

AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE



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SECTION 1: CADET UNIFORMS AND GENERAL STANDARDS

1.1. Uniform Wear and Restrictions. The Director of AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets.

***1.1.1 Honor the Uniform.** 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 and 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.

***1.1.2 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. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the Senior Aerospace Science Instructor [SASI].)

***1.1.3 Public Political Activity.** Parts of the Hatch Act bar military personnel from engaging in any form of public political activity—such as attending rallies and political speeches or passing out political flyers—while in uniform.

1.1.3.1 In addition, military personnel are prohibited from publicly supporting a particular candidate, party, or political issue when it is clear to others that they are members of the U.S. military. The intent of the law is to avoid the perception that any military official supports one political cause, candidate, or party over another. The role of the military requires absolute obedience to direction from elected civilian leaders, so public perception regarding the allegiance of military members is critical.

1.1.3.2 However, members of the military are actively encouraged to vote. They are also allowed to place political bumper stickers on their own vehicles and/or signs on their private property. They can participate in political events as long as they are not in uniform and do not identify themselves as military members. Since AFJROTC cadets wear a form of the U.S. Air Force uniform, they should also follow the Hatch Act terms while in uniform.

1.1.3.3 Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, also 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.

***1.1.4. AFJROTC Sponsor Groups.** In addition, no item of the U.S. Air Force uniform may be worn by members of groups that sponsor the AFJROTC. Cadet auxiliary societies, for example, may not create a special uniform that includes any item of the U.S. Air Force uniform. This includes school faculty and sponsors other than the SASI or the Aerospace Science Instructor (ASI).



***1.2. Standard Service Uniform.** AFJROTC cadets will adhere to the standard uniform requirements, fitting standards, wear instructions, and personal grooming standards IAW AFI 36-2903, *Dress and Personal Appearance of the Air Force Personnel*.

1.2.1. Air Force JROTC Uniform Standards. Most Air Force Junior ROTC units have published information on the cadet uniform and how to wear it. They base these directives, handbooks, or regulations on AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior ROTC Operations*; and this guide. These three publications provide complete details on fitting standards and wearing instructions for the uniform and personal grooming requirements for AFJROTC cadets. The attachments in this guide and AFJROTCI 36-2001 include diagrams of uniforms for both female and male cadets. You can find all three of these publications online at the AFJROTC Cyber-Campus Web site. You can download or copy them for unit use.

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. Just as the person on active duty, cadets are also obligated to wear the uniform properly and proudly. In doing so, cadets uphold the dignity of the Air Force, their unit, fellow cadets, and themselves.

With practice and attention to detail, all the do's and don'ts about the proper wear and care of the uniform and personal appearance will become almost automatic. Cadets should be proud of the uniform and the way it looks. A smart appearance is important, not only in drill practice, but also in performing various other duties and attending military functions.

1.2.2. Fitting the Uniform. The male service dress uniform consists of the dark blue service coat and trousers, light blue long sleeve shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh.

The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadets should see the SASI or Aerospace Science Instructor (ASI). Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

1.2.3. Uniform Do's and Don'ts. Here are a few general do's and don't about wearing the uniform.

1.2.3.1. Do's

- Wear the standard Air Force service uniform, as prescribed in AFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI (usually at least one day each week).
- Wear the uniform at other times specified by the SASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.
- If your unit is at a military high school, wear the distinctive uniform required by the institution for special occasions or ceremonies.

1.2.3.2. Don'ts

- Do not wear the Air Force commissioned officer sleeve braid or the officer silver thread on flight caps.
- Do not wear the uniform with other clothing.
- Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
- Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the battle dress uniform [BDU].)
- Do not wear earphones or headphones while in uniform, unless required for duty.
- Do not carry pagers or cell phones, unless required for duty. (When required for duty, they must be clipped to the waistband or purse or be carried in the left hand when not in use.)

***1.3. Special Team Uniforms and Other Requirements.** With the approval of AFOATS/JROS, color guards, honor guards, saber teams, and drill teams may wear additional uniform items or wear a distinctive, yet conservative, uniform of military style. Greater latitude will be permitted in the design of open competition drill team uniforms where the intent is to allow maximum flexibility and freedom of movement in executing complex drill routines. Units using this style of uniform would normally be expected to have their regulation uniform or a second, more conservative military style uniform for the inspection and regulation drill requirements found in most drill meets. Ascots are authorized for wear at the discretion of the SASI.

Except for shoulder cords, these items or uniforms are worn only when performing duty as a member of a specialized group. Only items listed in Allowance Standard 016, in accordance with AFOATSI 23-101, are provided by AFJROTC. This instruction is also posted on Cyber-Campus.

Specialized items or uniforms are worn only when performing duty as a member of the specialized group. **EXCEPTION:** If used, current members of color/honor guard or saber/drill teams may wear the beret as a daily uniform item in place of the standard issue flight cap. Only items listed in Allowance Standard 016 may be provided by HQ AFJROTC. Submit requests for special team uniforms via Cyber Campus to using the Unit-to-HQ waiver request process for approval

1.3.1. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.

1.3.2. Cadets will wear the prescribed AFJROTC uniform at least 1 day per week for the entire school day. The SASI will specify the uniform day.

1.3.3. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.

***1.3.4.** The implementation of “no hat” areas with any uniform combination is not authorized without prior approval from AFOATS/JRO. A waiver must be requested in writing (via Cyber Campus) and received from JRO before implementing.

1.3.5. It is the cadet’s responsibility to maintain all uniform items **in a clean and serviceable condition during the school year and prior to turn-in.**

1.4. Battle Dress Uniform (BDU)

1.4.1. The BDU is authorized as an optional uniform under the following conditions:

1.4.1.1. The principal must approve BDU wear.

1.4.1.2. The BDU must be obtained and maintained at no cost to the Air Force.

1.4.1.3. The SASI will establish the unit BDU wear policy.

1.4.1.4. BDUs may substitute for the standard service uniform no more than one uniform day per month.

1.4.1.5. BDU wear may be used as a “right-of-passage” e.g. 3rd year and 4th year cadets. However, uniforms must be standardized within certain year groups. AFJROTC instructors must ensure that cadets unable to purchase the BDU are not excluded.

1.4.1.6. If approved for wear, BDU patches, nametags, and insignia must be worn as indicated in the attachments of this guide. Miniature metal rank insignia may be worn on the collar and on a plain BDU cap or baseball cap without emblems or writing.

1.4.2. Safety is the major consideration for BDU footwear. For example, athletic shoes should be worn if the activity is primarily a physical event or boots if walking through heavy foliage.

1.5. AFJROTC Physical Training (PT) Uniform. The PT uniform is a multi-purpose uniform provided at Air Force expense.

***1.5.1.** PT t-shirts may be worn out or tucked in.

1.5.2. Portions of the PT uniform may not be mixed with any combination of the Air Force uniform.

1.5.3. The PT uniform is not to be substituted for the weekly uniform day and will only be worn during AFJROTC events.

***1.5.4.** SASIs will establish unit-specific policies on PT uniform wear. These policies should be outlined in the Cadet Guide or the Unit Operating Instructions.

1.5.5. With SASI and principal approval, units may substitute a unit-specific PT uniform (t-shirt and shorts only) for the Air Force PT uniform. PT uniforms may include the school's and/or unit's approved logo/emblem, and must reflect affiliation with AFJROTC. Units will only be provided funding equal to that of the Air Force PT uniform available on Warfighter.net (t-shirt and shorts only).

1.6. Optional Items.

1.6.1. Except for prohibitions outlined in this instruction, any approved uniform item in AFI 36-2903 may be worn by cadets at the discretion of the SASI. Any items not in the Air Force Equipment Management System, Table Allowance Standard 016 must be at no cost to the Air Force.

***1.6.2.** The Air Force symbol is authorized for wear on the lightweight blue jacket, but not mandatory. The words "U.S. Air Force" must appear directly below the symbol or units can choose to use "AFJROTC." AFJROTC may be used if and only if under the symbol there is a straight line inserted between the symbol and "AFJROTC." Embroidery expenses must be at no cost to the Air Force.

***1.6.3.** Metallic nametags are ~~mandatory~~ **authorized** on the service dress uniform. Units are authorized to purchase only one (the first) metallic nametag with UA funds. If it is lost, damaged, or destroyed by the cadet; he/she must replace the nametag at their own cost or with local unit funds. Only the Air Force metallic nametag is worn on the Service Dress Coat. The blue plastic nametag is required for the short sleeve or long sleeve shirts if no service dress is worn. Two-line nametags are not authorized.

1.6.4. School/unit patches must be submitted via Cyber Campus using the Unit-to-HQ waiver request process for approval. If a school/unit patch is used, it will be worn by all cadets. The overall dimensions of the school patch will not exceed 3-inches by 3 1/4 inches for rectangle and 3-inches in diameter for round patches to include any border material. The AFJROTC emblem is for the exclusive use of AFJROTC and should not be altered or included in the design of school shoulder patches. Wear the AFJROTC patch on the left sleeve and the school patch on the right 1/2 to 1 inch below the outer shoulder seam. School/unit patches will be designed and purchased at no cost to the Air Force, using only local unit funds.

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

1.8. Other Religious Items. Religious items (other than headgear) will not be visibly worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC. A letter of approval must also be obtained by the leader of the cadet's faith to ensure that apparel is in keeping with doctrinal or traditional observances of the cadet's religion. No item should be authorized that will have an adverse affect on the student's health, safety, or performance of their duties. To obtain AFJROTC Director approval, send two

pictures of the cadet wearing the item via Cyber Campus using the Unit-to-HQ waiver request process. One picture should feature the cadet's profile and the other picture should have the cadet facing the camera. Wearing of the USAF chaplain's badge(s) is not authorized by the cadet unit chaplain.

1.9. Pregnant Cadets. Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized although it is not an Allowance Standard item. Purchase must be at no cost to the Air Force.

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

SECTION 2. ACCOUTREMENTS (GENERAL)

2.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. HQ AFOATS/JROS is the review/approval authority for waivers and for situations not specifically addressed by this guide. If required, HQ AFOATS/JROS will coordinate through HQ AFOATS/JR for request for waivers concerning uniform wear.

2.2. Badges.

2.2.1. Ground School Badge. Awarded for completion of the AFJROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade. OPR: HQ AFOATS/JROSL.

2.2.2. 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. OPR: HQ AFOATS/JROSL.

2.2.3. Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. OPR: HQ AFOATS/JROSL.

***2.2.4. Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team should be published in the Cadet Guide or the Unit Operating Instructions. OPR: HQ AFOATS/JROS.

***2.2.5. Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. The Kitty Hawk charter should spell out the requirements for entry into the society. OPR: HQ AFOATS/JROS.

***2.2.6. Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA (list of award

contacts is located on the Cyber Campus HQ Library under the Cadet Awards folder) to obtain badge for qualifying cadets.

2.2.7. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The AFOATS Form 308, Certificate of Recognition, which is located in the Cyber Campus HQ Library in the Certificates folder, is used to present with the badge. The unit must purchase the badge from a vendor. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Cocurricular Activities Leadership Ribbon
- Service Ribbon

2.2.8. Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI. OPR: HQ AFOATS/JROS.

2.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in the Cyber Campus HQ Library in the Guide and Handbooks folder. OPR: HQ AFOATS/JROSL.

***2.2.10. 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. However, badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

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

2.3. AFJROTC Shoulder Patch. Wear of the AFJROTC official shoulder patch is mandatory on all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

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

2.5. 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, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. Only cloth shoulder tabs are authorized. Shoulder tabs are optional. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

SECTION 3. AWARDS AND DECORATIONS

3.1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by HQ AFOATS/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform. See Attachment 11 for Award POCs.

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

3.1.2. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. The routine wear of both medals and ribbons is prohibited.

3.1.3. Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria to meet local standards and needs without diminishing minimum standards (example: limiting the amount of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.

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

3.1.5. An award's sponsoring organization may require a written report before final cadet selection or after presentation is made. Reports may include information such as: name of the award; name(s) of recipient; place and date of presentation; occasion (graduation, award banquet, etc.); and name, title, and organization of award presenter. The SASI is responsible to ensure any required reports are accomplished.

3.1.6. Order of Precedence (an * represents a new ribbon or a name change).

3.1.6.1. Special Awards.

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
- *4. Community Service with Excellence Award

3.1.6.2. National Awards.

5. Air Force Association Award
6. Daedalian Award
7. American Legion Scholastic Award
8. American Legion General Military Excellence Award
9. Daughters of the American Revolution Award
10. American Veterans Award
11. Reserve Officers Association Award
12. Military Order of World Wars Award
13. Military Officers Association Award (formerly called "The Retired Officers Association Award")
14. Veterans of Foreign Wars Award
15. National Sojourners Award
16. Sons of the American Revolution Award
17. Scottish Rite, Southern Jurisdiction Award
18. Military Order of the Purple Heart Award
19. Air Force Sergeants Association Award
20. Sons of Union Veterans of the Civil War Award
21. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- *22. The Retired Enlisted Association Award

3.1.6.3. AFJROTC Awards.

23. Outstanding Cadet Ribbon
24. Leadership Ribbon
25. Achievement Ribbon
26. Superior Performance Ribbon
27. Distinguished Unit Award
28. Aerospace and Technology Honors Camp Ribbon
(use the same ribbon as the Leadership School Ribbon and add the H device)
29. Top Performer Award
30. Academic Ribbon
31. Outstanding Flight Award
32. Leadership School Ribbon
33. Drill Competition Ribbon
34. Orienteering Competition Ribbon
35. Cocurricular Activities Leadership Ribbon
36. Drill Team Ribbon
37. Color Guard Ribbon
38. Saber Team Ribbon
39. Service Ribbon
- *40. Extreme Excellence Challenge (E2C) Ribbon
(formerly called the “Physical Fitness Ribbon”)
41. Recruiting Ribbon
42. Activities Ribbon
43. Attendance Ribbon
44. Good Conduct Ribbon
45. Dress and Appearance Ribbon
46. Longevity Ribbon

3.1.6.4. Civil Air Patrol (CAP) Awards.

47. General Carl Spaatz Award
48. General Ira C. Eaker Award
49. Amelia Earhart Award
50. General Billy Mitchell Award
51. General J.F. Curry Achievement Award

3.1.7. AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards (see exception in para 3.1.9). Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services’ ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

***3.1.8.** 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.

3.1.9. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

3.2. Descriptions and Criteria.

3.2.1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

Forward recommendations for valor awards through HQ AFOATS/JROS 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. In addition, submit a proposed citation to accompany the award. AFOATS/JROS will forward the valor award to AFOATS/JR for final approval. Upon approval, HQ AFOATS/JROS distributes the citation, medal, and ribbon for presentation.

3.2.2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

Forward recommendations for valor awards through HQ AFOATS/JROS 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. In addition, submit a proposed citation to accompany the award. HQ AFOATS/JROS will forward the valor award to AFOATS/JR for final approval. Upon approval, HQ AFOATS/JROS distributes the citation, medal, and ribbon for presentation.

3.2.3. Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

Forward recommendations for humanitarian awards to HQ AFOATS/JROS 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. In addition, submit a proposed

citation to accompany the award. Upon approval, HQ AFOATS/JROS distributes the citation and ribbon for presentation.

***3.2.4. 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 AFOATS/JROS for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ AFOATS/JROS distributes the citation and ribbon for presentation.

3.2.5. Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).

3.2.5.1. 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).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Possess the highest personal and ethical standards and strong positive convictions.
- Rank in the top 5% in their AS class.
- Rank in the top 10% of their academic class.
- Be recommended by the SASI for the Outstanding Cadet Ribbon.

3.2.5.2. The SASI, as chairman, with the ASI and other faculty members, selects the recipient by 1 April. Upon selection, the SASI requests the award from the Director of ROTC Affairs, Air Force Association. See Attachment 11 for list of award points of contact.

3.2.6. 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.

3.2.6.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

3.2.6.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 11 for list of award points of contact.

3.2.7. American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

3.2.7.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- 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.

3.2.7.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 11 for list of award points of contact.

3.2.8. American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

3.2.8.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

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

3.2.8.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 11 for list of award points of contact.

3.2.9. Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

3.2.9.1. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

- Rank in the top 25% of their AS 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.

3.2.9.2. The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 11 for list of award points of contact.

3.2.10. American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon.

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

- A positive attitude toward Air Force JROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

3.2.10.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available. See Attachment 11 for list of award points of contact.

3.2.11. Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate.

3.2.11.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

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

3.2.11.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 September and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 September, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 11 for list of award points of contact.

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

3.2.12.1. 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.

3.2.12.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. See Attachment 11 for list of award

points of contact. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

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

3.2.13.1. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

3.2.13.2. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters. See Attachment 11 for list of award points of contact.

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

3.2.14.1. This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

3.2.14.2. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present

the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States. See Attachment 11 for list of award points of contact.

3.2.15. National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate.

3.2.15.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

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

3.2.15.2. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners. See Attachment 11 for list of award points of contact.

3.2.16. Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon.

3.2.16.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

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

3.2.16.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter. See Attachment 11 for list of award points of contact.

3.2.17. Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate.

3.2.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

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

3.2.17.2. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization. See Attachment 11 for list of award points of contact.

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

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

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

3.2.18.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart. See Attachment 11 for list of award points of contact.

3.2.19. Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon.

3.2.19.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

3.2.19.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school. See Attachment 11 for list of award points of contact.

3.2.20. Sons of Union Veterans of the Civil War (SUVCW) Award. This award consists of a medal pendant with a ribbon.

3.2.20.1. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

3.2.20.2. The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website. See Attachment 11 for list of award points of contact.

3.2.21. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate.

3.2.21.1. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

3.2.21.2. The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy

will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

***3.2.22. The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA. See Attachment 11 for list of award points of contact.

3.2.23. Outstanding Cadet Ribbon. Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

3.2.24. Leadership Ribbon. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

3.2.25. Achievement Ribbon. Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.

3.2.26. Superior Performance Ribbon. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

3.2.27. Distinguished Unit Award (DUA). Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in the Cyber Campus HQ Library Distinguished Unit Award folder.

***3.2.27.1.** If DUA is won by unit in multiple years then consecutive awards are denoted by single oak leaf clusters for each additional award.

***3.2.27.2.** If during a Unit Evaluation the JROTC unit receives an "Exceeds Standards" as the overall evaluation and is identified by HQ AFJROTC as a unit "with merit" then unit is authorized the wear of a silver star on ribbon.

***3.2.28. Aerospace and Technology Honors Camp Ribbon.** Awarded for attendance at Honors Camp. This award consists of a Leadership School Ribbon with an “H” device and will be provided by HQ AFJROTC at the Honors Camp site.

3.2.29. Top Performer Award. The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance

3.2.29.1. 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.

3.2.29.2. A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise.

3.2.29.3. Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

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

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

3.2.32. Leadership School Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

3.2.33. Drill Competition Ribbon. Awarded to drill team members for placing first, second or third place in an Air Force or Joint Service drill meet.

3.2.34. Orienteering Competition Ribbon. Awarded to team members for placing first, second or third place in an orienteering meet.

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

3.2.36. Drill Team Ribbon. Awarded for distinguished participation in at least 75 percent of all drill team events per academic year, or 10 drill team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

3.2.37. Color Guard Ribbon. Awarded for distinguished participation in at least 75 percent of all color guard events per academic year, or 10 color guard events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

3.2.38. Saber Team Ribbon. Awarded for distinguished participation in at least 75 percent of all saber team events per academic year, or 10 saber team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

3.2.39. Service Ribbon. Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.

***3.2.40. Extreme Excellence Challenge (E2C) Ribbon.** Awarded by the SASI for participation in the Extreme Excellence Challenge (E2C) physical fitness program. All cadets who participate in the E2C program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 80-89 percentile in the E2C program. If a cadet earns a percentile score of 90-99 they will wear a Silver Star. If they receive a perfect 100 percent they will wear the Gold Star on the ribbon. The percentiles are computed automatically under E2C Assessment in Cyber Campus. You have to load the initial baseline exercises and then the end of semester/year exercises.

3.2.41. Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instructions.

3.2.42. Activities Ribbon. Awarded for participation in cocurricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with

the second year. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction.

3.2.43. Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term (may also be applied to class tardiness at the SASI's discretion).

3.2.44. Good Conduct Ribbon. Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.

3.2.45. Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI.

3.2.46. Longevity Ribbon. Awarded for completion of each AS year.

3.2.47. CAP Awards. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>

***SECTION 4. CADET APPEARANCE AND GROOMING GUIDELINES**

4.1. Appearance and Grooming. 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.

The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

4.1.1. Special Uniform and Appearance Rules. Here are some additional guidelines about uniform and appearance. Complete details on uniform and personal grooming requirements for AFJROTC cadets can be found in the AFJROTC *Uniform and Awards Guide*, in AFJROTCI 36-2001, and in AFI 36-2903.

***4.1.1.1. Jewelry.** While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and

conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed.

Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

4.1.1.2. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

4.1.1.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform.

The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

4.1.1.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the

uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

4.2. Specific Female Cadet Grooming Guidelines.



***4.2.1. Hair.** Your hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn't need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

Hair will not contain excessive amount of grooming aids, touch eyebrows. Hair color/ highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/ Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.

EXCEPTION: Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.

4.2.2. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

4.3 Specific Male Cadet Grooming Guidelines.

4.3.1. Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered

appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme or faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.

Attachment 1

AIR FORCE JUNIOR ROTC BADGES



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



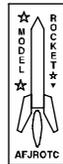
GROUND SCHOOL
BADGE



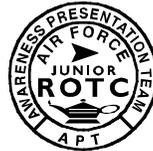
FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



AEF BADGE



SHOULDER TABS

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

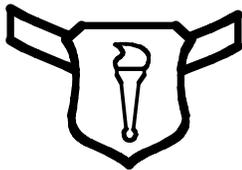


COLONEL

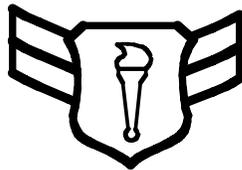
CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



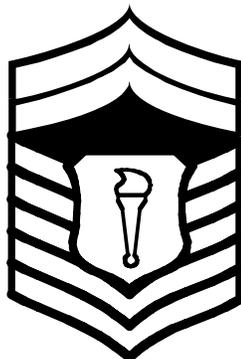
STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



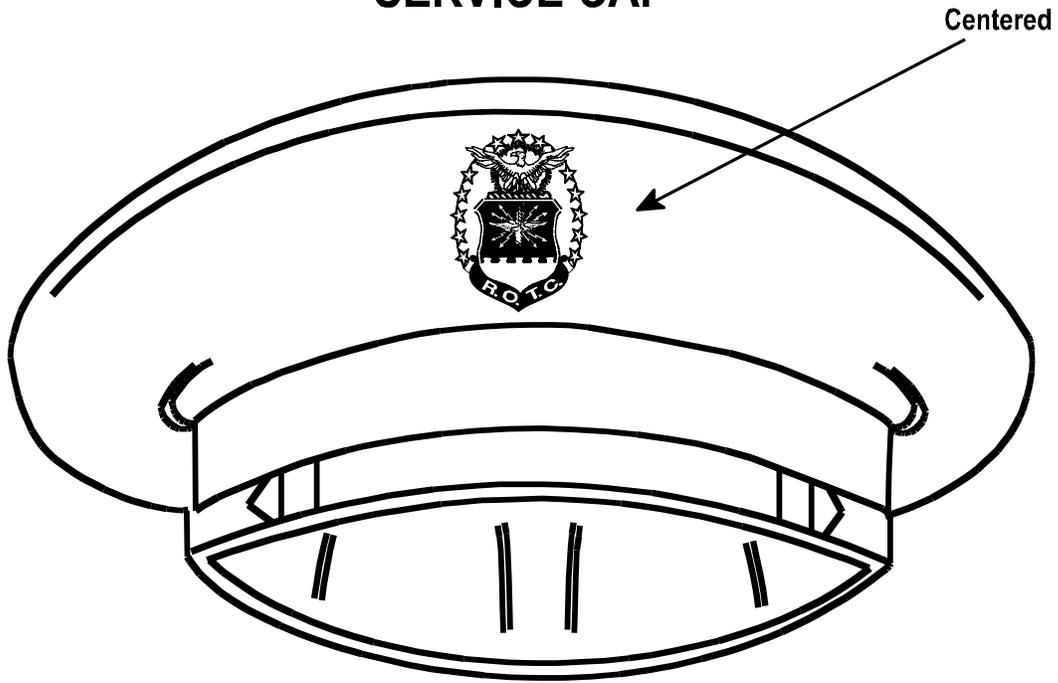
SENIOR
MASTER
SERGEANT



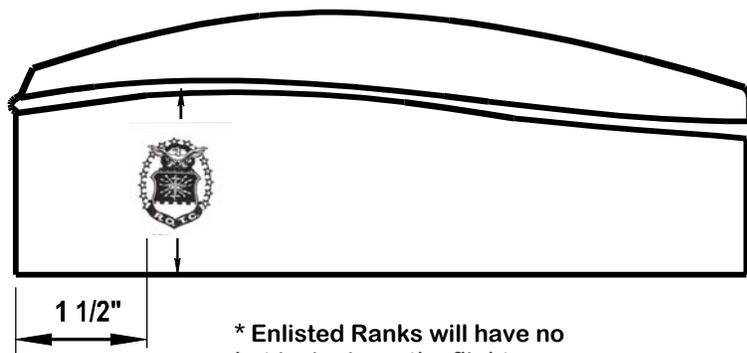
CHIEF
MASTER
SERGEANT

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP



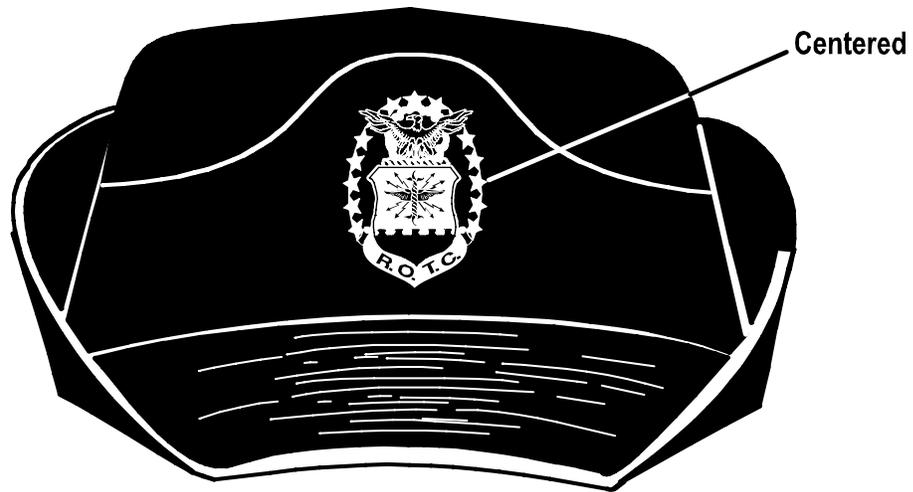
* Enlisted Ranks will have no hat insignia on the flight cap

centered top to bottom and
1 1/2 inches from front of cap

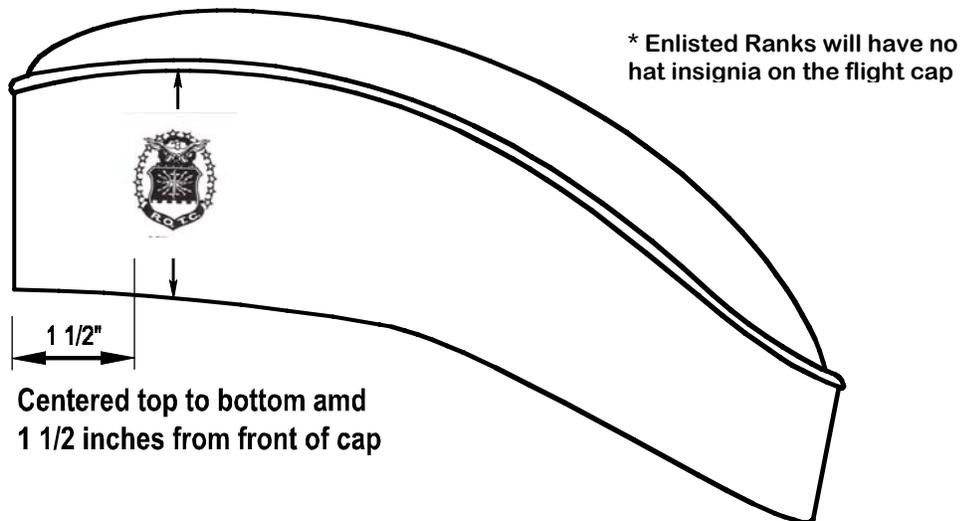
Officers wear hat insignia with stars

CADET FEMALE HEADGEAR

SERVICE CAP



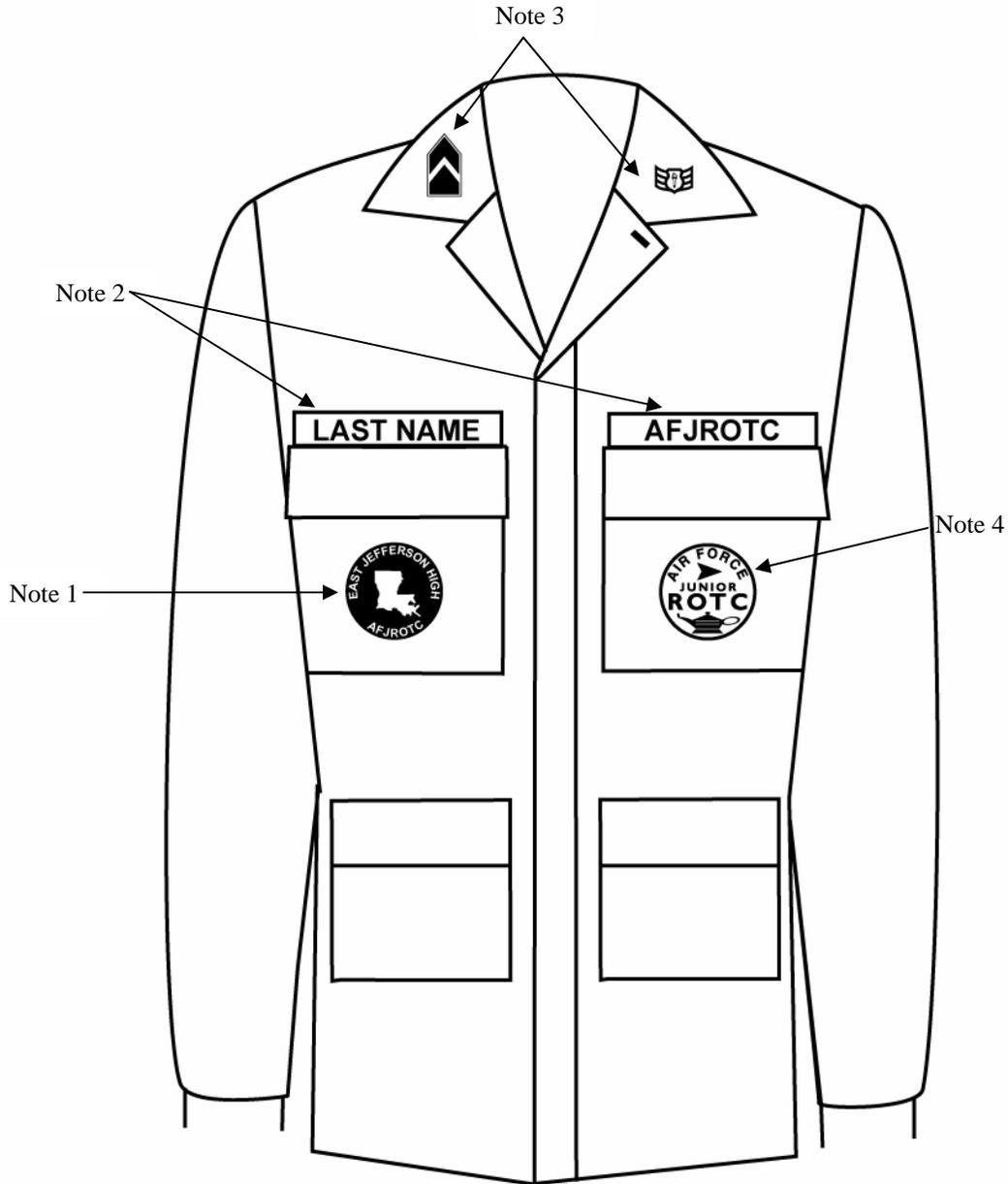
FLIGHT CAP



Officers wear hat insignia with stars

Attachment 5

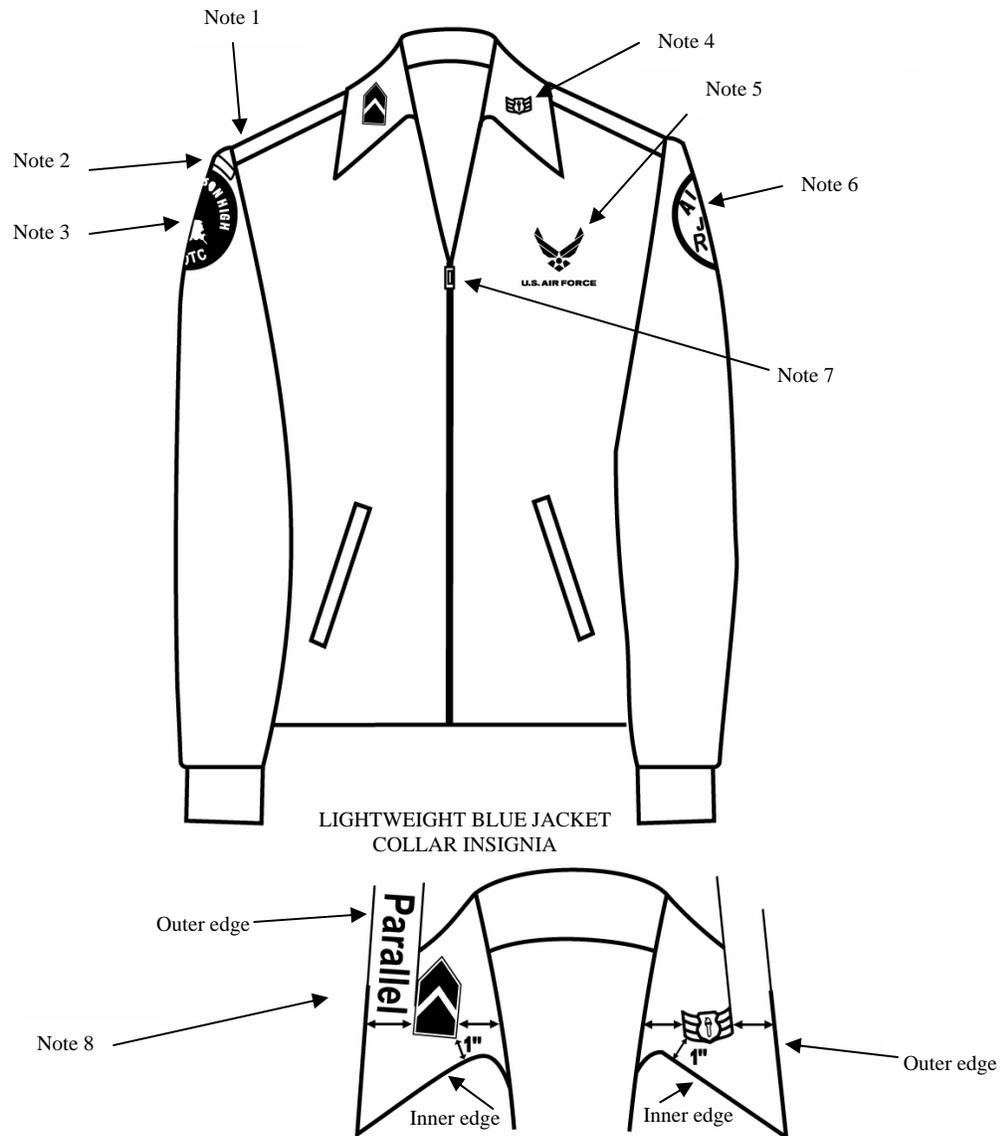
CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

Attachment 6

CADET LIGHTWEIGHT BLUE JACKET

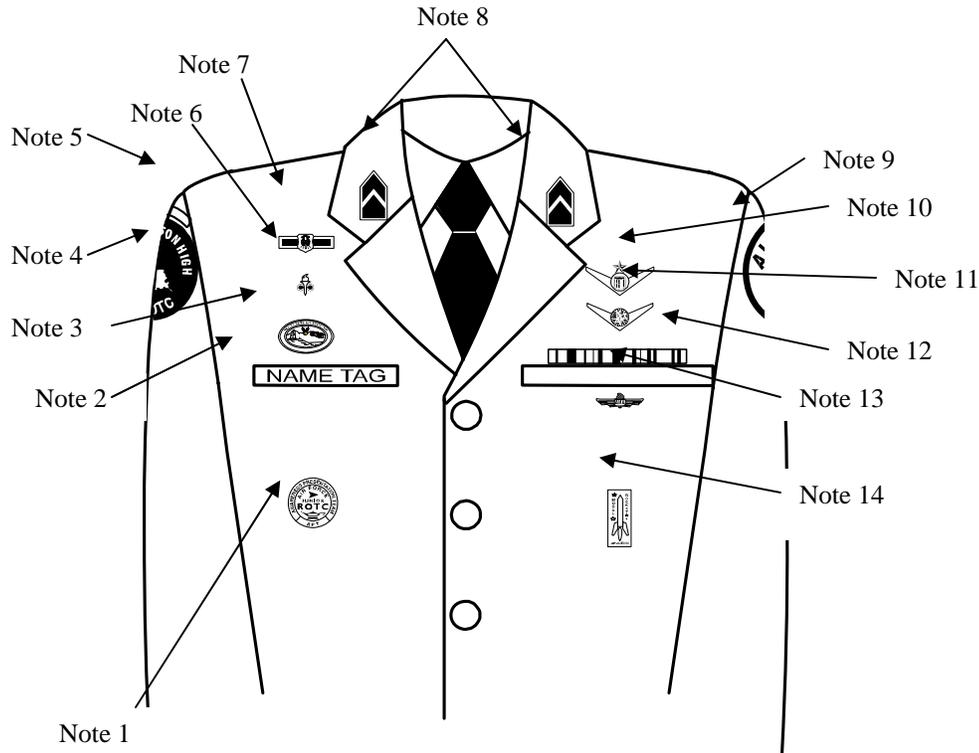


1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Attachment 7

CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

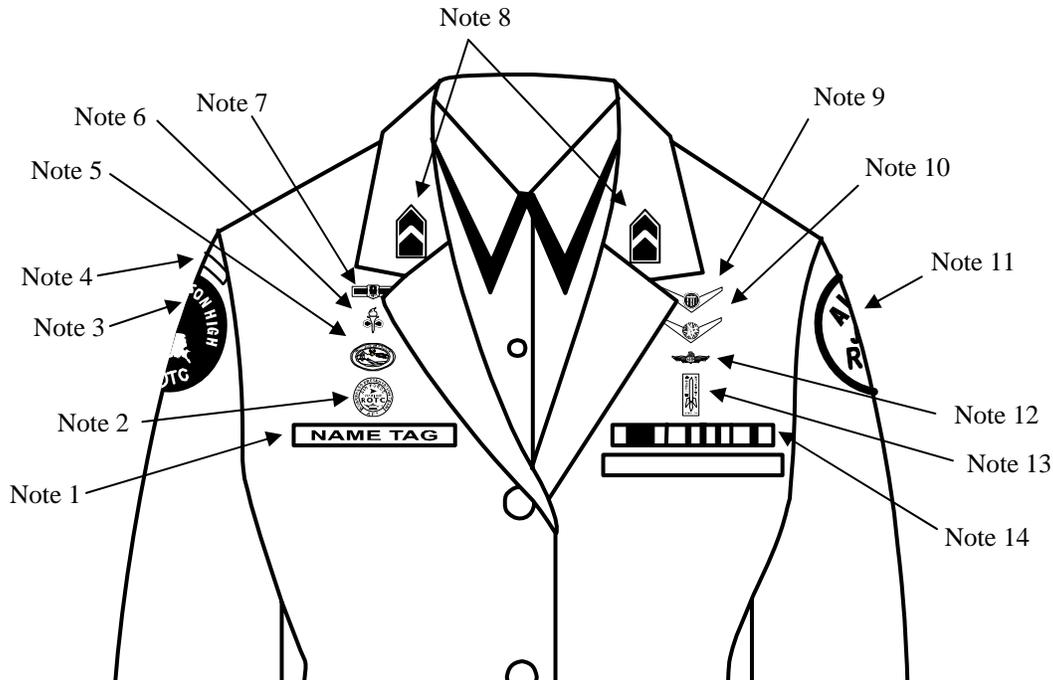


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5.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

Attachment 8

CADET FEMALE 1620 SERVICE DRESS

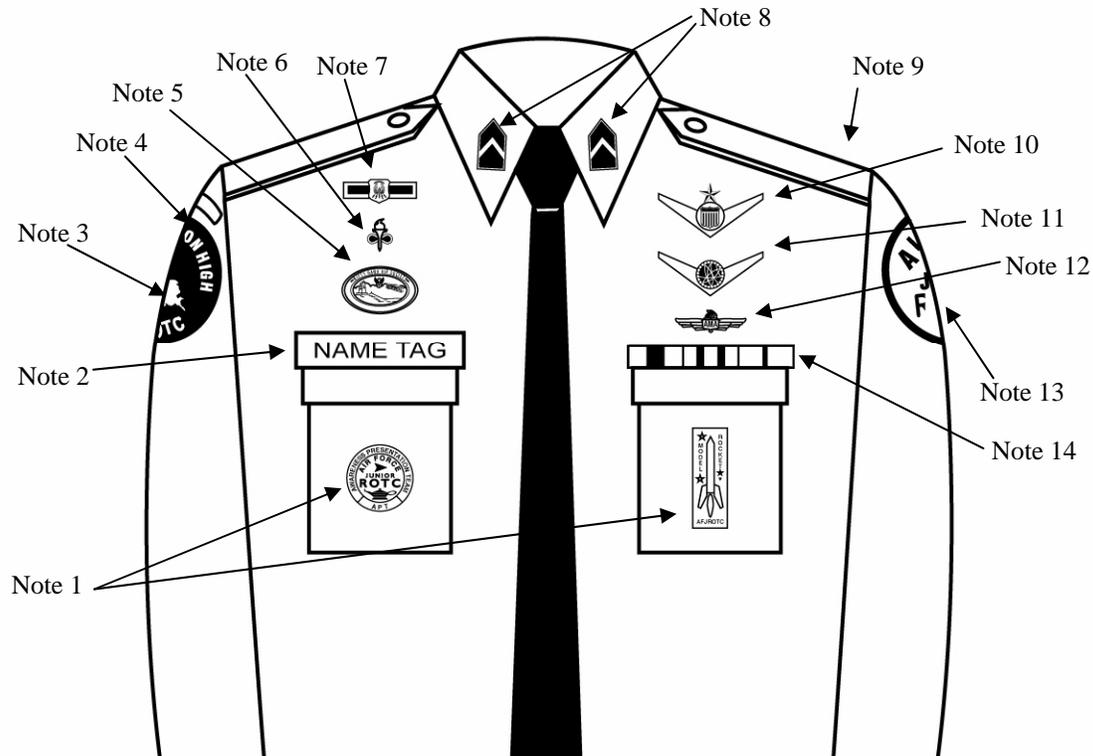
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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

Attachment 9

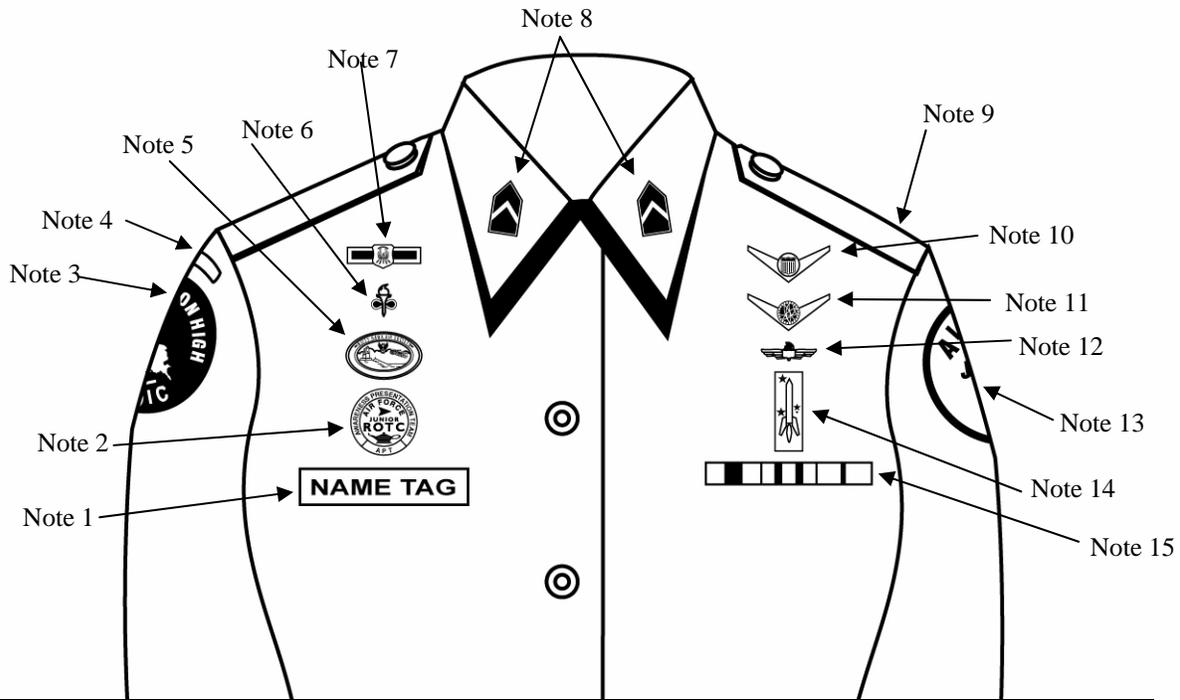
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Attachment 10

CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Attachment 11

AFJROTC Award Contacts

Air Force Association Award

Manager of National Aerospace Awards
Air Force Association
1501 Lee Highway
Arlington VA 22209-1190
Phone: 703-247-5800 ext 4807
Fax: 703-247-5853
Email: lcross@afa.org
Web Site: www.afa.org
POC: Lynette Cross

Daedalian Award

If local flight not available, contact
Order of Daedalians
PO Box 249
Randolph AFB TX 78148-0249
Phone: 210-945-2111
Fax: 210-945-2112
Email: daedalus@daedalians.org
Web site: www.daedalians.org/
POC: Maureen DeFelice

American Legion Scholastic Award

If local post not available, contact
American Legion National Headquarters
National Security Division
1608 K Street NW
Washington DC 20006-2847
Phone: 202-861-2700 ext: 1503
Fax 202-861-2728
Web site: www.legion.org/
POC: Roshawn Treadwell

American Legion General Military Excellence Award

If local post not available, contact
American Legion National Headquarters
National Security Division
1608 K Street NW
Washington DC 20006-2847
Phone: 202861-2700 ext: 1503
Fax: 202-861-2728
Web site: www.legion.org/
POC: Roshawn Treadwell

Daughters of the American Revolution (DAR) Award

If local chapter not available, contact
National Defense Committee, NSDAR
1776 D Street NW
Washington DC 20006-5392
Phone: 202-628-1776 ext 292
Web site: www.dar.org/
Email: vholmes@dar.org
POC: Valerie Holmes

America Veterans (AMVETS) Award

If state chapter not available, contact:
AMVETS National Headquarters
ROTC Programs Coordinator
4647 Forbes Blvd
Lanham MD 20706-9961
Phone: 301-459-9600
Fax: 301-459-7924
Web site: www.amvets.org/

AIR FORCE SERGEANTS ASSOCIATION (AFSA) ACHIEVEMENT AWARD

If no local chapter, contact
AFSA International Headquarters
5211 Auth Road
Suitland MD 20746
Phone: 800-638-0594 ext 288
Fax: 301-899-8136
Email: staff@AFSAHQ.org
Web site: www.afsahq.org/
POC: Member and Field Relations

Reserve Officers Association (ROA) Award

Local ROA chapter contacts each ASI before 15 Sep and furnishes name of ROA representative. If contact is not made by 15 Sep, SASI must contact National Headquarters, Reserve Officers Association
1 Constitution Avenue NE
Washington DC 20002-5655
Phone: 800-809-9448 ext 731
Web site: www.roa.org/
POC: Richard Booth
Email: rbooth@roa.org

Military Order of World Wars (MOWW)

If no local unit available, contact
National Headquarters, Military Order of the World Wars
435 N Lee Street
Alexandria VA 22314-2301
Phone: 730-683-4911
Fax: 703-683-4501
Email: mow@comcast.net
Web site: www.militaryorder.net

The Military Officers Association Award

If local chapter not available, contact
The Retired Officers Association
201 N Washington Street
Alexandria VA 22314-2529
Phone: 800-234-6622
Web site: www.troa.org/
Email: chapters@moaa.org

**VETERANS OF FOREIGN WARS (VFW)
AWARD**

If no local unit available, contact Veterans of Foreign Wars of the US
406 West 34th Street
Kansas City MO 64111-2736
Phone: 816-756-3390 ext 220
Fax: 816- 968-1149
Email: info@vfw.org
Web site: www.vfw.org/
POC: Susan Wilson
Email: swilson@vfw.org

NATIONAL SOJOURNERS AWARD

If no local chapter or local chapter does not offer award, Contact National Sojourners
8301 E Blvd Drive
Alexandria VA 22308-1399
Phone: 703-765-5000
Fax: 703-765-8390
Email: nationalsoj@juno.com
Web site: www.nationalsojourners.org/
POC: Renee Malzahn

**SONS OF THE AMERICAN REVOLUTION (SAR)
AWARD**

The National Headquarters,
Sons of the American Revolution
1000 S 4th Street
Louisville KY 40203-3292
Phone: 502-589-1776
Fax: 502-589-1671
Voice mail: 502-589-1779
Web site: www.sar.org/

MILITARY ORDER OF THE PURPLE HEART AWARD

If no local unit available, contact
Military Order of the Purple Heart
5413-B Blacklick Road
Springfield VA 22151
Phone: 703-642-5360
Fax: 703-642-2054
Email: info@purpleheart.org
Web site: www.purpleheart.org/
POC: Stewart McKeown
Email : smckeown@purpleheart.org

**AEROSPACE EDUCATION FOUNDATION
(AEF) JROTC VIDEO CONTEST**

1501 Lee Highway
Arlington VA 22209-1198
Phone: 800-291-8480
Fax: 703-247-5853
Email: AEFStaff@aef.org
Web site: www.aef.org/
POC: Lynette Cross
Email: lcross@afa.org

**Freedoms Foundation at Valley Forge (FFVF) National
Awards Program** (Essay Contest)

Awards Department
Freedoms Foundation at Valley Forge
1601 Valley Forge Road
Valley Forge PA 19482-0706
Phone: 800-896-5488 ext 234
Comm: 610-933-8825
FAX: 610-935-0522
Email: ffvf@ffvf.org
Web site: www.ffvf.org/
POC: Carolyn Santanjelo
Email: csantangelo@ffvf.org

**AMERICAN MODELING ASSOCIATION
WINGS**

5161 E Memorial Drive
Attn: Supply & SVC (Item #2088)
Muncie IN 47302
The wings must be purchased with your own funds.
The last quoted price we had was 1-24 Wings \$2.00 each; 25-99 Wings \$1.75; 99 and more lower cost
Phone: 800-435-9262 ext 522
Web site: www.modelaircraft.org/
POC: Steve Weaver
Email: stevew@modelaircraft.org

The Scottish Rite of Freemasonry

If local chapter does not offer award, contact Scottish Rite JROTC Americanism Medal Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA
1733 Sixteenth Street, NW
Washington DC 20009-3103
Phone: 202-232-3579
FAX: 202-387-1843
Web site: www.srmason-sj.org/

**Sons of the Union Veterans of the Civil War
(SUVCW) Award**

If local chapter does not offer award, contact Sons of the Union Veterans of the Civil War
P.O. Box 1865, Harrisburg, Pennsylvania 17105
Phone: 717-232-7000
Website: www.suvcw.org

***The Retired Enlisted Association (TREA) Award**

If no local chapter exists contact TREA and speak to Mr. Bob Rolloff at 1-800-338-9337 or write to:
1111 South Abilene Court
Aurora, CO 80012-4909
FAX: 303-752-0835
WEB Site: www.trea.org
TREA email: treaHQ@trea.org

**Tuskegee Airmen Incorporated (TAI) Air Force
Junior ROTC Cadet Award**

AFJROTC Unit SC-065, C.A. Johnson High School will provide this award **without** units requesting. Do not e-mail, fax, telephone or write for the award. Contact the SC-065 if award is not received by **15 March**. Only two award devices and certificates will be provided.