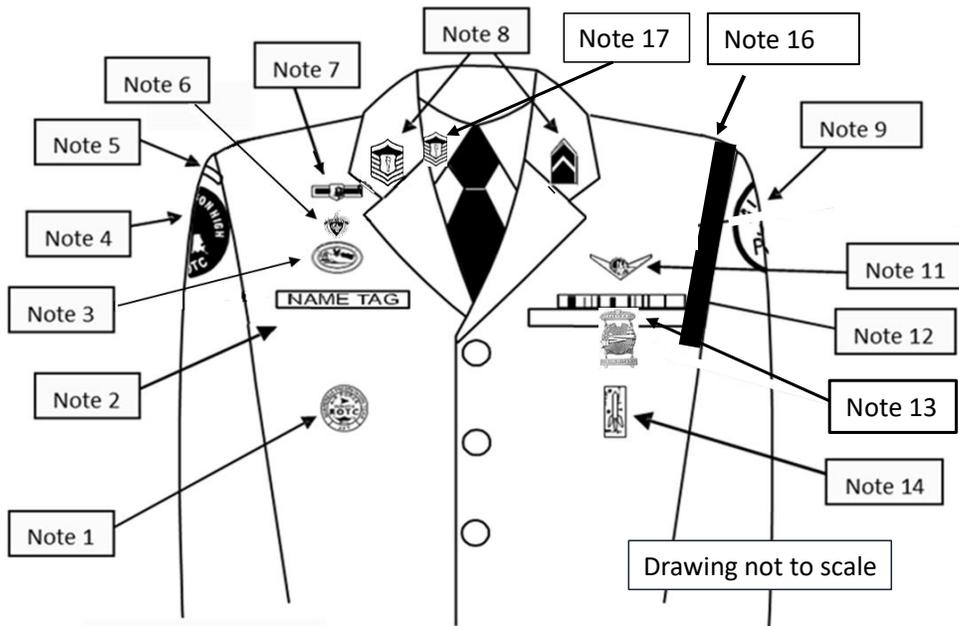
**NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.**



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, the 1 inch below shoulder seam.
2. Unit patch on right ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

## Attachment 7-9

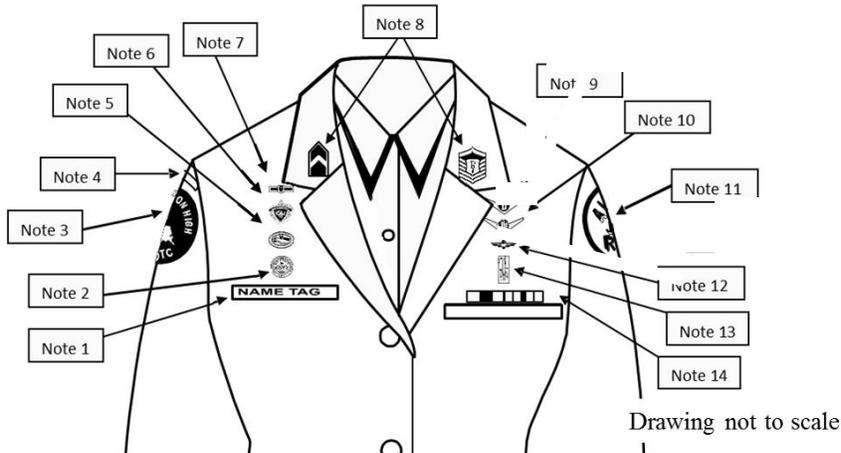
# CADET MALE SERVICE DRESS



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

Attachment 7-10

**CADET FEMALE SERVICE DRESS**

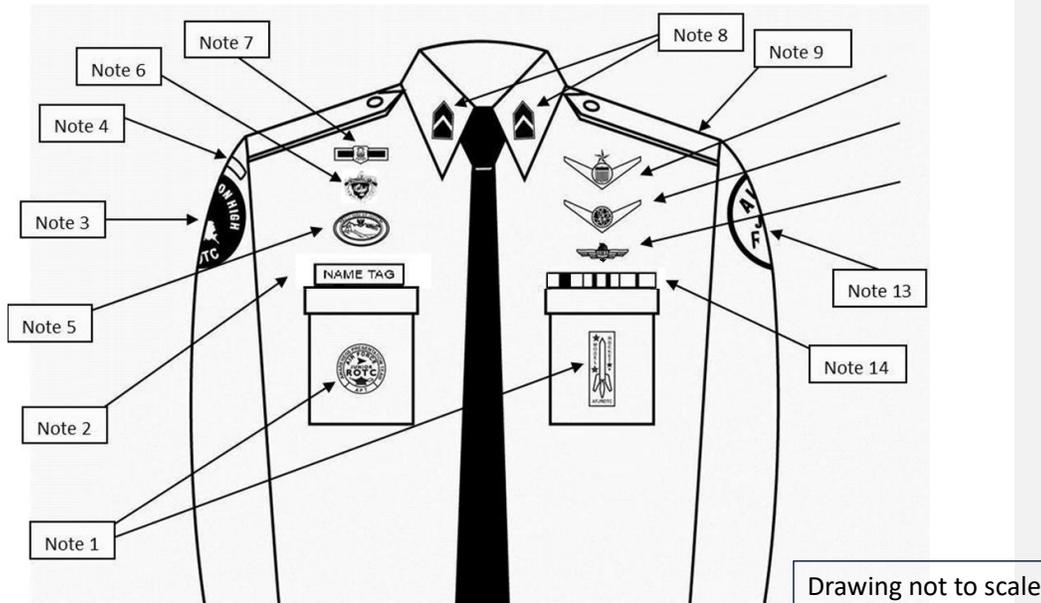


Drawing not to scale

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.

## Attachment 7-11

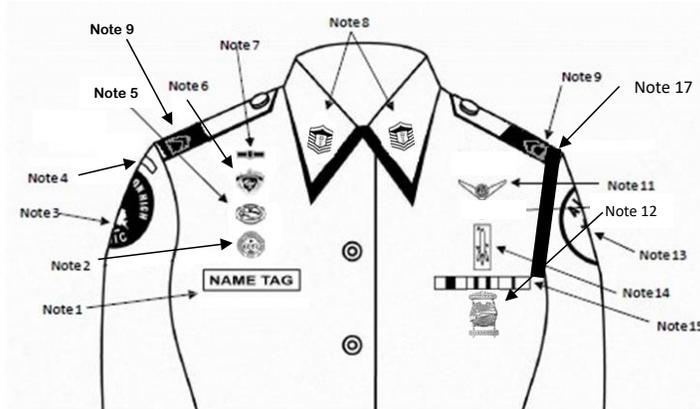
### CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered ½ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. **Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.**
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

Attachment 7-12

**CADET FEMALE BLUE SHIRT**



Drawing not to scale

1.

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 16.
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 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
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.
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 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.

35.

36.

37.

38.

39.

40.

Centered on right side,  
1. With Ribbons:  
within 1 1/2 inches

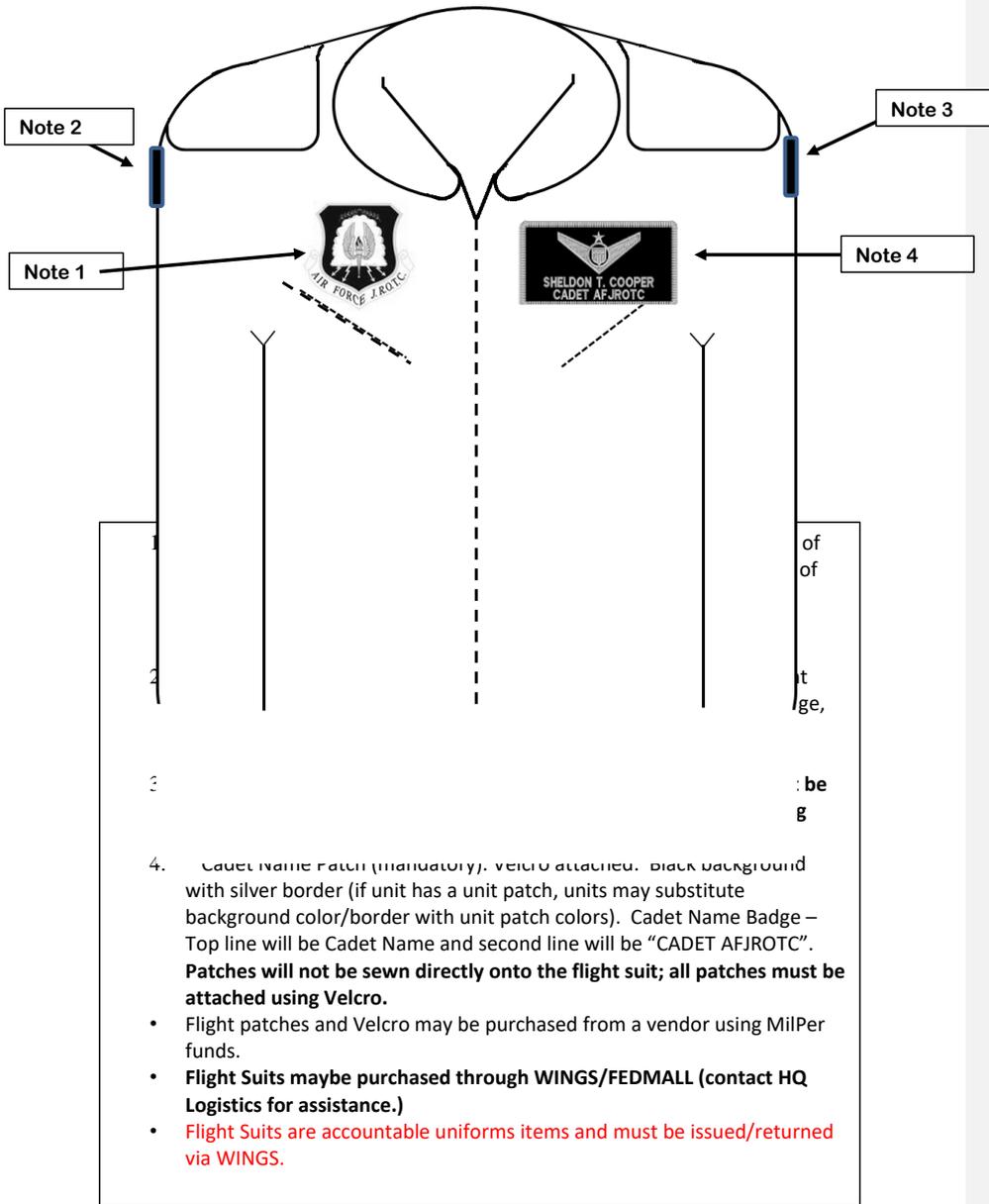
no patch, then 1 inch

centered side to side  
of the collar. Officer  
any kind on the collar  
rank on collar, place as

craft Badge, Aviation

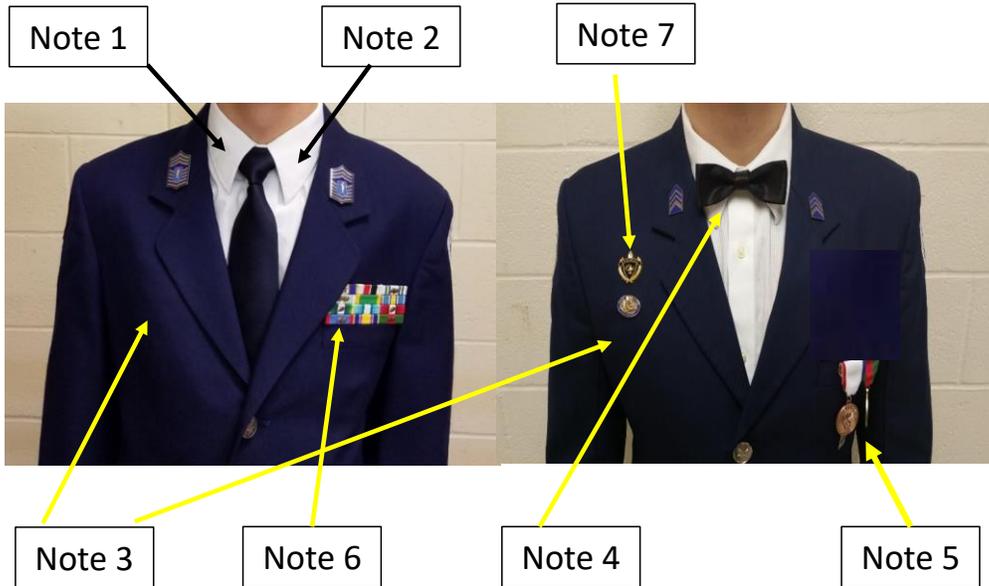
the AFJROTC  
ribbons on the blue  
i.

**FLIGHT SUIT (Male and Female)**



- 1  
2  
3
- of  
of  
t  
ge,  
: be  
g
4. Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be “CADET AFJROTC”. **Patches will not be sewn directly onto the flight suit; all patches must be attached using Velcro.**
    - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
    - **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
    - **Flight Suits are accountable uniforms items and must be issued/returned via WINGS.**

## Semi-Formal Dress Uniform



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

## Attachment 7-15

### Sample Exhibition Uniform



1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

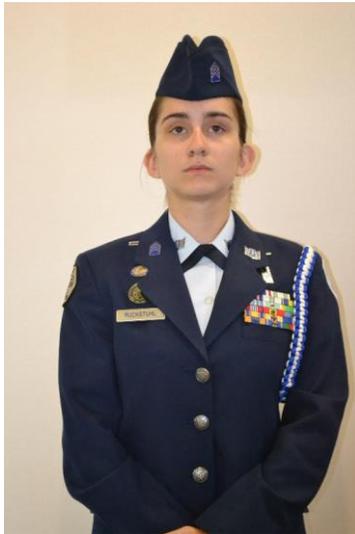
Attachment 7-15 (continued)

**Sample Exhibition Uniform**



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. .**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

**Sample Uniform Pictures**  
**Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only**



Attachment 7-16 (continued)

**Sample Uniform Pictures**



Attachment 7-16 (continued)

**Sample Uniform Pictures**



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



## AWARDS AND DECORATIONS



1. **Awards and Decorations (General).** The Cadet Awards and Decorations Program fosters morale, *esprit-de-corps*, and recognizes the 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 may be worn. **Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons.** (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.). Only medals specifically designated within the HQ AFJROTC Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.
  - a. Units **may not** create or purchase local awards (ribbons or medals) for wear on the uniform.
  - b. Ribbons **will not** be worn with medals. Medals (AFJROTC and CAP) may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence.
  - c. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits).
    - (1) See Unit Awards Operating Instruction for unit specific award and ribbon criteria.
  - d. **AFJROTC Awards.** Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). **Medals will not be worn on regular uniform days.**
  - e. Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case, by case basis. **Unit must uphold the “spirit of intent” of an award.**
  - f. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.
  - g. 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.

2. **Order of Precedence.** The following is the order of precedence for authorized medals/ribbons:

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon

- 46. Good Conduct Ribbon
- 47. Service Ribbon 130 130
- 48. Health and Wellness
- 49. Recruiting Ribbon
- 50. Activities Ribbon
- 51. Attendance Ribbon
- 52. Dress and Appearance Ribbon
- 53. Longevity Ribbon
- 54. Bataan Death March Memorial Hike Ribbon
- 55. Patriotic Flag Ribbon

**3. Civil Air Patrol Award.** The Civil Air Patrol (CAP) awards listed below may be worn by cadets during regular uniform days and will be worn in the precedence listed following the Patriotic Flag Ribbon. **CAP Medals will not be worn on regular uniform days.**

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

## AWARDS AND DECORATIONS

**Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for this award through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident.

**Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for this award through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident.

**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. Forward recommendations for this award through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident.

**Silver Star Community Service with Excellence Award.** Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.

**Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of completion of the project.

**Air Force Association (AFA) Award.** This AFA-sponsored award and is presented annually at each unit to the third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

**Daedalian Award.** The Order of Daledalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. 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.

**Daughters of the American Revolution (DAR) Award.** Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one fourth year cadet (in a 4-year program) that meets the following criteria:

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

**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.

**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:

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.  
Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

**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 third-year cadet in a 4-year program who shows exceptional potential for military leadership. Each cadet must:

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

**Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. This award is presented annually to an outstanding third- or fourth-year cadet in a 4-year program who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership.

Each cadet must:

- Have a positive attitude toward AFJROTC.
- Must be enrolled as a 10<sup>th</sup>-12<sup>th</sup> grade AFJROTC student
- Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester
- Must be active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award

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

**National Sojourners Award.** This annual award consists of a medal pendant with a ribbon. This award is presented annually recognizing an outstanding 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

**Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

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

**Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

**Sons of the American Revolution (SAR) Award.** This annual award consists of a medal pendant with a ribbon. This award recognizes an outstanding 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.

**Military Order of World Wars Award.** This annual award consists of a medal pendant with a 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.

**American Veterans (AMVETS) Award.** This annual award consists of a medal pendant with a 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, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).

- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

**Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon. This award recognizes an outstanding third- or fourth-year cadet in a 4-year program. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

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

**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.
- Participate in at least 50% of all unit service programs.

**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.** This award consists of a ribbon and a certificate. The award recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school)

**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.

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

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

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

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

- **Panther Air Wing Criteria.** The outstanding flight will be determined at the end of the year, and is based on the following:
  - Uniform and PT grade averages
  - Community Service hours performed (per cadet)
  - Cadet Involvement in corps extracurricular activities

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

- **Panther Air Wing Criteria.** Cadets will be selected based on demonstrated performance including but not limited to:
  - AFJROTC grade and overall GPA
  - Uniform and PT grades
  - Community service
  - Participation in corps activities
  - Performance in a leadership role
- **Outstanding Cadet Ribbon with silver star.** Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

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

- **Panther Air Wing Criteria.** Cadets must serve in a designated leadership position for a minimum of one semester be recommended by their chain of command to the SASI. Emphasis is on exceptional performance in a leadership role.

**Superior Performance Ribbon.** A ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on

behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**Panther Air Wing Criteria.** Flight commanders and above may submit nominations through the cadet chain of command to the SASI. Recommendation must include reasons for nomination and should include specific details of performance being recognized.

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

- **Panther Air Wing Criteria.** Cadets will be awarded the Achievement Ribbon for earning AS-I, II, III, or IV NCO, and CGO of the quarter. Squadron Commanders may also nominate individuals for the award for significant achievement in NV-20012 or in leadership positions in other school activities. Submit nominations through the Wing Commander to the SASI.

**Academic Ribbon** A ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster

- **Panther Air Wing Criteria.** Semester GPA must be at least a 3.0 with an A in AFJROTC.

•

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

- **Panther Air Wing Criteria.** Cadet Training Advisors will recommend a maximum of 10% of the cadets for this award. It is not limited to those in official leadership positions but may be awarded to any cadet who demonstrates outstanding performance or leadership at CLC.

•

**Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing **1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national level)** Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**All-Service National Competition Award.** Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Air Force Nationals Competition Award.** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Leadership Development Requirement (LDR) Leadership Ribbon.** A ribbon awarded for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

- **Panther Air Wing Criteria.** Cadets may earn this ribbon for exceptional leadership of one of the competitive teams (drill, raider, rifle) and for exceptional leadership resulting in the success of the following: JLAB, CyberPatriot, Cadet Olympics, Pushup Motivation Team, Military Ball, Dining-In, Bataan Death March, Orienteering, and others not listed as approved by SASI.

**Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

- **Panther Air Wing Criteria.** Two of the three minimum performance events must be during drill competitions; one may be at a special event performance.

**Color Guard Ribbon:** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

- **Panther Air Wing Criteria.** Cadets must be members of the Cadet Honor Guard in good standing to receive this award. Performing a color guard during a drill competition does not count towards the requirement unless during opening/closing ceremonies.

**Saber Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

- **Panther Air Wing Criteria.** Cadets must be members of the Cadet Honor Guard in good standing to receive this award.

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

**Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

- **Panther Air Wing Criteria.** Cadets can have no minor/major behavioral write-ups or suspensions of any kind during an academic year.

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

- **Panther Air Wing Criteria.** Cadets earn this award for completing 20 hours of service with AFJROTC. Only 5 hours of honor guard, color guard and/or saber team may count towards the 20 hours.

**Health and Wellness Ribbon.** A ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star 153 153 device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition

of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.

**Recruiting Ribbon.** A ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Activities Ribbon.** A ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Attendance Ribbon.** Is awarded to cadets who have no more than three school absences during academic term. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Cadets may only receive one award annually.

- **Panther Air Wing Criteria.** Absences due to school related business or other excused reasons are not counted.

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

**Longevity Ribbon.** A ribbon awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**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.** A ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. **In order to receive this award, cadets must have participated in a minimum of 5 flag events.** For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

## Unit Awards and Recognition Program

NVHS has a robust awards and recognition program outside of the awards authorized by HQ AFJROTC. They include year-end awards sponsored by local organizations, as well as our quarterly, semester, and annual recognition program at the unit and district level. (*Note: Medals/ribbons given by local organizations that are not list on the AFJROTC Ribbon Chart below may not be worn with any uniform*). These awards include:

1. **End of Year Awards.** The following awards are presented at the end of the academic year at our Annual Awards Ceremony:
  - a. **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.
  - b. **Independent Order of the Odd Fellows:** this award is awarded to 5 cadets, one from each level of Aerospace Science plus one overall cadet for patriotism and community involvement.
  - c. **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.
  - d. **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.
  - e. **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.
  - f. **Other Awards:** Various other organizations, such as the Elks and the University of Nevada-Reno may also present annual awards to well-deserving cadets.
2. **Quarterly Awards Program.** The Panther Air Wing recognizes the following outstanding performance. Flight Commanders/supervisors should recognize cadets in each category (as applicable). Nominations should include name, rank, position, and specific details in narrative form of the accomplishments justifying nomination.
  - a. **AS-I, AS-II, AS-III, AS-IV Cadet of the Quarter.** Recognizes one outstanding cadet in each AS level based on G-A-P – Grades, Attitude, Participation.
  - b. **Noncommissioned Officer (NCO) of the Quarter.** Recognizes one NCO serving in a leadership position at the flight or higher level for outstanding leadership in the cadet corps

- c. **Company Grade Officer (CGO) of the Quarter.** Recognizes outstanding performance while serving in a leadership position in the CGO ranks.
  - d. **Community Service of the Quarter.** Recognizes outstanding performance, contributions and impact on the community service programs. The nominee need not have the most hours but should have significant impact on our mission and goals.
  - e. **Sharpshooter of the Quarter.** Recognizes the highest uniform scores for one first year and one upper class cadet each quarter. In case of a tie, a mini board will be accomplished to determine winner.
  - f. **Unsung Hero Award.** Recognizes one first year and one upper-class cadet per quarter based on their leadership, followership, and willingness to contribute to the flight's, squadron's and wing's success. Emphasis should be on recognizing cadets who are making a difference while always doing the right thing.
3. **Washoe County School District Recognition Program.**
- a. **Cadet and Junior Leader of the Semester/Year.** WCSJ JROTC sponsors a cadet and junior leader of the semester competition. Freshman/Sophomore selected by their Flight leadership will meet a board of our top-ranking cadets to compete for this award. There are two separate winners each semester, one freshman, and one sophomore. The two quarterly winners will compete at the end of the semester, again through the board process. These two winners will advance to the brigade level for the semester competition. The cadet of the semester will earn an achievement ribbon, and step promotion one additional rank.
4. **Unit Scholarship Opportunities.** The following is a list of unit-specific scholarship opportunities that cadet may compete for and be awarded:
- a. **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.
  - b. **Nevada Air National Guard First Four AFJROTC Scholarship:** Each year, the NVANG First Four Council sponsors a scholarship awarded to an outstanding senior cadet. Nominees will be required to go before an Air National Guard selection board.
  - c. **AFJROTC Instructor Scholarship.** Each year, AFJROTC instructors will select one senior for award of the AFJROTC Instructor Scholarship. Cadets must be enrolled in the AFJROTC program at graduation and must have completed at least three years of JROTC.

## 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:**

- 10 Points for membership on one of AFJROTC competition teams (Drill, Rifle, Raider, Cyber Patriot). This is limited to a maximum of 20 points.
- Up to 15 Points for meeting performance standards in a Leadership position or as primary project manager, or 10 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 participation in at least 3 cadet corps events (Mil Ball, Dining-In, Bataan Death March, etc.)
- 5 Points for active cadet recruiting and education fairs.
- 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: \_\_\_\_\_

**Competition Team Points**

1<sup>st</sup> Team \_\_\_\_\_ Points \_\_\_\_\_ Date \_\_\_\_\_ Team Captain \_\_\_\_\_

2<sup>nd</sup> Team \_\_\_\_\_ Points \_\_\_\_\_ Date \_\_\_\_\_ Team Captain \_\_\_\_\_

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

**Leadership Points**

Position/: \_\_\_\_\_ Points: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor \_\_\_\_\_

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: \_\_\_\_\_**

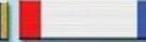
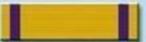
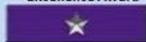
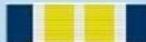
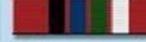
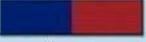
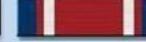
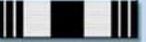
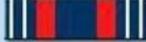
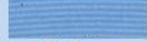
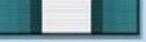
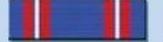
AIR WING COMMANDER: \_\_\_\_\_ DATE: \_\_\_\_\_

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



# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

 1. Air Force JROTC Gold Valor Award	 2. Air Force JROTC Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service w/Excellence Award	 5. Community Service with Excellence Award	 6. Air Force Association Award
 7. Daedalian Award	 8. Daughters of the American Revolution Award	 9. American Legion Scholastic Award	 10. American Legion General Military Excellence Award	 11. Reserve Organization of America (ROA) Award	 12. Military Officers Association Award
 13. Veterans of Foreign Wars (VFW) Award	 14. National Society United States Daughters of 1812	 15. National Sojourners Award	 16. Scottish Rite, Southern Jurisdiction Award	 17. Military Order of the Purple Heart	 18. Sons of the American Revolution Award
 19. Military Order of World Wars Medal	 20. American Veterans Award	 21. Air Force Sergeants Association	 22. Tuskegee Airman Inc. AFJROTC Cadet Award	 23. The Retired Enlisted Association Award	 24. Celebrate Freedom Foundation Award
 25. Air Commando Association Award	 26. Distinguished Unit Award w/Merit	 27. Distinguished Unit Award	 28. Outstanding Organization Award	 29. Outstanding Flight Ribbon	 30. Top Performer Award
 31. Outstanding Cadet Ribbon	 32. Leadership Ribbon	 33. Superior Performance Ribbon	 34. Achievement Ribbon	 35. Academic Ribbon	 36. Cadet Leadership Course Ribbon
 37. Special Teams Placement Ribbon	 38. All-Service National Competition Ribbon	 39. Air Force Nationals Competition Ribbon	 40. Orienteering Ribbon	 41. Leadership Development Requirement (LDR) Leadership Ribbon	 42. Drill Team Ribbon
 43. Color Guard Ribbon	 44. Sabre Team Ribbon	 45. Marksmanship Ribbon	 46. Good Conduct Ribbon	 47. Service Ribbon	 48. Health and Wellness Ribbon
 49. Recruiting Ribbon	 50. Activities Ribbon	 51. Attendance Ribbon	 52. Dress and Appearance Ribbon	 53. Longevity Ribbon	 54. Bataan Death March Memorial Hike Ribbon
 55. Patriotic Flag Ribbon		 56. COVID-19 Ribbon			
 57. Gen Carl A. Spaatz Award (CAP)	 58. Gen Ira C. Eaker Award (CAP)	 59. Amelia Earhart Award (CAP)	 60. Gen Billy Mitchell Award (CAP)	 61. Gen J. F. Curry Award (CAP)	

Version: 1 August 2021

