

ND-20061 CADET GUIDE



2023-2024

Table of Contents

Chapter 1: Introduction

1.1. Purpose	1
1.2. Mission	1
1.3. Cadet Honor Code	1
1.4. Curriculum	1
1.5. Reserve Cadet Program	1
1.6. Enlistment and Commissioning Opportunities	1
1.6.1. Advanced Enlistment	2
1.6.2. Reserve Officer Training Corps (ROTC)	2
1.6.3. Service Academy Nominations	2

Chapter 2: Cadet Standards of Conduct

2.1. Inappropriate Behavior	3
2.1.1. Harassment	3
2.1.2. Public Display of Affection (PDA)	3
2.2. Prohibition on Physical Discipline and Hazing	3
2.2.1. Examples of Prohibited Physical Activities	3
2.2.2. Hazing	3
2.2.3. Unauthorized Clubs	3
2.3. Classroom Conduct	3
2.4. Control Roster	3
2.4.1. Grounds for Placement on the Control Roster	3
2.4.2. Notification of Placement on the Control Roster	4
2.4.3. Duration of Placement on the Control Roster	4
2.4.4. Impact of Placement on the Control Roster	4
2.5. Cadet in Good Standing	5
2.5.1. Participation	5
2.5.2. Conduct	5
2.5.3. Uniform Grade	5
2.6. Disenrollment Process	5

Chapter 3: Uniform Wear and Personal Appearance

3.1. Uniform Wear	6
3.1.1. Uniform Wear Restrictions	6
3.1.2. Uniform Wear Requirements	6
3.1.3. Uniform Inspections	7
3.1.4. Uniform Combinations	8
3.1.5. General Uniform Care Instructions	9
3.2. Personal Appearance	9

Chapter 4: Promotions

4.1. Promotion Objectives	16
4.2. Promotion Process	16
4.3. Promotion Categories	16
4.3.1. Airmen Promotions	16
4.3.2. NCO Promotions	17
4.3.3. SNCO Promotions	17
4.3.4. Officer Promotions	18
4.4. Positional Promotions	18
4.5. Merit System	19
4.5.1. Merit Points	19
4.5.2. Service Points	19
4.5.3. Activity Points	20

Chapter 5: Awards, Decorations, and Badges

5.1. Unit Awards and Decorations	21
5.1.1. Monthly Awards/Decorations	21
5.1.2. Semester Awards/Decorations	22
5.1.3. Annual Awards/Decorations	22
5.2. HQ AFJROTC Awards	23
5.3. National Awards	25
5.4. Wear of Medals and Ribbons	25
5.4.1. Devices on Ribbons	25
5.4.2. Wear of Other Services JROTC Ribbons	26
5.4.3. Wear of Active Duty, Guard and Reserve Badges or Insignia	26
5.4.4. Wear of CAP Awards	26
5.5. School Lettering	26
5.6. Badges	27
5.6.1. Kitty Hawk Honor Society Badge	27
5.6.2. Distinguished AFJROTC Cadet Badge	27
5.6.3. Aerospace Education Foundation (AEF) Academic Cadet Badge	27
5.6.4. Aviation Badges	27
5.6.5. Other Badges	27
5.7. Shoulder Cords	27
5.7.1. Positional Cords	28
5.7.2. Awarded Cords	28
5.8. Shoulder Tabs	28
5.9. Beret	28

Chapter 6: Physical Fitness/Wellness Training Program

6.1. Fitness Grading	29
6.2. Fitness Assessment	29

Chapter 7: Organization

7.1. Selection of Key Leadership Positions	30
7.1.1. Academic Year	30
7.1.2. Summer Leadership School	31
7.1.3. Military Order of Merit (MOM)	31
7.2. Rotation Cycle	32
7.3. Organization Chart	32
7.4. Cadet Staff Job Descriptions	33
7.4.1. Squadron Commander	33
7.4.2. First Sergeant	33
7.4.3. Flight Commander	33
7.4.4. Flight Sergeant	34
7.4.5. Flight Personnel Officer/NCO	34
7.4.6. Flight Logistics Officer/NCO	35
7.4.7. Flight Support Officer/NCO	35
7.4.8. Element Leader	35
7.4.9. Element Sergeant	36
7.5. Additional Duty Position Descriptions	36
7.5.1. Drill Team Commander	36
7.5.2. Color Guard Commander	36
7.5.3. Kitty Hawk Honor Society Commander	37
7.6. Unit Manning Document	37

Appendixes

Appendix 1 - AFJROTC Uniforms	38
Cadet Female Blue Shirt	38
Cadet Female Headgear	39
Cadet Female Service Dress	40
Cadet Male Blue Shirt	41
Cadet Male Headgear	42
Cadet Male Service Dress	43
Cadet Lightweight Blue Jacket	44
Cadet ABUs (Male and Female)	45
Cadet OCPs (Male and Female)	46
Cadet Flight Suit (Male and Female)	47
Cadet Beret Headgear	48
Cadet Polo	49
Appendix 2 - AFJROTC Ribbon Chart	50
Appendix 3 - AFJROTC Badges	51
Appendix 4 - Rank Insignia	52
Air Force Active Duty Officer and Enlisted Insignia	52
Air Force JROTC Officer and Enlisted Insignia	53
Appendix 5 - National Awards	54
Appendix 6 - 32 Commands	58
Appendix 7 - Kitty Hawk Honor Society	59
Appendix 8 - Varsity Color Guard	60
Appendix 9 - Outstanding Cadet Program	61

Chapter 1

INTRODUCTION

1.1. Purpose. The purpose of this Cadet Guide is to provide Air Force Junior Reserve Officer Training Corps (AFJROTC) cadets a resource of information that will help them become successful and productive members of the Corps. This guide contains basic information regarding academics, behavior and personal grooming standards, the Cadet Corps organizational structure, and Cadet Corps policies. Each cadet should become familiar with the material contained in this guide. The table of contents is the key to finding the information that you need. The cadet guide is designed to familiarize cadets with the ND-20061 AFJROTC and its rules and regulations.

1.2. Mission. The mission of AFJROTC is to:

“Develop citizens of character, dedicated to serving their nation and community.”

1.3. Cadet Honor Code.

“I will not lie, cheat or steal, nor tolerate those who do.”

A cadet will not knowingly make a false statement, written or oral, while acting in any capacity, official or otherwise. Making partially true statements other than the truth is, considered to be, the same as making a false statement. A cadet will not unlawfully take or receive any property of another person, organization or institution.

A cadet will not give any unauthorized assistance, either inside or outside the classroom or in other places of instruction. A cadet will not use evasive statements or technicalities in order to shield his or her own or another person’s guilt or attempt to confuse the issue.

A cadet who is a witness to a violation of the cadet honor code by another cadet will report the incident to proper authorities without regard to the rank of the offender.

1.4. Curriculum. The curriculum is composed of both aerospace and leadership subjects. The curriculum rotates on a four-year cycle, so cadets do not repeat content. The only exception is for first-year cadets during the first quarter where the curriculum stays the same each year.

For the 2023-2024 academic year, first-year cadets will be separated from the upper-class cadets during the first quarter and learn about the history of JROTC, how to wear the uniform, customs and courtesies, and the US Flag. Upper-class cadets will learn about leadership. During quarters two through four, all cadets will study History of Aviation. History of Aviation focuses on the development of flight throughout the centuries. It starts with ancient civilizations and flight, then progresses through time to future developments in aerospace, including the use of airpower in World War I, World War II, Vietnam, and the Gulf Wars. All cadets will also receive instruction in drill and ceremony and physical fitness.

1.5. Reserve Cadet Program. ND-20061 does not have a reserve cadet program.

1.6. Enlistment and Commissioning Opportunities. Students wishing to pursue a military career after high school receive certain benefits for successfully completing AFJROTC.

1.6.1. Advanced Enlistment. Students successfully completing two or three years in AFJROTC are entitled to enter the United States Air Force one to two grades higher than other enlistees. Advanced enlistment for other Military Services varies from Service to Service and specific qualifications should be addressed with recruiters from the respective Service.

1.6.2. Reserve Officer Training Corps (ROTC). A student completing at least two years of JROTC may waive one term of the Air Force Senior ROTC program. Students completing three years in AFJROTC may receive credit for a full year of college level Air Force ROTC.

1.6.3. Service Academy Nominations. Twenty nominations per Service Academy are set aside for honor graduates of JROTC honor schools. Air Force JROTC units that are awarded the Distinguished Unit Award may nominate students to the Service Academies to compete for these nominations. Cadets are highly encouraged to pursue other nomination sources to increase their chances of nomination.

Chapter 2

CADET STANDARDS OF CONDUCT

2.1. Inappropriate Behavior. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks. Any cadet caught displaying inappropriate behavior is subject to disciplinary actions to include reduction in rank and potential dismissal from the Corps.

2.1.1. Harassment. Harassment, such as improper or abusive language, and coercion of lower-class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

2.1.2. Public Display of Affection (PDA). Public Display of Affection (PDA) is defined as the physical demonstration of affection for another person while in the view of others. Holding hands, hugging or kissing in public are commonly considered to be unobjectionable forms of PDA. PDA is strictly prohibited by cadets while in uniform as it displays an unprofessional image.

2.2 Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC 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.

2.2.1. 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.

2.2.2. Hazing. 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.

2.2.3. Unauthorized Clubs. No instructor or cadet may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

2.3. Classroom Conduct. Cadets are expected to follow established classroom rules and behave appropriately while in AFJROTC. Any behavior that disrupts the classroom environment will not be tolerated to include sleeping in class, excessive talking, or disrespect to an instructor or fellow cadet. If such behavior does occur, the SASI or ASI will give the cadet a verbal warning. If the cadet continues the behavior, a demerit will be issued to the cadet for each subsequent act during the class period. The accumulation of 5 demerits during an academic quarter will result in the cadet being placed on the control roster for conduct and a letter sent to the cadet's parents. A cadet accumulating over 10 demerits during an academic quarter will be removed from the AFJROTC program.

2.4. Control Roster. The control roster is a rehabilitative tool for use by the SASI/ASI. The SASI/ASI uses the control roster to set up an observation period for cadets whose duty performance is substandard or who fail to meet or maintain AFJROTC standards of conduct, bearing, and integrity, on or off duty.

2.4.1. Grounds for Placement on Control Roster. Cadets may be placed on the Control Roster for substandard performance in three areas: Academics, Conduct, and Uniform Wear.

2.4.1.1. Academics. Academics are the basis for attending high school. Maintaining a solid academic GPA is key to the opportunities that may be afforded to a cadet after high school. Therefore, it is critical that cadets maintain a good academic status while in JROTC. A cadet will be placed on the Control Roster for academic reasons if:

- Semester GPA is less than 2.0
- Fails a class
- JROTC grade less than a C

2.4.1.2. Conduct. A cornerstone of the JROTC program is character. Cadets are expected to act on their best behavior both inside and outside of JROTC. Substandard conduct not only reflects poorly upon the cadet but also the Corps as a whole. Therefore any substandard conduct is grounds for placement on the Control Roster. A cadet will be placed on the Control Roster for conduct reasons if:

- Received an in school or out of school suspension
- SASI/ASI receives 2 or more derogatory comments from a teacher or school administration within an Academic Quarter
- Demonstrates conduct that reflects poorly on the Corps
- Accumulation of 5 demerits

2.4.1.3. Uniform Wear. Wear of the uniform is a key component of the JROTC program. It teaches the cadet responsibility and discipline to follow prescribed standards. Improper wear of the uniform not only reflects poorly upon the cadet and the Corps, but also the entire United States Air Force. Grounds for placement on the Control Roster for uniform wear are:

- Unexcused uniform wear. (See Chapter 3, paragraph 3.1.2.)
- Semester uniform grade less than a C

2.4.2. Notification of Placement on the Control Roster. Cadets may be placed on the Control Roster at any time during the academic year, however, determination of Control Roster placement is usually performed at the end of an academic semester. If a cadet is placed on the Control Roster, they will receive a formal letter from the SASI/ASI informing them of placement on the roster. Although Control Roster placement is usually performed at the semester, cadet's academic and uniform grades will be reviewed at the end of each academic quarter (i.e., 10 weeks into academic semester). Cadets not meeting the academic and uniform requirements specified about will be counseled on substandard performance. The intent of these counseling sessions are to make cadets aware that they are not meeting standards, but does not place them on the Control Roster.

2.4.3. Duration of Placement on Control Roster. A cadet will normally be placed on the Control Roster for an entire academic semester. However, a cadet may request early removal from the Control Roster if they feel they have been inappropriately placed on the roster or if they have improved their performance in the area for which they were placed on the roster. Early removal from the Control Roster must be requested from the SASI/ASI by the cadet and the cadet must substantiate the request with hard facts of improved performance. For example, early removal from the Control Roster for academic reasons cannot be requested until at least 5 weeks into the semester and would require the cadet to have no grade less than 65% or a "S" for all standard-based grades. Early removal for uniform wear would require the cadet to have scored at least a "3" on five consecutive uniform wears. Early removal of a cadet from the Control Roster is at the sole discretion of the SASI/ASI.

2.4.4. Impact of Placement on the Control Roster. While a cadet is on the Control Roster they may not be promoted or participate in any extracurricular activities (i.e., competitions, parades, Camp Grafton, Summer Leadership School, etc.). However, a cadet may continue to attend practices and participate in Color Guards. If a cadet is on the Control Roster for more than two consecutive academic semesters they will no longer be able to attend practices or participate in Color Guards.

2.5. Cadet in Good Standing. The Cadet in Good Standing program establishes the minimum standards that a cadet should obtain each semester in the AFJROTC program. These standards cover three areas: participation, conduct, and uniform wear.

2.5.1. Participation. AFJROTC is more than just an academic class. In order to gain the maximum benefit from the program, it is essential that cadets get involved in JROTC activities outside of the classroom. Therefore, cadets should accumulate at least 10 merit points each academic quarter.

2.5.2. Conduct. Cadets are expected to display good character both inside and outside of the AFJROTC program. Those cadets on the control roster for conduct have not exhibited the type of character desirable in AFJROTC. Cadets on the control roster for prolonged periods of time for conduct may be considered for removal from the program.

2.5.3. Uniform Grade. Uniform wear is an important part of the AFJROTC program. Since the uniform the cadets wear is essentially the same as active duty airmen, it is essential that the cadets wear the uniform properly and meet required grooming standards. Therefore, cadets should maintain an average uniform grade of C or higher.

Cadets not meeting the above standards at the end of an academic semester will be counseled on their deficiencies and informed that continued substandard performance could result in their removal from the program at the start of the next semester.

2.6. Disenrollment Process. Disenrollment is a last resort and will be preceded by documentation and corrective counseling. Instructors will work together with the cadet, their parents, unit cadet leaders, school counselors, and administrators to assist cadets in meeting standards. In the case of uniform wear, the process outlined in paragraph 3.1.2. will be followed. However, when rehabilitative efforts are unsuccessful, the cadet will be removed from the AFJROTC program. A maximum of three weeks is usually sufficient to complete this entire administrative process. The cadet either chooses to comply as required or is removed from AFJROTC.

Chapter 3

UNIFORM WEAR AND PERSONAL APPEARANCE

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 four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

3.1. Uniform Wear. Air Force Junior ROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor or outdoor training periods, at cadet social functions, and during base visits—you represent the Corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and society at large.

The uniforms issued to cadets are the property of AFJROTC and are provided to cadets for their use while they are enrolled in the program. If a cadet disenrolls from AFJROTC they are required to turn in their uniform items. It is the cadet's responsibility to maintain all uniform items in a clean and orderly condition during the school year and when the uniform is turned in. If the uniform does not fit properly, the cadets should see the SASI or ASI to get issued proper fitting items.

3.1.1. Uniform Wear Restrictions. Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. In addition, the Air Force forbids those in military uniform to participate in public speeches, rallies, interviews, picket lines, marches, or any other public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment while in uniform is also banned. If in doubt as to whether or not the wear of the AFJROTC uniform is appropriate, ask one of the Aerospace Science Instructors.

Smoking, drinking alcohol, or any other use of illegal substances while in uniform is strictly prohibited. In addition, fighting, athletic activities, or fraternization are not allowed while in uniform. This includes any public display of affection (holding hands, kissing, etc.). Such violations will result in disciplinary actions to include possible dismissal from the Corps.

3.1.2. Uniform Wear Requirements. Cadets are required to wear the prescribed uniform combination on identified uniform days. Uniform days are normally Tuesday of each week and are a graded element of the JROTC program. Failure to wear the appropriate uniform combination on uniform day is known as a Missed Uniform Wear (MUW). There are two categories of MUW, excused and unexcused. An excused MUW would be a cadet missing a uniform wear due to illness, school activity, appointment, or some other approved absence. An unexcused MUW is a cadet missing a uniform wear because they forgot to wear the uniform, were truant from class, or some other unapproved excuse. Cadets with a MUW, either excused or unexcused, are required to wear the uniform the next makeup day they return to class. Makeup days are Wednesdays and Thursdays.

Cadets with an excused MUW will not be penalized for missing the uniform wear, as long as, they make it up on their next makeup day back in class. Cadets with an unexcused MUW will be penalized for missing the uniform wear by reducing the maximum grade they may receive to a 2. Failure to make up a uniform wear within two makeup days will result in an *unexcused uniform wear* and a “N” will be entered as the grade. To remove the “N”, the cadet must make up the uniform wear before the end of the academic semester. The cadet will receive a Letter of Counseling for their first unexcused uniform wear, a Letter of Reprimand and a letter sent to their parent for a second unexcused uniform wear, and will be removed from the AFJROTC program for a third unexcused uniform wear during an academic year.

On uniform days, cadets must wear the prescribed uniform combination for the entire school day unless they receive permission to remove the uniform from one of the Aerospace Science Instructors. Cadets attending a physical education, shop class, building trades class, or other classes requiring removal of the uniform for classroom participation must complete the ND-20061 Form 1, *AFJROTC Uniform Removal Consent Request Form*, and have it signed by the course teacher and approved by either the SASI or ASI. If a cadet encounters an isolated incident that requires the removal of the uniform, (i.e., rip of the pants, accidental spilling on the uniform, etc.) they must notify the SASI/ASI of their uniform removal via text or email as soon as possible. If a cadet is caught removing the uniform before the end of the school day without having an approved Form 1 or notifying an Aerospace Science Instructor of the reason for the removal, their uniform grade will be reduced to a “1” for that day.

Cadets attending AFJROTC morning practices on uniform days are required to wear their uniform to practice, with the following exceptions:

- 1) Cadet has a 1st period class that requires removal of the uniform
- 2) Cadet does not have a 1st period class and is not going to be present in school facilities

On uniform days requiring the wear of the Service Coat, cadets are only required to wear the Service Coat and tie/tie tab during uniform inspection and may remove them once inspection is complete. However, if a cadet chooses to remove their Service Coat, they must be wearing an appropriate uniform (i.e., nametag/rank must be on light blue shirt).

3.1.3. Uniform Inspections. Wear of the JROTC uniform is a graded element of the JROTC program. Uniform inspections are conducted on each uniform day and graded using a 1 to 4 proficiency scale (see Table 3.1). The second Tuesday of each month is known as the Inspector General (IG) Uniform Inspection and is conducted in the Service Dress uniform. During the IG inspection, the cadet with the best uniform in each section is identified and presented with the outstanding uniform cord which they wear on their uniform until the next IG inspection.

Uniform discrepancies are broken into two categories: Minor or Major. Minor uniform discrepancies are small flaws in the uniform and/or cadet’s appearance that minimally detract from the professional appearance of the uniform/cadet. On the other hand, major uniform discrepancies are flaws in the uniform and/or cadet’s appearance that significantly detract from the professional appearance of the uniform/cadet. Table 3.1, although not all inclusive, provides some examples of minor and major uniform discrepancies. Minor uniform discrepancies that are repeated from inspection to inspection will be elevated to major discrepancies. For example, if a cadet has a minor hair discrepancy one week and then the next week they still have a hair discrepancy, the discrepancy will be elevated to a major hair discrepancy resulting in a proficiency level of 1. The same holds true for any minor discrepancy (i.e., shave, ribbon rack discrepancies, etc).

Table 3.1. Uniform Discrepancies.

Uniform Discrepancies	
Minor	Major
Male Hair (touching ears)	Faddish Hair Color/Style
Female Hair (fly aways, excessive bulk/width)	Male Hair (over ears/touching collar)
Cables	Significant Wrinkles in Uniform
Gigline	Unauthorized Piercings
Misaligned Nametag	Shave (no evidence of shave)
Lint/Minor Wrinkles/Minor Stains	Significant Stains
Improperly Placed Rank	
Shave (evidence of shave but poor quality)	
Ribbon Rack Discrepancy	

Table 3.2. Uniform Wear Proficiency Scale.

Proficiency Scale	
4	I can demonstrate the skills necessary to wear the AFJROTC uniform on time with no discrepancies.
3	I can demonstrate the skills necessary to wear the AFJROTC uniform with minor discrepancies. - 2 or less minor uniform discrepancies - Wear the uniform on time (no unexcused missed uniform wears)
2	I can demonstrate the skills necessary to wear the AFJROTC uniform with discrepancies. - 3 or 4 minor uniform discrepancies - No more than 1 missing uniform item - Fail to wear the uniform on time (Unexcused missed uniform wear) - Wear the uniform the entire school day
1	I am developing in the skills necessary to wear the AFJROTC uniform. - Major uniform discrepancy - 5 or more minor uniform discrepancies - More than 1 missing uniform item - Fail to wear the uniform the entire school day - Fail to wear the uniform on time (i.e., unexcused uniform wear)

3.1.4. Uniform Combinations. JROTC cadets are authorized to wear the following six uniform combinations:

Service Dress: This uniform combination consists of the service coat, blue shirt with tie/tie tab, service pants, black socks, white t-shirt, issued blue belt with silver tip, and low quarter black shoes. The service coat must have the silver nametag, badges, ribbons, and rank attached as specified in Appendix 1. When outdoors, the flight cap or beret is worn with this uniform.

Light Blues: This uniform combination consists of the short-sleeved blue shirt, service pants, black socks, v-neck white t-shirt, issued blue belt with silver tip, and low quarter black shoes. The short-sleeved blue shirt may be worn with or without tie/tie tab. However, tie/tie tab will not be worn for inspection on Light Blue uniform days. The lightweight blue jacket is optional with this uniform combination. The blue shirt must have the blue nametag and rank attached as specified in

Appendix 1. Ribbons and badges are optional. When outdoors, the flight cap or beret is worn with this uniform.

Airman Battle Uniform (ABU): Consists of the ABU shirt, pants, sand colored crewneck t-shirt, issued belt, and combat boots. The ABU shirt must have rank attached as outlined in Appendix 1 and the pants must be bloused. When outdoors, the issued ABU garrison hat must be worn (no ball caps or berets are allowed to be worn with ABUs).

Operational Camouflage Pattern (OCP): Consists of the OCP shirt, pants, sand colored crewneck t-shirt, issued belt, and combat boots. The OCP shirt must have rank attached as outlined in Appendix 1 and the pants must be bloused. When outdoors, the issued OCP garrison hat must be worn (no ball caps or berets are allowed to be worn with OCPs).

Flight Suit: Flight Suits are authorized for those cadets that 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. Flight suits may be worn instead of ABUs on ABU uniform days. See Appendix 1 for specific wear instructions. When outdoors, the flight cap must be worn with this uniform.

Physical Training (PT) Uniform: This uniform combination is worn on PT days (usually Friday). It consists of any combination of the issued PT shirt, shorts, sweatshirt, and sweatpants. Athletic shoes and socks must be worn with this uniform.

Polos: This uniform combination is worn by cadets who have not been issued the uniform of the day; while traveling for competitions; during AFJROTC community events; or other activities as directed by the SASI/ASI. This uniform combination consists of the Corps-issued polo shirt tucked into the cadet's pants; long pants that do not have any tears, rips or holes; a brown, blue, or black belt; and closed toe shoes such as tennis shoes or dress shoes. See Appendix 1 for specific wear instructions. No headgear is worn with this uniform.

3.1.5. General Uniform Care Instructions: The Air Force Junior ROTC Uniform issued to each cadet is valued at approximately \$650.00. Caution must be taken to properly maintain the uniform. It is especially important when cleaning the uniform. All uniform items must be dry cleaned, with the exception of, the light blue shirts or blouses. Trousers, slacks, service coat, hat/beret, necktie or neck tab must be dry cleaned. ABUs and OCPs do not need to be dry cleaned. The cadet is required to pay for the cleaning of any clothing article that is improperly cleaned. The uniform is issued to the cadet in a clean serviceable condition and must be returned in a clean serviceable condition. The cadet will be required to pay for clothing articles found to be damaged through negligence. Cadets will be charged current book value. It is recommended that the uniform be dry cleaned after two to three uniform wear days. The light blue shirt or blouse should be washed after each wear. A good uniform maintenance schedule will help ensure good uniform inspections. If you take care of your uniform and take pride in your appearance you will look and feel "sharp" at every inspection.

3.2. Personal Appearance. While wearing the AFJROTC uniform, cadets are required to adhere to the same personal appearance standards that apply to active duty Air Force personnel. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Tables 3.3 and 3.4 list common appearance requirements but are not all-inclusive.

Questions concerning uniform policies not covered in the Cadet Guide should be addressed to the SASI or ASI.

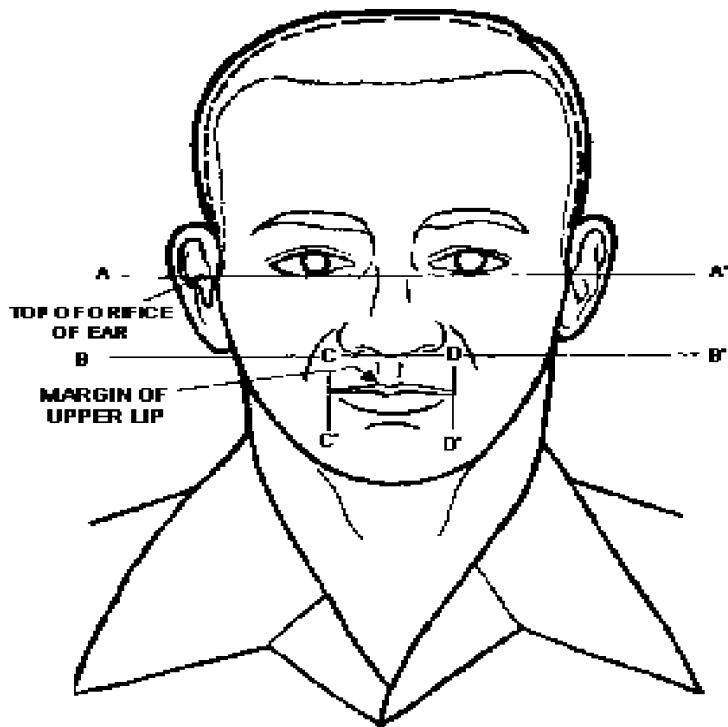
Table 3.3. Personal Grooming Standards (see notes).

LINE	A	B	C
	Item of Grooming (see Note 1)	Will be/have	Will not
1	Hair, Overall Standard (Men and Women)	clean, well-groomed and neat.	contain excessive amount of grooming aids, or touch eyebrows. Hair color/highlights/frosting (must not be faddish). Examples of natural looking for human beings such as Blonde/Brunette/Red/Black/Grey. EXCEPTION: May be visible in front of women's flight cap.
2	Hair Style (Men)	a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance. Cleanly shaven heads, military high-and-tight, or flat top haircuts are authorized. (see figure 3.1 on page 12)	be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Protrude below the front band of properly worn headgear. Touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Exceed 2 1/2 inches in bulk, regardless of length and exceed 1/4 inch at the natural termination point. Contain or have any visible foreign items attached to it.
3	Hair Style (Women)	No minimum hair length. One to 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. The wear of conservative hairpins, combs, headbands, elastic bands and barrettes is allowed. Hair pins and bands must match hair color. Braids, micro-braids and cornrows are authorized. However, must be solid color similar to the individual's hair color and not present a faddish appearance. (see figure 3.2 on page 13)	be worn in an extreme or fad style or violate safety requirements. Include hair ornaments such as ribbons, beads, jeweled pins, or hair scrunchy. Dreadlocks are not authorized. NOTE: Not to exceed 4 inches in bulk and will not prevent proper wear of headgear

L I N E	A	B	C
	Item of Grooming (see Note 1)	Will be/have	Will not
4	Wigs and Hairpieces (Men and Women)	in conformance with the same standards required for natural hair, be of good quality, and proper fit.	exceed limits stated for natural hair. For medical justification related to baldness (See note 3).
5	Mustache (Men)	neatly trimmed.	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
6	Beards (Men)		be worn except for health reasons when authorized by SASI. If SASI authorizes, members will keep facial hair trimmed not to exceed 1/4 inch in length.
7	Sideburns (Men)	neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	extend below the lowest part of the exterior ear opening.
8	Cosmetics (Women)	conservative and in good taste.	not worn in field conditions.
9	Nail Polish /Lipstick (Women)	single color (compliment skin tone) and French manicure.	no decorations; will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
10	Fingernails (Men and Women)	clean and well-groomed.	not exceed 1/4 inch in length past tip of finger. Males are not authorized to wear nail polish.

NOTES:

1. The items listed in Table 3.3 represent common appearance issues and are not all-inclusive.
2. The Senior Aerospace Science Instructor (SASI) will determine what is extreme or faddish.
3. If due to a temporary medical condition (i.e., radiation/chemotherapy and resulting in baldness), SASI will authorize the wear of the cancer approved American Society cap (black/tan).



Sideburns will not extend below the bottom of the ear opening (A)

No mustache will extend sideways beyond a vertical line drawn upward from the corners of the month (C,D)

No portion of the mustache will cover the upper lip line or extend beyond B, C, or D

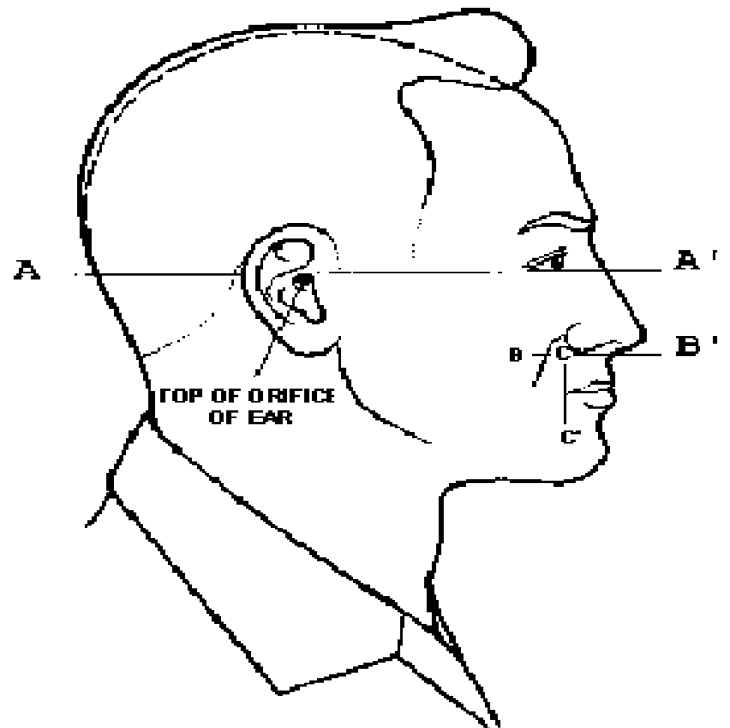
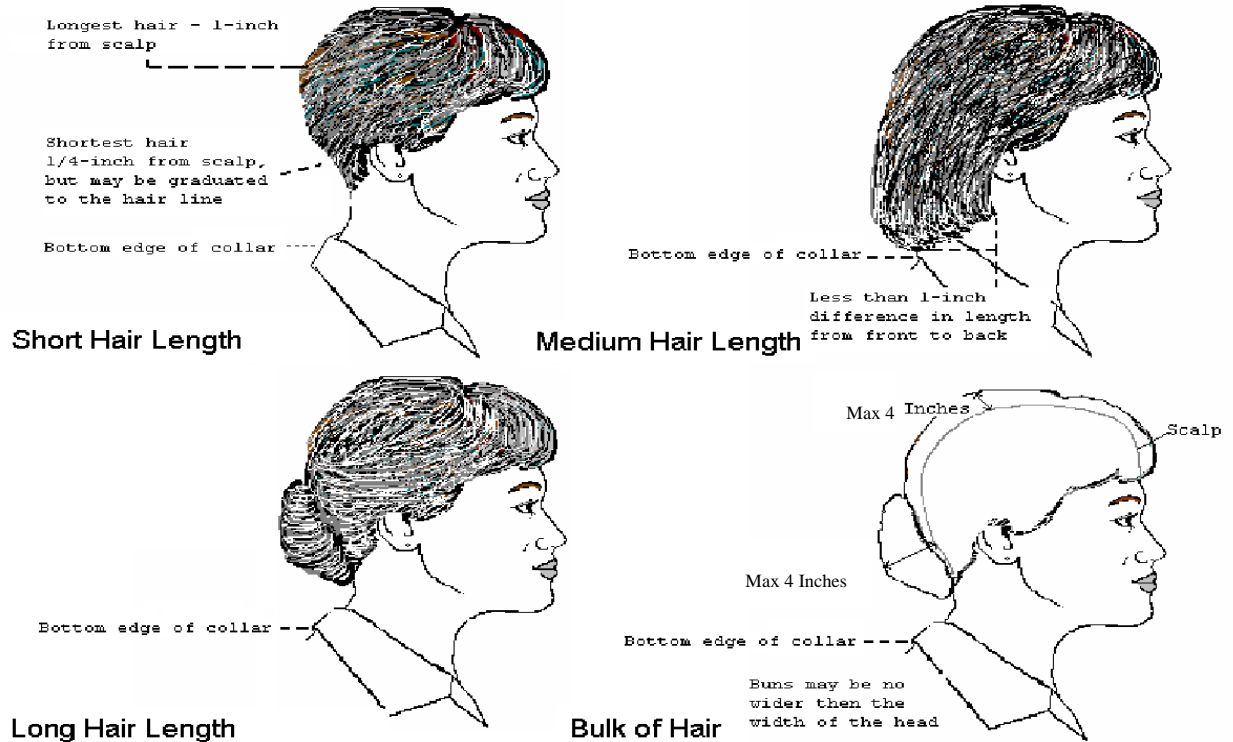
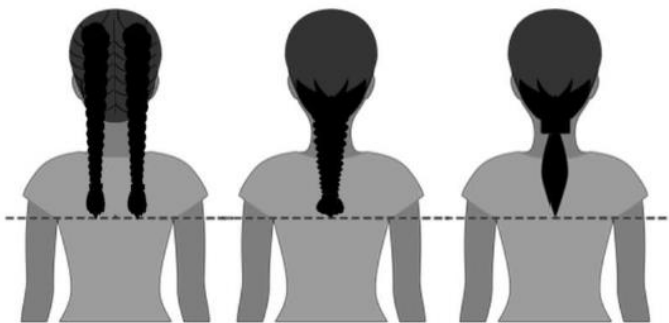


Figure 3.1. Male Hair Grooming Standards



Ponytails



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

Figure 3.2. Female Hair Grooming Standards

Table 3.4. Body/Physical Appearance Modification Standards.

	A	B
L I N E	To present the proper military image	will be
1	Tattoos/Brands	Tattoos/brands/body markings will not be on the head, face, tongue, lips, eyes, and scalp.
2	Body Piercing	While in uniform cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips or any exposed body part (includes visible through the uniform). EXCEPTION : Women are authorized to wear earrings. (See Line 4 below)
3	Watch (1 only)	Conservative. Only one wristwatch is authorized for wear while in uniform.
4	Earrings (Women)	Small spherical (not to exceed 6 mm in diameter), conservative round diamond, gold, pearl, or silver earrings with any uniform combination and worn as a set. If member has multiple holes only one set of earrings will be worn in the lower earlobe. Matching earrings must be worn and should fit tightly without extending below the earlobe. EXCEPTION : Connecting band on clip earrings.
5	Bracelet (1 only)	Conservative, no wider than 1/2 inch, and must not present a safety hazard. Worn around the wrist. Ankle bracelets are not authorized. The wear of traditional metal POW/MIA bracelets, which come in colors beside silver, bronze, or gold, remains authorized. Conservative is defined as plain, not drawing attention, or faddish (must be gold or silver). Bracelets for identification for medical alert purposes are authorized as long as they meet the standards above (conservative). Bracelets espousing support for a cause, philosophy, individual or group are not authorized. Gemstones/tennis bracelets are authorized to be worn only with the mess dress uniform.
6	Rings	A maximum of three rings on both hands combined. Wedding sets count as one ring. Will be worn only at the base of the finger. No thumb rings authorized.
7	Pager, cellular phone, and personal digital assistant	Must be solid or covered in black, silver, dark blue, or gray, and must be conservative. May be clipped to the left side of the waistband or purse or carried in left hand. Only one may be worn on the uniform belt. Members will not walk in uniform while using cell phones, radios, hands-free headsets unless required in the performance of official duties using a government issued device.
8	Necklaces	Concealed under collar or undershirt; not visible.
9	Pencils and pens	Concealed. (EXCEPTION: When carried in the pen pocket on the sleeve of the ABUs/OCPs.)

	A	B
L I N E	To present the proper military image	will be
10	Eyeglasses and sunglasses	Conservative ornamentation on frames and lenses. Authorize conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. Conservative wraparound sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses. Conservative lenses and frames (faddish styles and mirrored lenses prohibited). No sunglasses (to include darkened photosensitive lenses) in formation. Not worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses/sunglasses will be worn in the manner for which they were made.
11	Backpack	Black backpacks may be worn with any uniform combination. Only solid-color black backpacks will be worn with blue uniform combinations. ABU-patterned backpacks, olive drab and Air Force sage green may be worn with the ABU. OCP-patterned backpacks, Tan and Coyote Brown may be worn with the OCP. Small logos are authorized. Cadets may wear either a sling style backpack or two strap backpack. Sling backpacks will be worn across the chest, if carried on shoulder wear on the left shoulder. Two-strap backpacks will be worn on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Backpacks will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized.
12	Earpieces, headphones	Wear/use of an earpiece, any Bluetooth wireless 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) and/or while wearing the Physical Training Gear (PTG) during individual or personal PT in the fitness center or on designated running areas. Use of a hands-free device is authorized while in uniform operating a motor vehicle if local policy permits.

Chapter 4

PROMOTIONS

4.1. Promotion Objectives. A promotion is not a reward for past service; it is an advancement to a higher grade based on past performance and future potential. The fundamental purpose of the promotion program is to select cadets through a fair and competitive selection process that advances the best qualified cadets to positions of increased responsibility and authority and provides the necessary incentives to attract and maintain a quality Cadet Corps. Specific objectives are to:

- Advance those individuals considered to be best qualified
- Provide opportunity for accelerated promotion for cadets possessing exceptional potential
- Provide reasonably stable, consistent, and visible promotion opportunities for each cadet class

4.2. Promotion Process. Promotions will be performed on an academic quarter basis. Data from the previous academic quarter will be used to determine promotion eligibility. However, academic data from 1st and 3rd quarters will not be used to determine promotion eligibility for 1st and 3rd quarter, instead previous semester grades will be used. A cadet placed on the Control Roster for academics at the semester maybe eligible for promotion if they follow the early removal process outline in paragraph 2.4.3. No later than the first Tuesday of the month following the completion of an academic quarter, each cadet should review their promotion data contained on the Google Cadet Drive. It is the cadet's responsibility to bring errors in their promotion data to the attention of the SASI or ASI. Promotions will usually be performed on the second Tuesday of the month (during the IG Inspection) following the end of a quarter.

4.3. Promotion Categories. Promotions within the Cadet Corps are divided into four major categories: Airmen, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), and Officer. The promotion process by category is as follows:

4.3.1. Airmen Promotions. Airmen promotions consist of the promotions to the ranks of Airman (Amn), Airman First Class (A1C) and Senior Airman (SrA).

Amn Promotion Requirements:

- 1) Not on Control Roster
- 2) Accumulate 10 merit points during last academic quarter
- 3) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter

Cadets may also be promoted to Airman if they complete Summer Leadership School (SLS) with a "B" or better grade.

A1C Promotion Requirements:

- 1) Hold the rank of Amn for at least one academic quarter
- 2) Not on Control Roster
- 2) Accumulate 10 merit points during last academic quarter
- 3) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter

SrA Promotion Requirements:

- 1) Hold the rank of A1C for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 10 merit points during last academic quarter
- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Must demonstrate knowledge of basic customs and courtesies, flag etiquette, and Air Force/AFJROTC ranks by completing the summative assessments for LE I Chapter 1 Lessons 1, 2, 3 and Chapter 5 Lesson 1 at a “Meets Proficiency” level (i.e., 3 or 4)

4.3.2. NCO Promotions. NCO promotions consist of promotions to the ranks of Staff Sergeant (SSgt) and Technical Sergeant (TSgt).

SSgt Promotion Requirements:

- 1) Hold the rank of SrA for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 15 merit points during last academic quarter
- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Write the 32 commands with no errors (See Appendix 6)
- 6) Must pass the Promotion Test with a minimum score of 75%

TSgt Promotion Requirements:

- 1) Hold the rank of SSgt for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 15 merit points during last academic quarter
- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Command a flight performing the 32 commands with no more than 3 errors
- 6) Must pass the Promotion Test with a minimum score of 75%

4.3.3. SNCO Promotions. SNCO promotions consist of the promotions to the ranks of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (CMSgt). Since SNCO ranks represent the “best of the best”, requirements for selection to these ranks are higher. In order to be eligible for promotion to SNCO rank, cadets must meet the minimum requirements specified below.

MSgt Promotion:

- 1) Hold the rank of TSgt for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 20 merit points during last academic quarter
- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Earn the Color Guard Ribbon
- 6) Must pass the Promotion Test with a minimum score of 80%

SMSgt Promotion:

- 1) Hold the rank of MSgt for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 20 merit points during last academic quarter

- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Must pass the Promotion Test with a minimum score of 80%

CMSgt Promotion:

- 1) Hold the rank of SMSgt for at least one academic quarter
- 2) Not on Control Roster
- 3) Accumulate 20 merit points during last academic quarter
- 4) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 5) Must pass the Promotion Test with a minimum score of 80%

The maximum grade for a cadet SNCO is Master Sergeant unless the position they hold authorizes a higher grade.

Table 4.1. Enlisted Promotion Requirements

RANK	Control Roster	Merit Points	Uniform Grade	LE100 Assessments	Wrote 32's	Marched 32's	Color Guard Ribbon	Promotion Test
Amn	No	10	3					
A1C	No	10	3					
SrA	No	10	3	3				
SSgt	No	15	3		X			75%
TSgt	No	15	3			X		75%
MSgt	No	20	3				X	80%
SMSgt	No	20	3				X	80%
CMSgt	No	20	3				X	80%

4.3.4. Officer Promotions. Since officers are the leaders of the squadron, their numbers are limited and the selection for their ranks are very competitive. In order to be eligible for the promotion to officer rank, cadets must meet the minimum requirements specified below:

- 1) Not on the control roster
- 2) Accumulate 20 merit points during the last academic quarter
- 3) Hold a SNCO rank for a minimum of one academic quarter
- 4) 2 years in JROTC
- 5) Letter in JROTC (see para 5.5.)
- 6) Maintain a uniform wear proficiency of 3 or 4 during last academic quarter
- 7) Must pass the Promotion Test with a minimum score of 85%

The maximum grade for a cadet officer is Captain unless the position they hold authorizes a higher grade.

4.4. Positional Promotions. Cadets that are selected for leadership positions will be promoted to ranks commensurate with the position. While in the leadership position, the cadet will hold two ranks. The first rank is their permanent rank which is the rank they held prior to assuming the leadership position. Their other rank is their positional rank which is the rank associated with the position they hold. They will retain the positional rank as long as they remain in the leadership position. Once they leave the leadership position, they will revert back to their permanent rank.

While in the leadership position, cadets may be promoted to the next higher rank during the promotion cycle if they meet the promotion requirements for the next rank. If a cadet receives a promotion in their positional rank, they will concurrently be promoted in their permanent rank. For example, if a cadet holds the permanent rank of TSgt and is selected to be a Flight Commander, they will be promoted to the positional rank of Captain and maintain the permanent rank of TSgt. If during the next promotion cycle, they meet the requirements to be promoted to Major, they will be promoted to the positional rank of Major and will also be promoted to the permanent rank of MSgt. If you max out rank in either your positional or temporary rank, you can still be promoted in the other rank if it is not maxed out and you meet promotion requirements for that rank.

Ranks associated with leadership positions are as follows:

	<u>Initial</u>	<u>Maximum</u>
Squadron Commander	Major	Colonel
First Sergeant	SMSgt	CMSgt
Flight Commander	Captain	Major
Flight Sergeant	MSgt	SMSgt

The initial rank shown above is the rank the cadet will be promoted to upon assuming the respective leadership position. The maximum rank shown above is the maximum rank the cadet can be promoted to assuming they meet the promotion requirements associated with the rank.

4.5. Merit System. The Merit System is the process by which cadet involvement in Corps activities is tracked. The system is a point-based system that awards various types of points to cadets for participation in unit sponsored events. The Merit System is comprised of three different types of points: Merit Points, Service Points, and Activity Points.

4.5.1. Merit Points. Merit Points are used solely to indicate a cadet’s involvement in unit activities for the purpose of promotion. Merit points are assigned as follows:

Meeting Attendance (Staff Meeting, Model Club, etc.)	1 merit point per hour
Practices (Color Guard, Drill Team, PT Team, etc.)	1 merit point per hour
Color Guards	2 merit points
Additional Duties outside of normal duties	1 merit point per hour

4.5.2. Service Points. Service points are awarded for any type of service to the community through JROTC. The primary purpose for service points is to track cadet involvement in service projects for the award of the Service Ribbon. However, cadets that perform a service project will also receive merit points for the event. For those service projects over 3 hours, 5 merit points will be awarded. For service projects under 3 hours, 1 merit point will be awarded for each hour worked. Service points are assigned as follows:

Adopt-A-Highway	1 point per event
Flag Raising/Lowering	1/10 point per activity
Disaster Relief (flood, etc.)	1 point per event
Misc. Projects (habit-for-humanity, etc.)	1 point per event

4.5.3. Activity Points. Activity points are awarded for participation in parades, JROTC competitions, and other events that are not service related. The primary purpose for activity points is to track cadet involvement in activities for the award of the Activity Ribbon. Cadets that perform an activity will also receive 5 merit points for this event. Activity points are assigned as follows:

Change of Command Parade/Annual Awards	1 activity point
Lock-In	1 activity point
Parades	1 activity point
JROTC Competition	1 activity point
Drill Team Performance Outside of Competitions	1 activity point
Military Ball	1 activity point
Fundraiser	1 activity point
Summer Leadership School	1 activity point
Camp Grafton	1 activity point

Note: Participation in an event that is not considered service will be considered as an activity and therefore awarded activity points.

Chapter 5

AWARDS, DECORATIONS, AND BADGES

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

5.1. Unit Awards and Decorations. Unit awards and decorations are presented to cadets at three different times during the academic year – monthly, semester, and annually.

5.1.1. Monthly Awards/Decorations. There are 9 awards/decorations that cadets may earn during the course of the academic year. These awards/decorations are presented on a monthly basis during the IG inspection (second Tuesday of the month). The awards/decorations that may be earned during the academic year are:

Activities Ribbon. Awarded for participation in four co-curricular activities other than Color Guards. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, Military Ball, Drill Competitions, Cyber Patriot, and AFJROTC sports teams. An oak leaf cluster is added to this ribbon for each four activities a cadet participates in.

Leadership Development Requirement (LDR) Leadership Ribbon. Awarded for leadership in AFJROTC Leadership Development Requirement activities (such as military ball chairperson, competition team captain, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. An oak leaf cluster is added to this ribbon for each additional award.

Color Guard Ribbon. Awarded for distinguished participation in 10 color guard events of which the cadet must have served at least 2 times in the United States Flag position, 2 times in the North Dakota Flag position, 2 times at left guard, and 2 times at right guard. An oak leaf cluster is added to this ribbon for each additional award.

Special Teams Placement Ribbon. Awarded to team members for placing first, second or third in an Air Force or Joint Service drill meet or team sports competition. Only one ribbon will be awarded per competition.

Drill Team Ribbon. Awarded for distinguished participation in 5 drill team events. An oak leaf cluster is added to this ribbon for each additional award.

Health and Wellness Ribbon. Awarded for participation in the Physical Fitness Program (PFT). All cadets who attempt the three exercises contained in the PFT during the academic quarter in which it is given will 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 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.

Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC that stay in the program for at least one semester, or perform 6 hours of recruiting service, or participated in 2 recruiting events.

Service Ribbon. Awarded to cadets who actively participate in service projects that contribute significantly to the goals of the Corps. Cadets must earn four service points to receive this ribbon. An oak leaf cluster is added to this ribbon for each additional four service points earned.

Patriotic Flag Ribbon. Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Cadets can earn the ribbon if they participate in at least 20 flag raisings/lowerings at the high schools during the academic year.

5.1.2. Semester Awards/Decorations. Two awards/decorations are usually presented at the end of an academic semester. These awards/decorations recognize outstanding performance during the previous academic semester. The awards/decorations are usually presented at the first IG Inspection of a new academic semester. These two awards/decorations are:

Academic Ribbon. Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic semester, in addition to an “A” in AFJROTC.

Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and achieving a uniform inspection score of 4 (Exceeds Proficiency).

5.1.3. Annual Awards/Decorations. Thirteen awards/decorations are presented on an annual basis. These awards are based upon cadet performance during the entire academic year and are presented at the Annual Awards Ceremony held in the May timeframe. These thirteen awards are:

Lieutenant Commander William Muscha Award. Awarded annually to a senior cadet who has been an active member of AFJROTC for at least 3 years and has shown great leadership potential. This award is sponsored by the Muscha family and consists of a plaque and a monetary gift.

Outstanding Cadet Ribbon. Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Cadets obtaining the highest Military Order of Merit (MOM) score for their respective class will receive this award.

Leadership Ribbon. Awarded annually for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities.

Superior Performance Ribbon. Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Cadets obtaining a Military Order of Merit (MOM) score over 1.0 will receive this award.

Achievement Ribbon. Awarded for performance of a significant achievement during the academic year. Significant achievements include but are not limited to: over 25 Color Guards in an academic

year, over 250 merit points in an academic year, and a semester GPA of 4.0. Individuals may not receive more than one ribbon during a 1-year period.

Outstanding Flight Ribbon. Awarded each Summer Leadership School to members of the outstanding flight under criteria determined by the SASI.

Cadet Leadership Course (CLC) Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Add a bronze oak leaf for each additional leadership school completed. Add a bronze star for outstanding performance or leadership ability at a leadership school. Limit the star to 10 percent of the class.

Joint Leadership Academic Bowl (JLAB) Ribbon. Awarded to cadets that are a member of the JLAB team. Cadets must attend 75% of JLAB practices for the academic year and must compete in at least one JLAB competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Cyber Patriot Ribbon. Awarded to cadets that are a member of the Cyber Patriot team. Cadets must attend 75% of Cyber Patriot practices for the academic year and must compete in at least one Cyber Patriot competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Military Model Building Team Ribbon. Awarded to cadets that are a member of the model building club. Cadets must attend 75% of model building club meetings during the academic year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Longevity Ribbon. Awarded for completion of each year of JROTC.

Good Conduct Ribbon. Awarded to cadets with no suspensions of any kind, no adverse reports from staff or faculty in an academic year, no unexcused uniform wear, and no unserved detentions. Cadets may only receive one award annually.

Attendance Ribbon. Awarded to cadets with no more than 3 excused absences, no more than 5 tardies, and no unexcused absences in an academic semester. Cadets may only receive one award annually.

5.2. HQ AFJROTC Awards.

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. Recommendations must be forwarded through HQ AFROTC for review and approval within 6 months of the incident. For each additional award earned an additional small silver star will be awarded.

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. Recommendations must be forwarded to HQ AFJROTC for review and approval within 6 months of the incident. For each additional award earned an additional small silver star will be awarded.

Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other

catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for humanitarian awards to HQ AFJROTC for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. For each additional award earned an additional small silver star will be awarded.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. For each additional award earned an additional large silver star will be awarded.

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 AFJROTC for review and approval within 6 months of the incident.

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

Distinguished Unit Award (DUA). Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. For each additional ribbon earned an additional small silver star will be awarded.

Outstanding Organization Award (OOA). Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. For each additional ribbon earned an additional small silver star will be awarded.

Top Performer Award. The Cadet Top Performer Award is a HQ AFJROTC award presented to a maximum of 2% of the current unit cadet corps population. This award is only presented during a visit by HQ AFJROTC personnel. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance; in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

5.3. National Awards. Several national organizations sponsor awards that recognize outstanding contributions by AFJROTC cadets. Each award has selection criteria established by the sponsoring organization that emphasizes different characteristics based upon the intent of the respective award. Recipients of these awards are selected annually and the awards are presented at the unit's Annual Awards Ceremony. A list of the national awards is provided below:

- Air Force Association Award (Medal/Ribbon)
- Daedalian Award (Medal/Ribbon)
- Daughters of the American Revolution Award (Medal/Ribbon)
- American Legion Scholastic Award (Medal/Ribbon)
- American Legion General Military Excellence Award (Medal/Ribbon)
- Reserve Officers Association (ROA) Award (Medal/Ribbon)
- Military Officers Association Award (MOAA) (Medal/Ribbon)
- Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
- National Sojourners Award (Medal/Ribbon)
- Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
- Military Order of the Purple Heart Award (Medal/Ribbon)
- Sons of the American Revolution (SAR) Award (Medal/Ribbon)
- Military Order of World Wars Award (Medal/Ribbon)
- American Veterans (AMVETS) Award (Medal/Ribbon)
- Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
- Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award (Ribbon)
- The Retired Enlisted Association (TREA) Award (Medal/Ribbon)
- The Celebrate Freedom Foundation (CFF) Award (Medal/Ribbon)

A detailed description of each award can be found at Appendix 5.

5.4. Wear of Medals and Ribbons. Ribbons **will not** be worn with medals. Medals may be worn with the Service Dress Uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI). Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below the top of the welt of the pocket, centered on the pocket. The order of precedence of the ribbons can be found in the Cadet Ribbon Chart contained in Appendix 2. Ribbons must be worn with the Service Dress, but are optional for wear with the Light Blues.

5.4.1. Devices on Ribbons. Wear a maximum of four devices on each ribbon.

5.4.1.1. For each additional award of a ribbon, a bronze oak leaf cluster will be added to the ribbon.

5.4.1.2. Replace the bronze oak leaves with a silver oak leaf after the receipt of the fifth bronze oak leaf.

5.4.1.3. Place silver oak leaves to the wearer's right of bronze oak leaves.

5.4.1.4. Place oak leaves horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none. See figure 5.1. below.

5.4.1.5. If all authorized devices do not fit on a single ribbon, wear a second ribbon. Wear a minimum of three devices on the first ribbon before wearing a second ribbon. When wearing the second ribbon, place after the initial ribbon (on wearer's left). Both ribbons count for one award. If future awards reduce devices to a single ribbon, remove the second ribbon.

5.4.1.5. Different color stars or star(s) and oak leaf cluster(s) may not be on the same ribbon. If a cadet has earned both a star and oak leaf cluster for the same ribbon, each device must be on its own ribbon. Remember that the ribbon containing the star counts as an award of the ribbon.

Figure 5.1. Placement of Devices on Ribbons.



5.4.2. Wear of Other Service JROTC Ribbons. AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. 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. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

5.4.3. Wear of Active Duty, Guard and Reserve Badges or Insignia. 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.

5.4.4. Wear of CAP Awards. Cadets receiving Civil Air Patrol (CAP) awards listed below may wear the ribbons on their AFJROTC uniform in the precedence listed below following the Patriotic Flag Ribbon.

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

5.5. School Lettering. JROTC cadets may earn school letters from North, South, and Davies High Schools for participation in the JROTC program. Lettering requirements are as follows:

- Must have earned 4 Service Points and 4 Activity Points during the current academic year in which the school letter is awarded
- Must have an “A” average in the AFJROTC program for the current academic year
- Must not be on the Control Roster during the current academic year
- Must have earned 100 merits points during the current academic year
- Must have participated in 5 Color Guards

5.6. Badges.

5.6.1. Kitty Hawk Honor Society Badge. Awarded to cadets who are members of the Kitty Hawk Honor Society and meet the award requirements as specified in Appendix 7.

5.6.2. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Superior Performance Ribbon
- Achievement Ribbon
- Academic Ribbon
- LDR Leadership Ribbon
- Service Ribbon

5.6.3. 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 cumulative grade point average with no grade below “C” on their transcript.

5.6.4. Aviation Badges. Cadets will only wear one of the following badges:

5.6.4.1. Aviation Ground School/Unmanned Aircraft Badge. Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test.

5.6.4.2. Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Flight suits are authorized for those cadets that have received their flight solo badge.

5.6.4.3. 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.

5.6.5. Other Badges. Wearing badges from other services beyond their intended purpose, badges from the regular Air Force, or other organizations on the AFJROTC uniform is prohibited. Example: Unit cannot designate Army Signal Corps or Infantry badges to signify membership in the unit color guard or drill team.

5.7. Shoulder Cords. Cadets are authorized to wear **one shoulder cord** on the left shoulder and must wear the highest precedence cord they have earned. Shoulder cords must be worn with the light blue and service dress uniforms (not allowed on ABUs or OCPs). On the Service Dress Coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. On the light blue uniform, the cord should be worn beneath the epaulet on the light blue shirt. If a cadet is authorized to wear more than one cord, the cord with the highest precedence will be worn. The precedence is as follows:

- 1) Positional Cord
- 2) Outstanding Cadet Cord
- 3) Outstanding Uniform Cord
- 4) Kitty Hawk Honor Society Cord
- 5) Academic Cord

5.7.1. Positional Cords. Certain cords are worn by cadets that hold a specific leadership position within the squadron. Positional cords are assigned as follows:

Squadron Commander	Metallic Gold	First Sergeant	Metallic Silver
A Flight Commander	Brown	A Flight Sergeant	Gold/Brown
B Flight Commander	Purple	B Flight Sergeant	Gold/Purple
C Flight Commander	Green	C Flight Sergeant	Gold/Green
D Flight Commander	Red	D Flight Sergeant	Gold/Red
E Flight Commander	Blue	E Flight Sergeant	Gold/Blue

5.7.2. Awarded Cords. Certain cords are awarded based upon outstanding performance of a cadet. Awarded cords and their criteria are as follows:

Kitty Hawk Honor Society (Light Blue) – criteria for award of the KHHS cord are outlined in Appendix 8.

Academic (White and Green) – the academic cord is awarded on a quarterly basis to those cadets that obtain an overall grade point average of at least a “B” and obtain an “A” in AFJROTC.

Outstanding Uniform (Blue and Silver) - the outstanding uniform cord is awarded during the IG Inspection to the cadet with the best uniform in each flight. The cord will be worn until the next IG inspection.

Outstanding Cadet (Gold) – criteria for award of the outstanding cadet cord are outlined in Appendix 10.

5.8. Shoulder Tabs. Shoulder tabs are cloth arches denoting participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the Service Dress Coat 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.).

5.9. Beret. Cadets are authorized to wear the navy-blue beret upon completion of requirements for the initial color guard ribbon. In order to retain the beret, cadets must do a minimum of 5 color guards per semester. Members of the varsity color guard will wear the white beret. Officers will wear their rank on their berets, while enlisted cadets will wear the mini-Hap Arnold Insignia. Berets may only be worn with the light blues and Service Dress Uniforms (not authorized to be worn with ABUs or OCPs). See Appendix 1 for proper wear of beret.

Chapter 6

Physical Fitness/Wellness Training Program

Physical fitness is a key component of the JROTC program. Regular activity has a number of proven, positive health effects to include mental-health benefits, like relieving stress and anxiety. Cadets are encouraged to establish physical fitness routines outside of JROTC that supplement the JROTC fitness program. Cadets are expected to display enthusiasm, sportsmanship, motivation, and positive attitude during fitness activities. They are also expected to offer encouragement and treat fellow cadets with respect during all fitness activities.

6.1. Fitness Grading. Cadets will be graded on attitude, participation, and wear of the Air Force PT uniform. Cadets are not graded on how fast they can run or how many exercises they can complete. Friday is the designated physical training (PT) day for JROTC and cadets are expected to wear the JROTC-issued PT uniform in JROTC class on that day. Cadets will be given time during class to change in and out of the PT uniform. Cadets are also expected to wash their PT uniform on a regular basis to remove body odors from the uniform. Cadets are evaluated in PT using the following Proficiency Scale.

Proficiency Scale	
4	I can effectively communicate and exhibit sportsmanship and teamwork to promote group dynamics using all success criteria while displaying leadership and problem solving
3	I can effectively communicate and exhibit sportsmanship and teamwork to promote group dynamics using all the following success criteria: <ul style="list-style-type: none"> • Wear issued PT uniform • Participate in all PT activities • Use proper strategies that promote group/team dynamics (etiquette, respect, moral/ethical conduct)
2	I can effectively communicate and exhibit sportsmanship and teamwork to promote group dynamics using at least two of the following success criteria: <ul style="list-style-type: none"> • Wear issued PT uniform • Participate in all PT activities • Use proper strategies that promote group/team dynamics (etiquette, respect, moral/ethical conduct)
1	I am developing my communication and sportsmanship/teamwork skills to promote group dynamics

Tennis shoes are considered part of the PT uniform and must be worn for PT. There is no partial credit for wear of a portion of the PT uniform. Cadets must wear the entire uniform (top and bottom) and tennis shoes to receive uniform wear credit.

6.2. Fitness Assessment. JROTC conducts fitness assessments at least twice during each academic year, once in the fall and once in the spring. The fall assessment establishes a fitness baseline and goals, while the spring assessment determines individual improvement over the academic year. The assessment consists of 3 events: 1-mile run, sit-ups, and push-ups. The fitness assessment is not a graded assessment, however, it is used to determine award of the Health and Wellness Ribbon (see Chapter 5) and is an element of the Cadet's Military Order of Merit (see Chapter 7).

Chapter 7

Organization

ND-20061's organization level will be that of a Squadron with five flights. The supporting staff will expand or contract based upon the number of qualified cadets available to fill positions. The support staff positions may be filled by cadets from either the AS400, AS300, or AS200 classes.

7.1. Selection of Key Leadership Positions.

7.1.1. Academic Year. The squadron key personnel during the academic year are made up of the Squadron Commander, First Sergeant, Flight Commanders, and Flight Sergeants. Candidates for the Squadron Commander positions will be chosen from those cadets that have reached the rank of officer. The top four cadet officers, as reflected in the military order of merit (MOM) (see para 7.1.3. for explanation of MOM), will be considered. If there are less than four cadet officers, then the squadron commander candidates will be reduced to the number of existing cadet officers. The Squadron Commander will then be selected from those candidates by an interview process conducted by the SASI, ASI, and the outgoing Squadron Commander. The Squadron Commander will be promoted to the positional rank of Major during the semester in which they hold the Squadron Commander position. They will revert back to their original rank once they vacate the Squadron Commander position.

The Squadron Commander may be dual hatted as a Flight Commander. The other four/five Flight Commanders will be chosen from cadets holding an officer rank. The top four cadet officers, as reflected in the MOM, will be assigned as Flight Commanders. If there are not four cadet officers, then the top SNCOs, as reflected in the MOM, will be assigned as Flight Commanders. These SNCOs will be promoted to the positional rank of Captain during the semester in which they hold the Flight Commander position. They will revert back to their original rank once they vacate the Flight Commander position.

The First Sergeant will be selected from the top four cadets holding a SNCO rank that have not been selected as a Flight Commander. If there are less than four SNCOs available, then the First Sergeant candidates will be reduced to the number of existing cadet SNCOs. From that list, the incoming Squadron Commander will recommend to the SASI/ASI their choice for the First Sergeant. The SASI/ASI will make the final decision on who is chosen as the First Sergeant.

The First Sergeant may be dual hatted as a Flight Sergeant. The remaining four/five Flight Sergeants will be selected from those cadets holding a SNCO rank. The top four cadet SNCOs, as reflected in the MOM, will be assigned as Flight Sergeants. If there are not four cadet SNCOs available, then the top NCOs, as reflected in the MOM, will be assigned as Flight Sergeants. These NCOs will be promoted to the positional rank of Master Sergeant during the semester in which they hold the Flight Sergeant position. They will revert back to their original rank once they vacate the Flight Sergeant position.

NOTE: Flight Commander and Flight Sergeant positions are contingent on class period assignments. If cadets are not able to be moved to required class periods then position assignments may have to be modified.

7.1.2. Summer Leadership School. The key leadership positions for Summer Leadership School (SLS) may vary from year to year but are usually composed of the Squadron Commander, Deputy Squadron Commander, First Sergeant, four Flight Commanders, four Flight Sergeants, PT Officer/NCO, and Logistics Officer/NCO. The Squadron Commander, Deputy Squadron Commander, and Flight Commanders are usually filled by officer cadets. However, SNCO cadets may fill those positions if there are not sufficiently qualified officer cadets. Officer, SNCO, and NCO cadets will be considered for the remaining leadership positions. Only those cadets not on the Control Roster may fill key leadership positions. The MOM will be a key tool in determining personnel for leadership positions.

7.1.3. Military Order of Merit (MOM). The MOM is a ranking of cadets based upon four criteria: Academics, Uniform Wear, Physical Fitness, and Participation. The categories are defined as follows:

- Academics – GPA from most current completed academic semester
- Uniform Wear – uniform grade from the most current completed academic semester
- Physical Fitness – percentage score from the most current Physical Fitness Test
- Participation – total merit points accumulated during most current completed academic semester

Each category will be normalized using the z-score. The z-score standardizes the scores and is calculated by taking the score subtracting the mean and then dividing by the standard deviation. The z-score is calculated using the mean and standard deviations for each individual aerospace class (i.e., AS100, AS200, AS300, and AS400).

Once the scores have been standardized, they are weighted based upon their importance. Although all four components of the MOM are important for a well-rounded cadet, certain components are more important in showing commitment and dedication to JROTC. The weighting is as follows:

- Merit Points – 45%
- Uniform Grade – 30%
- Semester GPA – 15%
- Physical Fitness Test – 10%

Here is an example of the calculations for an AS400 cadet’s MOM.

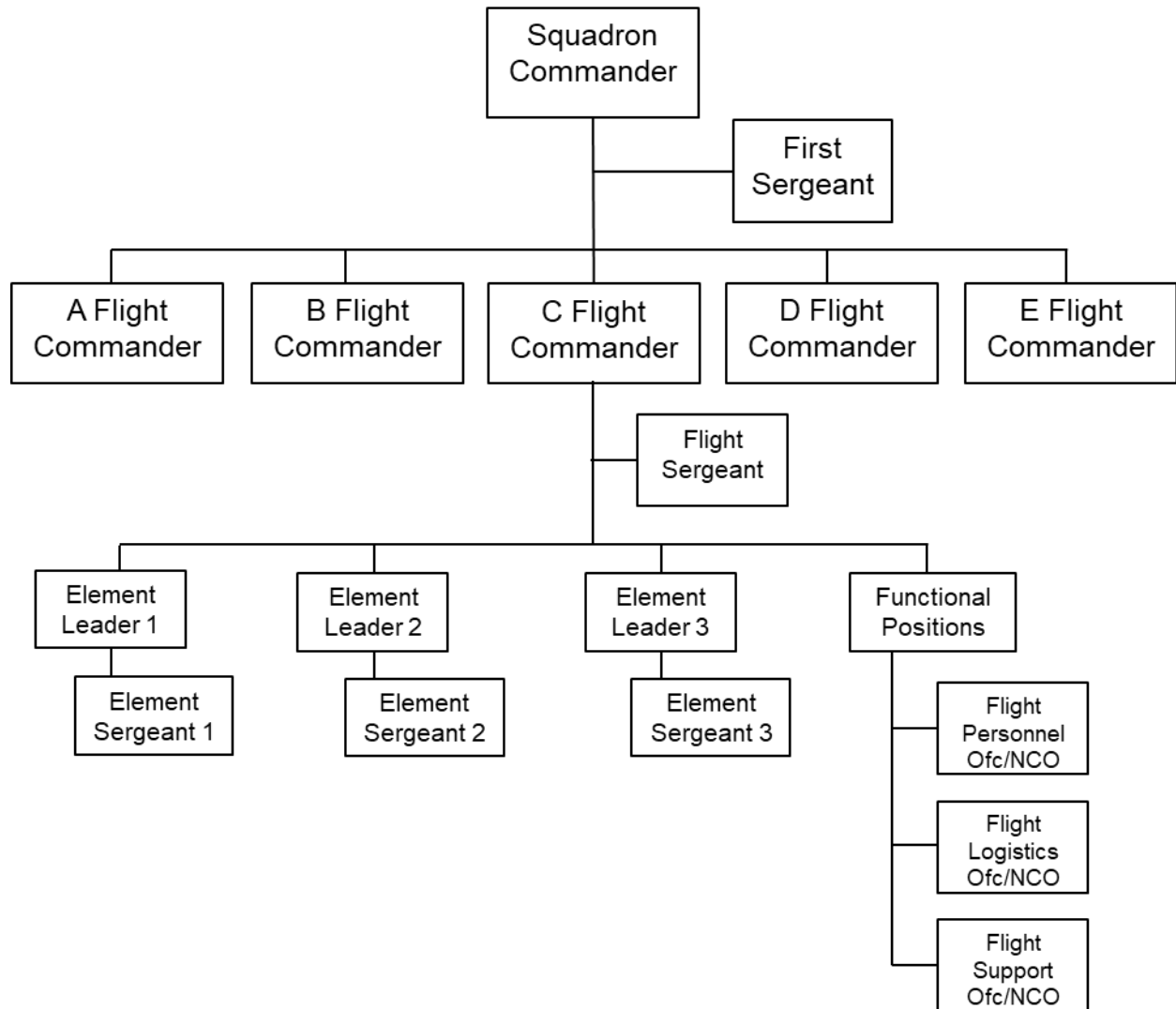
	Qtr GPA	Uniform Grade	Fitness Score	Merit Points
Cadet Scores	3.33	3	74%	64
AS400 Mean	3.17	3.3	52%	103
AS400 Std Dev	0.438	0.96	0.202	41.9

Standardize Scores: GPA: $(3.33 - 3.17) / .0438 = 3.65$
 Uniform Grade: $(3 - 3.3) / 0.96 = -0.31$
 Fitness Score: $(0.74 - 0.52) / 0.202 = 1.09$
 Merit Points: $(64 - 103) / 41.9 = -0.93$

Weight Score: $(\frac{\text{GPA}}{3.65} \times 0.15) + (\frac{\text{Uniform}}{-0.31} \times .30) + (\frac{\text{Fitness}}{1.09} \times 0.10) + (\frac{\text{Merit Points}}{-0.93} \times 0.45) = 0.145$

7.2. Rotation Cycle. Normally, all key leadership positions will be rotated on an academic semester basis. However, if sufficient qualified cadets are not available, positions may be held for an entire academic year.

7.3. Organizational Chart. Each flight will have the same structure as shown in the example below for C Flight.



7.4. Cadet Staff Job Descriptions

7.4.1. Squadron Commander (SQ/CC)

Maximum Grade: Colonel

The Cadet Squadron Commander is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the cadet squadron.
- Planning and coordinating all cadet squadron activities, facilities, and resources.
- Schedule squadron staff meetings.
- Mentor and monitor Flight Commanders and First Sergeant; conducts feedback sessions as required.
- Overseeing the cadet flight commanders.
- Relaying information from the cadet squadron staff level to the flight.
- Ensuring all members of the cadet corps have the opportunity to develop leadership skills commensurate with their individual abilities.
- Coordinating with the SASI and ASI.
- Identifying project officers for Corps events.
- Ensure all Corps activities are conducted in accordance with current Air Force, AETC, AFJROTC, and Corps instructions, directives, policies, and procedures.

7.4.2. First Sergeant (SQ/CCF)

Maximum Grade: CMSgt

The Cadet First Sergeant is responsible for:

- Assisting the Cadet Squadron Commander in enforcing good appearance, discipline, effectiveness, training, and conduct of the cadet squadron.
- Attending squadron staff meetings.
- Ensuring all cadet squadron activities are conducted in accordance with current Air Force, AETC, AFJROTC, and corps instructions, directives, policies, and procedures.
- Performing other duties as assigned by the SQ/CC.
- Assisting the SQ/CC in conveying information to and from the cadet flight commanders and cadet flight sergeants.
- Acting as a liaison between the cadet squadron and flights in the absence of the SQ/CC.
- Assisting flight sergeants (mentoring).
- Provide feedback to the Squadron Commander regarding the welfare of the cadet enlisted force.

7.4.3. Flight Commander (FLT/CC)

Maximum Grade: Major

The Cadet Flight Commanders are responsible for:

- Overseeing training, standardization, and that drill and ceremony is conducted properly.
- Supervising the following flight staff and conducts feedback sessions as required:

- Flight Sergeant
- Flight Logistics Officer/NCO
- Flight Personnel Officer/NCO
- Flight Support Officer/NCO
- Flight Element Leaders
- Ensure cadets meet training goals.
- Performing other duties as assigned by the SQ/CC.
- Attend squadron staff meetings.
- Ensuring the Cadet Information Management System (WINGS) and Unit Attendance Spreadsheets are updated for flight activities.

7.4.4. Flight Sergeant (FLT/CCS)

Maximum Grade: SMSgt

The Cadet Flight Sergeant is responsible for:

- Assisting the Flight Commander in enforcing good appearance, discipline, effectiveness, training, and conduct of the flight.
- Attending squadron staff meetings.
- Ensuring all flight activities are conducted in accordance with current Air Force, AETC, AFJROTC, and corps instructions, directives, policies, and procedures.
- Performing other duties as assigned by the FLT/CC.
- Assisting the FLT/CC in conveying information to and from the flight personnel.
- Assisting Element Sergeants (mentoring).
- Provide feedback to the Flight Commander regarding the welfare of the flight enlisted force.

7.4.5. Flight Personnel Officer/NCO

Maximum Grade: Capt/MSgt

The Cadet Flight Personnel Officer/NCO is responsible for:

- Maintaining cadet personnel records through update of the Cadet Information Management System (WINGS).
- Maintaining historical record (source documents) of merits/demerits, service projects, activities and jobs for each cadet.
- Publishing orders for special awards, cadet positions, cadet promotions, and cadet awards and decorations in WINGS.
- Processing ribbon/rank request forms for respective flight.
- One Flight Personnel Officer will be dual hatted as the Squadron Personnel Officer.
- Performing other duties as assigned by the FLT/CC.

7.4.6. Flight Logistics Officer/NCO

Maximum Grade: Capt/MSgt

The Cadet Flight Logistics Officer/NCO is responsible for:

- Assisting with the issue and turn-in of cadet uniforms and other accountable property items.
- Maintaining the inventory of uniforms and textbooks.
- Keeping the supply room in a clean and orderly manner.
- Update Wings with logistics information.
- One Flight Logistics Officer will be dual hatted as the Squadron Logistics Officer.

7.4.7. Flight Support Officer/NCO

Maximum Grade: Capt/MSgt

The Cadet Flight Support Officer/NCO is responsible for:

- The planning, coordinating, and execution of flight recruiting, public affairs, and community service activities.
- Submitting news articles to the school and local newspapers concerning cadet activities.
- Providing cadet Flight photographic service.
- Document Flight activities via written, still photo, or video form for historical purposes.
- Organizing community service activities for the Flight.
- Performing other duties as assigned by the FLT/CC or FLT/CCS.
- Updating the Cadet Information Management System (WINGS) and Unit Attendance Spreadsheets for all community service, recruiting, and special project activities.
- One Flight Support Officer will be dual hatted as the Squadron Support Officer.

7.4.8. Element Leader

Maximum Grade: Capt

The Element Leader is responsible for:

- Ensure that discipline, appearance, efficiency, training and conduct of the element is maintained during leadership training, academic instruction and field trip activities.
- Tracks element uniform wear, participation, promotion status and military discipline.
- Overseeing training, standardization, and that drill and ceremonies are conducted properly.
- Supervising the members of their assigned element.
- Ensure cadets in element meet training goals.
- Performing other duties as assigned by the FLT/CC.
- Conduct feedback sessions of element members as required.

7.4.9. Element Sergeant

Maximum Grade: MSgt

The Element Sergeant is responsible for:

- Assisting the Element Leader in enforcing good appearance, discipline, effectiveness, training, and conduct of the flight.
- Performing other duties as assigned by the Element Leader.
- Assisting the Element Leader in conveying information to and from element personnel.
- Provide feedback to the Element Leader regarding the welfare of the element enlisted force.

7.5. Additional Duty Position Descriptions.**7.5.1. Drill Team Commanders**

The cadet drill team commander is responsible for:

- Command of a drill team.
- Assisting in the planning and coordination for all parades, ceremonies, and drill competitions.
- Providing instruction and supervision for drill team exhibitions.
- Coordinating drill team exhibitions at sporting events.
- Coordination of regulation armed or armed exhibition drill.
- Assisting in the planning and coordination of competitions.
- Ensuring drill team members are adequately trained and accorded the opportunity to perform consistent with their experience.
- Scheduling sufficient practices to maintain drill team proficiency.
- Updating the Cadet Information Management System (WINGS) and Unit Attendance Spreadsheets for practice and performance participation.

7.5.2. Color Guard Commander

The Cadet Color Guard Commander is responsible for:

- Command of the Color Guard, to include Varsity Color Guard.
- Assisting in the planning and coordination of all parades, ceremonies, and Colors presentation events.
- Providing instruction and supervision for Flag Reveille and Retreat ceremonies.
- Coordination of all Color presentations at sporting and Color posting/retirement events.
- Assisting in the planning and coordination of all competitions. Evaluating personnel for proficiency.
- Ensuring that members are adequately trained and accorded the opportunity to perform consistent with their experience.
- Scheduling sufficient practice sessions in order to maintain a highly proficient Color Guard.

- Coordinating all activities with the CSQ/CCO.
- Providing monthly reports to the CSQ/CCO.
- Updating the Cadet Information Management System (WINGS) and Unit Attendance Spreadsheets for practice and performance participation.

7.5.3. Kitty Hawk Honor Society Commander

The Cadet Kitty Hawk Honor Society Commander is responsible for:

- The planning, coordinating, and execution of all Kitty Hawk Activities.
- Submitting after-action reports on the Kitty Hawk Activities.
- Attend squadron staff meetings.
- Provide monthly reports.
- The Kitty Hawk Society Director may have a Deputy Director in charge of the Kitty Hawk Honor Society when the Directory is not present.
- Organizes and runs the squadron academic tutoring activities.
- Updating the Cadet Information Management System (WINGS) and Unit Attendance Spreadsheets for meeting attendance and function participation.

7.6. Unit Manning Document. The number of cadets enrolled in the JROTC program will determine how many positions in each grade are available. The more cadets the higher the number of NCO and SNCO positions. Staff positions may be either officer or NCO authorizations based upon the class of the cadet filling the position.

North Dakota 20061 Air Force Junior ROTC

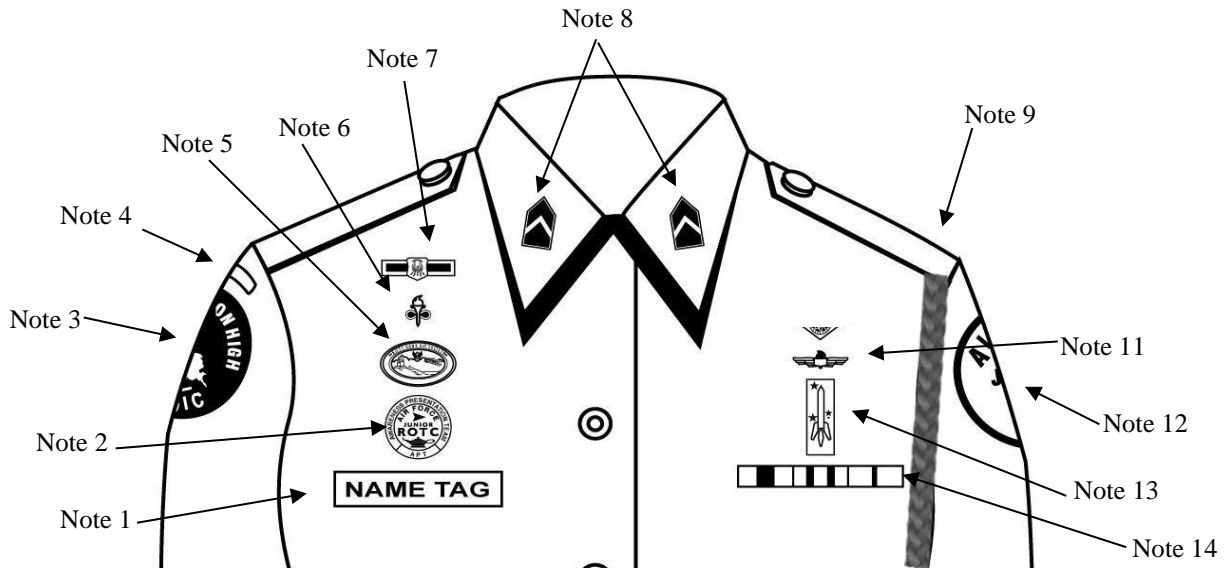
Unit Manning Document

<u>Functional Position</u>	<u>Maximum Cadet Grade</u>	<u>Authorized</u>
Squadron Commander	Colonel	1
Flight Commander	Maj	5
First Sergeant	CMSgt	1
Flight Sergeant	SMSgt	5
Element Leaders	Capt	15
Element Sergeant	MSgt	15

Appendix 1

AFJROTC Uniforms

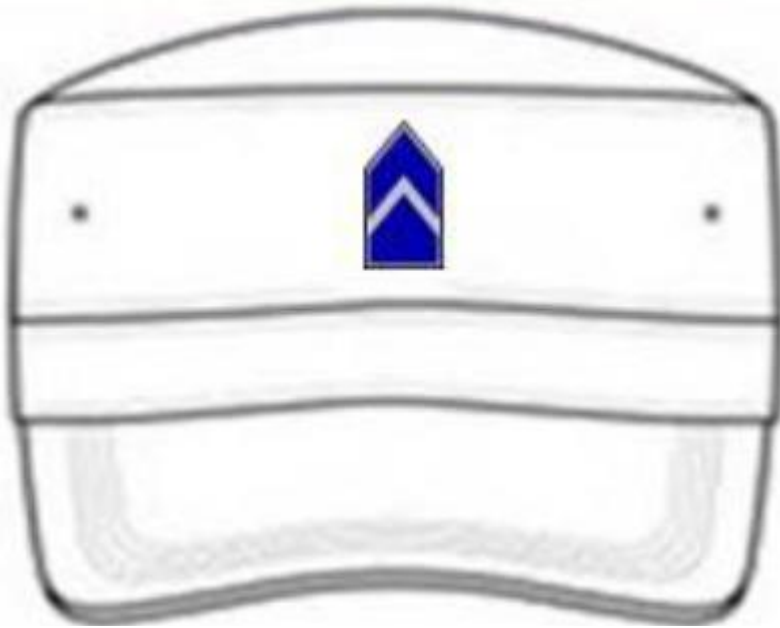
CADET FEMALE BLUE SHIRT



1. Name Tag (mandatory): Blue plastic with white letters. Centered on right side, parallel to ground and within to 1 1/2 inches higher or lower than topmost exposed button.
2. Awareness Presentation Team Badge. See note 15 below.
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 below.
7. Distinguished Cadet Badge. See note 15 below.
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. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
11. Cadets will only wear one of the following badges: Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge, or Flight Certificate Badge. See note 15 below.
12. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
13. Model Rocketry Badge. See note 15 below.
14. Ribbons (optional): Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
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.

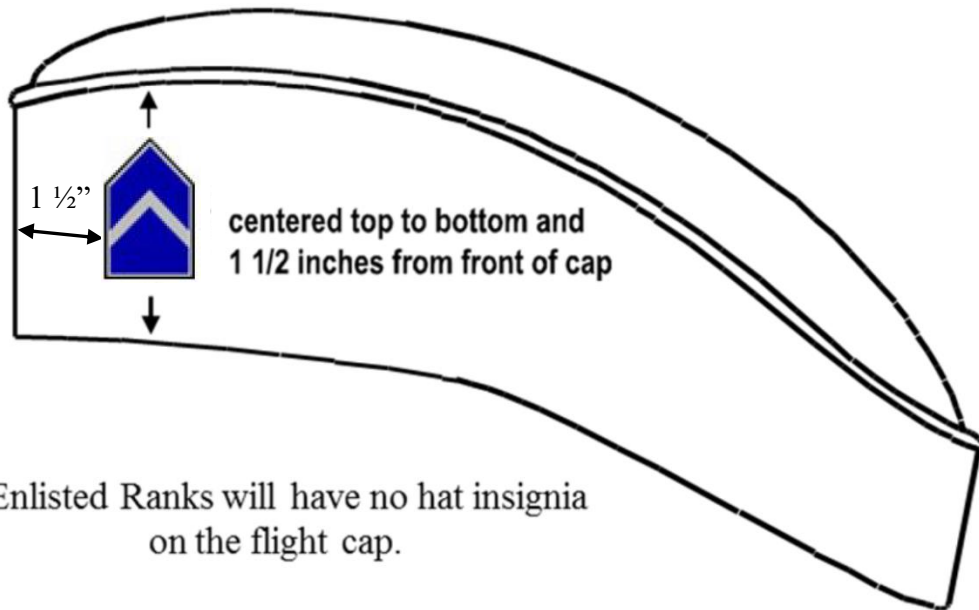
CADET FEMALE HEADGEAR

OCP/ABU HAT



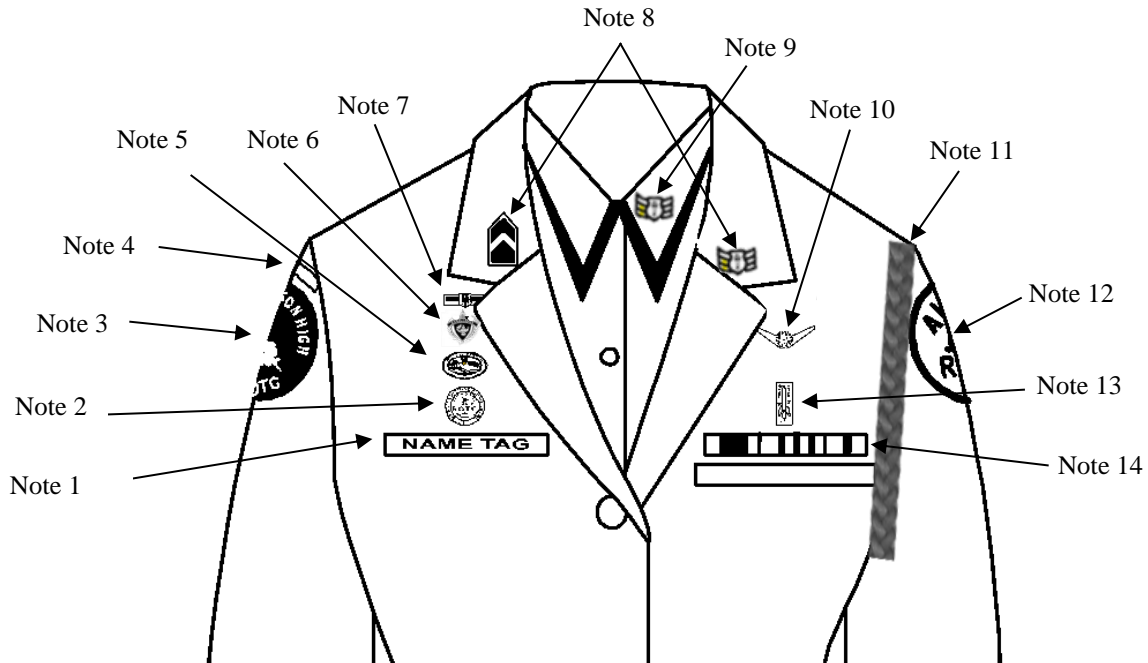
* Enlisted Ranks will not wear rank insignia on OCP/ABU Hat

FLIGHT CAP* (Officer and Enlisted)



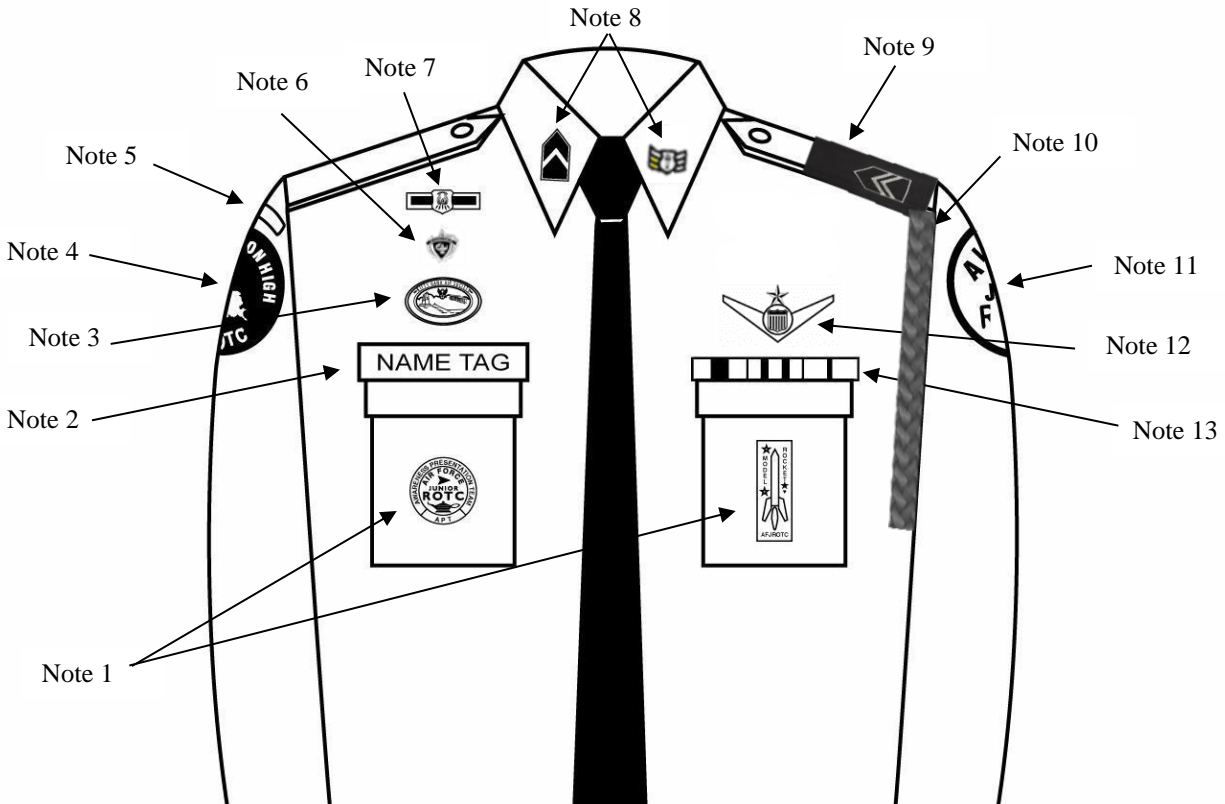
* Enlisted Ranks will have no hat insignia on the flight cap.

CADET FEMALE SERVICE DRESS



1. Silver Name tag (mandatory): Center on the wearer’s right between the sleeve seam and lapel. The bottom of the name tag will be parallel with the bottom of the ribbons.
2. Awareness Presentation Team Badge. See note 15 below.
3. Unit patch: Center ½ 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 below.
6. Aerospace Education Foundation (AEF) Badge. See note 15 below.
7. Distinguished Cadet Badge. See note 15 below.
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.
9. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the Service Dress. Officer cadets must wear either cloth epaulet rank or metal rank on the lapels of the blue shirt while wearing the Service Dress Uniform.
10. Cadets will only wear one of the following badges: Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge, or Flight Certificate Badge. See note 15 below.
11. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
12. AFJROTC Patch (mandatory): Center ½ to 1 inch below left shoulder seam.
13. Model Rocketry Badge. See note 15 below.
14. Ribbons (mandatory): 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 ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

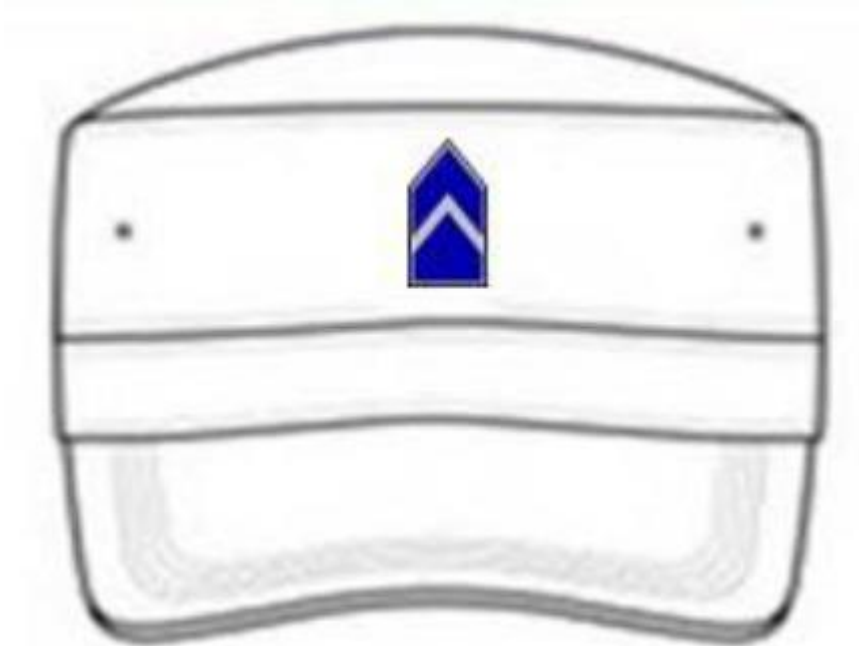
CADET MALE BLUE SHIRT



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. Kitty Hawk Badge. See note 14 below.
4. Unit patch: Center ½ to 1 inch below shoulder seam.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See note 14 below.
7. Distinguished Cadet Badge. See note 14 below.
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. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-color.
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
12. Cadets will only wear one of the following badges: Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge, or Flight Certificate Badge. See note 14 below.
13. Ribbons (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.
14. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

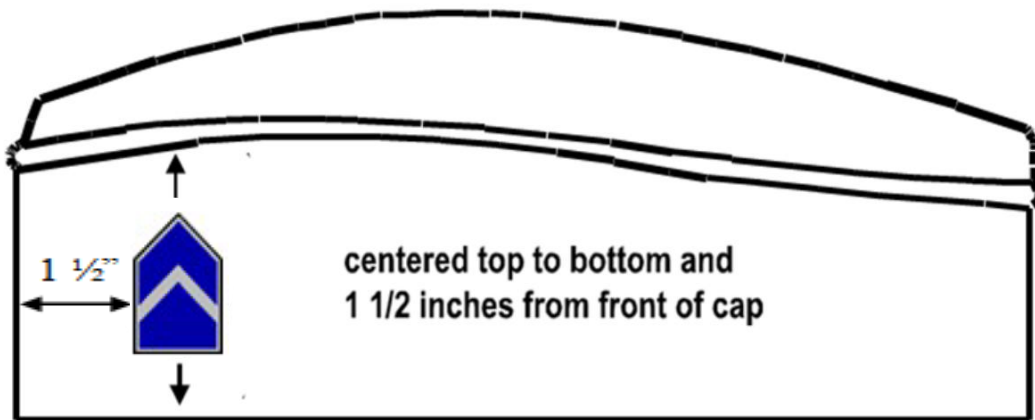
CADET MALE HEADGEAR

OCP/ABU HAT*



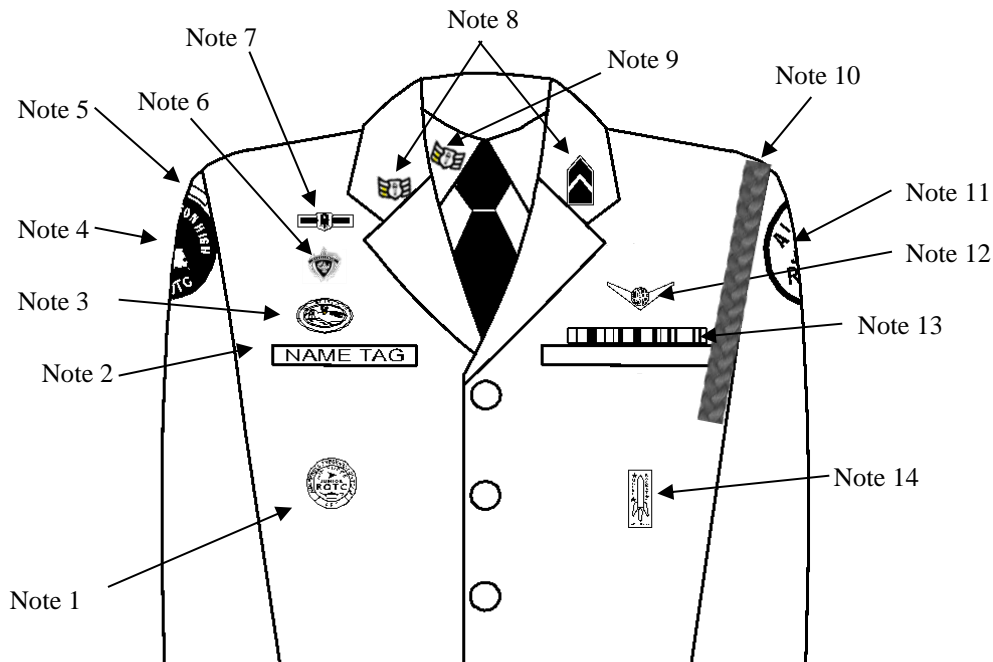
* Enlisted Ranks will not wear rank insignia on OCP/ABU Hat.

FLIGHT CAP* (Officer and Enlisted)



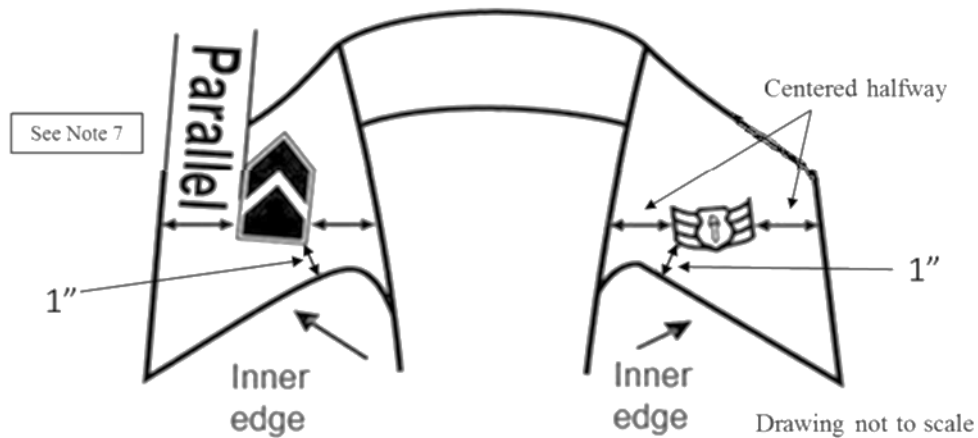
* Enlisted Ranks will have no hat insignia on the flight cap.

CADET MALE SERVICE DRESS



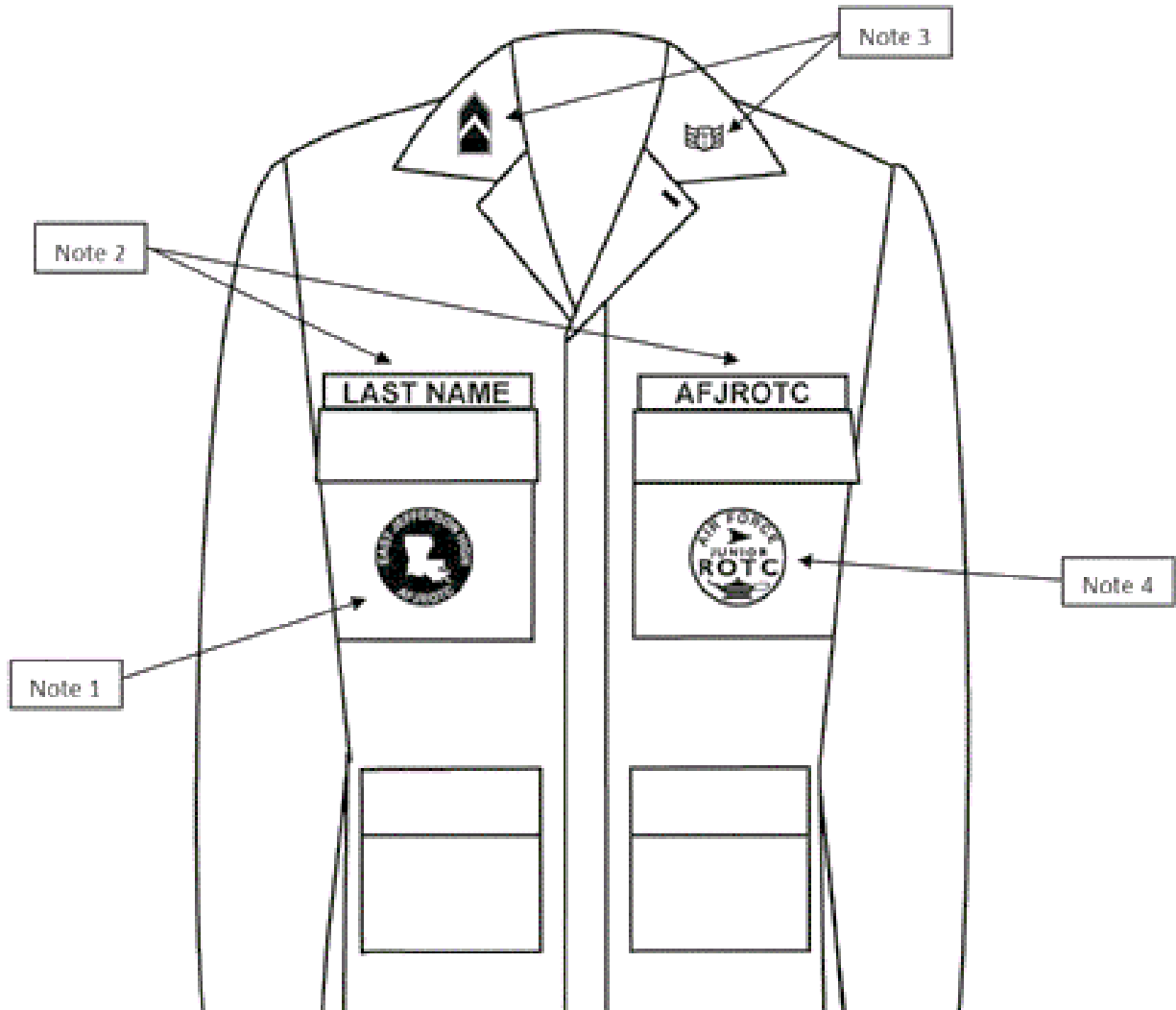
1. Awareness Presentation Team (APT) badge: Centered 3 inches below the bottom of the silver nametag.
2. Silver Nametag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge: See note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: See note 15.
7. Distinguished Cadet Badge: See note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the Service Dress Uniform. Officer cadets must wear either cloth epaulet rank or metal rank on the lapels of the blue shirt while wearing the Service Dress Uniform
10. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
11. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered.
12. Cadets will only wear one of the following badges: Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge, or Flight Certificate Badge. See note 15 below.
13. Ribbons (mandatory): Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
14. Model Rocketry Badge: Worn 2 inches below the pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia. 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.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be zipped 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.

CADET AIRMAN BATTLE UNIFORM (ABU) Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered.
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 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar.
4. AFJROTC Patch (white, Lamp of Knowledge): 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 and coyote brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

NOTE: Cadets may roll up the sleeves on the ABU coat; however, the cuffs will remain visible and the sleeve will rest at, or within 1 inch of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times.

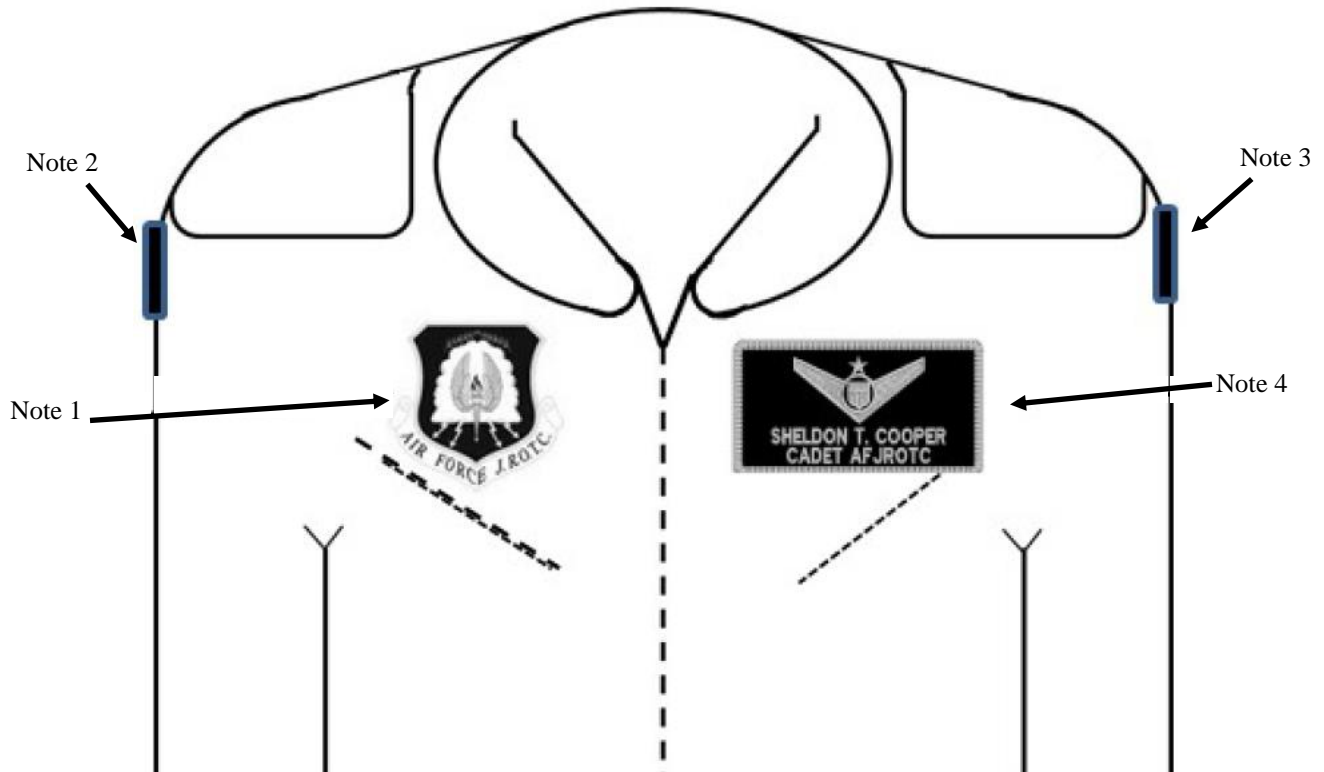
CADET OPERATIONAL CAMOUFLAGE PATTERN (OCP) Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan, or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) **full color**. If worn, will be place on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs).
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs will be bloused; the trousers will not extend below the third eyelet from the top of the boot.

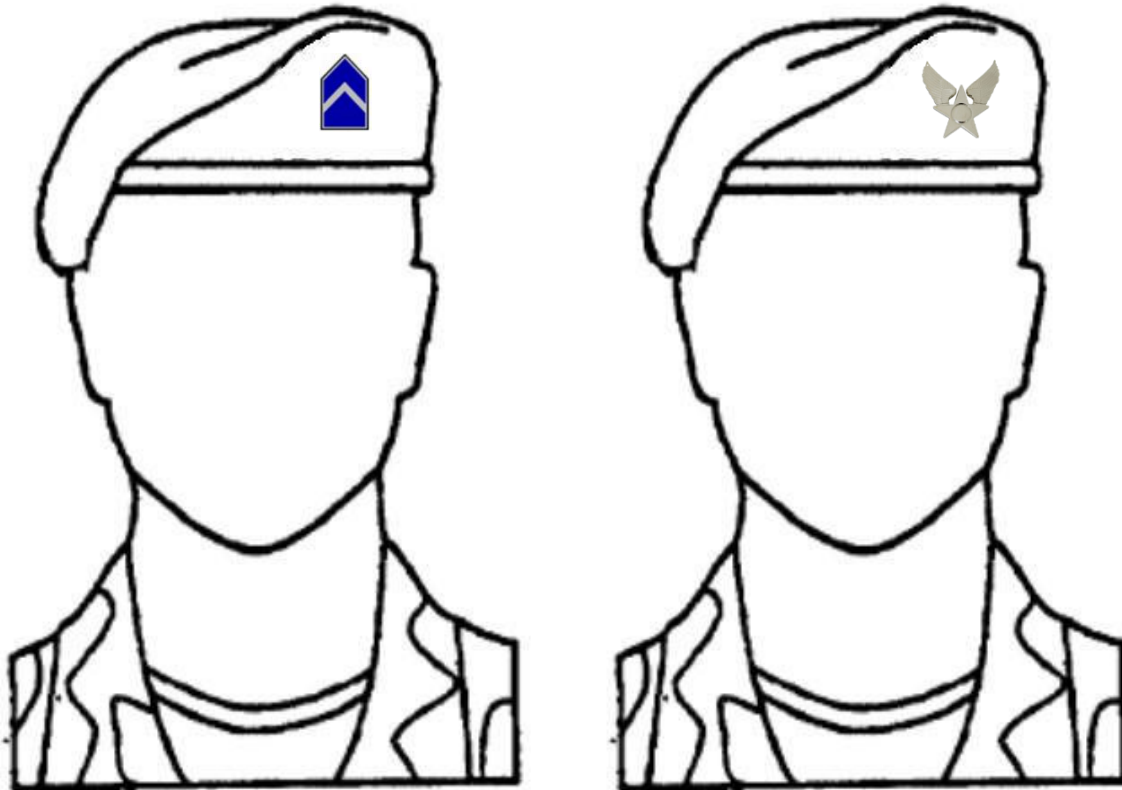
NOTE: Cadets may roll up the sleeves on the OCP coat; however, the cuffs will remain visible and the sleeve will rest at, or within 1 inch of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times.

CADET FLIGHT SUIT (Male and Female)



1. AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit.
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit. If the unit patch is unavailable, then the white Lamp of Knowledge AFJROTC Patch will be worn. Patch must be attached using Velcro.
3. American Flag Patch (mandatory) on left shoulder. Patch must be attached using Velcro.
4. Cadet Name Patch (mandatory). Black background with silver border. Cadet Name Patch – top line will be Cadet Name and second line will be “Cadet AFJROTC”. Cadets will only wear one of the following badges: Aviation Ground School, Flight Solo Badge, or Flight Certificate Badge on name patch upon successful completion of those programs. Patch must be attached using Velcro.

CADET BERET HEADGEAR



Solid color white, dark blue, or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold insignia. The beret is worn so that the headband (edge binding) is straight across the forehead, one (1) inch above the eyebrows. The insignia is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Cadets will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, cadets may not wear hairstyles that cause distortion of the beret.

CADET POLO (Male and Female)



The following requirements are for the wearing of the ND-20061 Polo.

1. Must meet all grooming standards for hair, nails, piercings, rings, etc. as specific in Chapter 3.
2. Polo must be neat, clean, and worn tucked into the cadet's pants.
3. Must wear long pants such as kakis or jeans that do not have any tears, rips, or holes. Pants must be neat and clean.
4. Must wear a black or brown belt.
5. Must wear closed toe shoes such as tennis shoes or dress shoes. Sandals, slippers, or crocks are not authorized.

Appendix 2 AFJROTC Ribbons

Air Force and Space Force JROTC Ribbon Chart

					
1. Gold Valor Award	2. 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. 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. USAA Education Foundation JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
					
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
					
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
				64-68. CAP Ribbons	
	61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. Resiliency Ribbon	64-68. CAP Ribbons	

Version: 1 Sep 2023

Appendix 3

AFJROTC Badges

AIR FORCE JUNIOR ROTC BADGES



ENLISTED/OFFICER SERVICE
CAP INSIGNIA



GROUND SCHOOL
BADGE

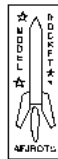


FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



AEF BADGE



Appendix 4

Rank Insignia

AIR FORCE ACTIVE DUTY INSIGNIA

OFFICER RANK

					
SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL
					
BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE	

ENLISTED RANK

no rank insignia					
AIRMAN BASIC	AIRMAN	AIRMAN FIRST CLASS	SENIOR AIRMAN	STAFF SERGEANT	TECHNICAL SERGEANT
					
MASTER SERGEANT	SENIOR MASTER SERGEANT	CHIEF MASTER SERGEANT	COMMAND CHIEF MASTER SERGEANT	CHIEF MASTER SERGEANT OF THE AIR FORCE	

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



CADET AIRMAN RANK

(No rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN FIRST CLASS



SENIOR AIRMAN



STAFF SERGEANT



TECHNICAL SERGEANT



MASTER SERGEANT



SENIOR MASTER SERGEANT



CHIEF MASTER SERGEANT

Appendix 5

National Awards

Several national organizations sponsor awards that recognize outstanding contributions by AFJROTC cadets. Each award has selection criteria established by the sponsoring organization that emphasizes different characteristics based upon the intent of the respective award. Cadets may only receive a each national award once during their time in AFJROTC. Recipients of these awards are selected annually and the awards are presented at the unit's Annual Awards Ceremony. A detailed description of each national award is provided below:

Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon and is presented annually to the outstanding third-year cadet.

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

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

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

This annual award recognizes one outstanding third-year cadet 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 AS class.
- Rank in the top 20% of their school class.

Daughters of the American Revolution (DAR) Award. This award is presented annually to one fourth-year cadet that meets the following criteria:

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

American Legion Scholastic Award. This award is presented annually to one third- or fourth-year cadet based on the cadet’s overall scholastic achievements. The awardee should:

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

American Legion General Military Excellence Award. This award is presented annually to one third- or fourth-year cadet based on the cadet’s general military excellence. The awardee should:

- 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 is presented annually for military and academic achievement to an outstanding fourth-year cadet. 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 is presented annually to an outstanding third-year cadet who shows exceptional potential for military leadership. Selectee should:

- 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 presented annually to an outstanding third or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Awardee should:

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

National Sojourners Award. This award is presented annually recognizing an outstanding second or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Awardee should:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.

Scottish Rite, Southern Jurisdiction Award. This award annually recognizes an outstanding third-year cadet in a 4-year program. Awardee should:

- 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.

Military Order of the Purple Heart Award. This award annually recognizes an outstanding third- or fourth-year cadet who is enrolled in the AFJROTC program and demonstrates leadership ability. Awardee should:

- 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.

Sons of the American Revolution (SAR) Award. This award recognizes an outstanding third year cadet 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. Awardee should:

- 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 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 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” 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 award recognizes an outstanding third- or fourth-year cadet. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Awardee should:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets and should 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 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.

The Celebrate Freedom Foundation Award. Awarded annually for outstanding performance in academics and cadet corps activities. 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)

Appendix 6

32 Commands

Regulation Flight Drill without Arms (32 Commands)

- | | |
|--------------------------|--------------------------|
| 1. FALL IN | 17. To the Rear, MARCH* |
| 2. REPORT IN | 18. To the Rear, MARCH* |
| 3. Open Ranks, MARCH | 19. Column Right, MARCH* |
| 4. Ready, FRONT | 20. Forward, MARCH |
| 5. Close Ranks, MARCH | 21. Eyes, RIGHT* |
| 6. Present, ARMS | 22. Ready, FRONT |
| 7. Order, ARMS | 23. Column Right, MARCH* |
| 8. Parade, REST | 24. Forward, MARCH |
| 9. Flight, ATTENTION | 25. Change Step, MARCH* |
| 10. Left, FACE | 26. Column Right, MARCH* |
| 11. About, FACE | 27. Forward, MARCH |
| 12. Forward, MARCH | 28. Flight, HALT |
| 13. Right Flank, MARCH* | 29. Left, FACE |
| 14. Left Flank, MARCH | 30. Right Step, MARCH |
| 15. Column Right, MARCH* | 31. Flight, HALT* |
| 16. Forward, MARCH | 32. REPORT OUT |

Report In Narrative: Cadet (your rank and name) from ND-20061 requests permission to enter your drill pad and perform 32 commands in accordance with Department of the Air Force Pamphlet 34-1203. Thank you sir/ma'am.

NOTE: Commands with an "" after them are called on the right foot.*

Appendix 7

Kitty Hawk Honor Society

Kitty Hawk Honor Society (KHHS) is the academic honor society of AFJROTC that promotes high academic standards, school and community service, self-confidence, and initiative. KHHS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. To be a member of the Goonies Chapter of KHHS a cadet must meet the membership criteria as specified in the KHHS Chapter Constitution.

Members who fail to meet the criteria after being accepted will be placed on a probationary status and will have one quarter to fix the issue. While on probationary status, a member may still attend meetings and participate in KHHS activities.

Kitty Hawk Cord. Cadets who are active members of the KHHS will be issued a light blue cord to be worn on their blue uniforms. Requirements for award of the Kitty Hawk Cord are specified in the KHHS Chapter Constitution.

Kitty Hawk Honor Society Badge. Cadets may earn a KHHS badge by meeting the following minimum requirements:

- Be an active member of KHHS in good standing
- Participate in two KHHS activities per semester (not including KHHS meetings)
- Maintain academic requirements and not be on the control roster for the academic year

The KHHS Badge will be awarded at the annual awards ceremony and must be re-earned each year. Cadets who have earned the badge in previous years, but do not meet the requirements for the current year, will no longer be authorized to wear the badge and must return it.

Appendix 8

Varsity Color Guard

The Varsity Color Guard is a select group of cadets that have proven through demonstrated performance that they are the top Color Guard members in the Corps. Varsity Color Guard members are afforded certain privileges above other Color Guard members to include wear of the Color Guard Tab on their Service Dress and wear of the white beret. The Varsity Color Guard is responsible for conducting training during Color Guard practices and will be the Color Guard of choice for competitions and high visibility events such as State Championship Athletic Events, High School Graduations, and Community Events/Conferences.

Varsity Color Guard Selection. The size of the Varsity Color Guard will be limited to no more than 10 cadets. Ideally the composition of the Varsity Color Guard should be equally distributed among 2nd, 3rd, and 4th year cadets to ensure a smooth transition from year to year. To be considered for selection to the Varsity Color Guard, a cadet must meet the following minimum requirements:

- 1) Not on the Control Roster
- 2) Earned the Color Guard Ribbon
- 3) Attended one JROTC competition as a member of a team
- 4) Obtained the rank of SSgt
- 5) Attended 50% of Color Guard practices during last academic quarter

When a position on the Varsity Color Guard becomes vacant, the Color Guard Commander will invite cadets that meet the above requirements to attend a tryout to compete for the vacant position(s). The tryout will consist of the following:

- 1) Basketball Color Guard with invitee in right guard position
- 2) Football Color Guard with invitee in North Dakota Flag position
- 3) Wrestling Color Guard with invitee in the commander position
- 4) Baseball Color Guard with invitee in the commander position
- 5) Two marching Colors Reverses with invitee in the right and left guard positions
- 6) One stationary Colors Reverse with invitee in the commander position

If the Color Guard Commander determines that none of the candidate's performances were of the level warranted for the Varsity Color Guard, he may recommend to the SASI that no candidates be added to the team. The SASI/ASI will have the final approval for any additions to the Varsity Color Guard.

Continuation on Varsity Color Guard. Once selected, a cadet will remain on the Varsity Color Guard until he formally resigns from the team or fails to maintain the below standards:

- 1) Not on the Control Roster
- 2) Perform 10 Color Guards per semester
- 3) Attend 75% of Color Guard practices/meeting per semester

If a cadet fails to meet these standards, he will be placed on probation and have one academic quarter to improve his performance. If his performance does not improve, he will be formally removed from the team.

Appendix 9

Outstanding Cadet Program

The Outstanding Cadet Program recognizes those cadets who epitomize the Air Force Core Value of “Service Before Self”. The intent of the program is to motivate cadets to increase their participation in JROTC activities.

Selection Process. The selection process will be conducted on an academic quarter basis. An outstanding cadet will be chosen from each Aerospace Class (i.e., AS400, AS300, AS200, and AS100) and cadets on the control roster are not eligible for consideration. Only points accumulated during the academic quarter will be used in the selection process. Point accumulation will start over each quarter, so a cadet finishing last in the previous quarter could take first in the next quarter. A cadet may not win Outstanding Cadet for two consecutive quarters.

The Military Order of Merit (MOM) score will be used for selection of the Outstanding Cadet. The cadet in each Aerospace Class with the highest MOM score will be the winner.

Recognition. Cadets selected as an Outstanding Cadet of the Quarter will receive the following recognition:

- Picture on a poster hung in the hallway outside the classroom
- Gold cord to be worn on uniform
- Assortment of gift certificates and coupons provided by the Parents Group

