

## Chapter 7: Uniform and Awards

### Foreword

AFJROTC cadets wear the same basic uniform as the active duty Air Force, and they should be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

The AFJROTC Awards and Decorations Program recognize the achievements of AFJROTC cadets and fosters increased morale and esprit de corps. This chapter outlines the proper execution of a successful unit Awards and Decorations Program.

### *ACCOUTREMENTS (GENERAL)*

**7.1. Insignia Placement.** Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Holm Center/JROS is the review/approval authority for waivers and for situations not specifically addressed by this guide.

### **7.2. Badges.**

7.2.1. Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. To order the badge go to WINGS | Logistics | Create Display Orders.

7.2.2. 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. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the Cadets Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

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

7.2.4. 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. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

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

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

7.2.7. 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 Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate 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
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

7.2.8. 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. Go to WINGS | Logistics | Create Display Orders and order the AEF Badge.

7.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR: Holm Center/JROSL.

7.2.10. Other Badges or Pins.

- Sister Service: Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin.
- Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. (Refer to Attachment 7-1)

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

### 7.3. Shoulder Patches.

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

7.3.2. Unit Patch. Optional. If worn, must be on the right shoulder only. Unit patches are paid for by non-AF Funds. Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

7.4. 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.

**7.5. Shoulder Tabs.** Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat, 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 no lower than 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. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

### **AWARDS AND DECORATIONS**

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

7.6.1. 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.

7.6.2. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. When awarding a ribbon in WINGS the system will let you choose the devices allowed to be worn on that ribbon. The routine wear of both medals and ribbons is prohibited.

7.6.3. Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria (more stringent) 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.

7.6.4. Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents 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.

\* ADD: Guidelines for National Awards should be followed to the fullest extent possible; however, SASIs have latitude to approve awarding of National Awards to deserving cadets that do not meet award criteria (i.e., a deserving sophomore instead of a junior, there is not a deserving cadet who meets an awards class standing percentage criteria established for the award, etc.). If there are deviations from established award criteria, the “spirit of intent” of an award’s must be maintained. Whenever possible, obtain approval from the sponsoring organization’s local chapter for any deviations from established criteria.

7.6.5. 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, awards banquet, etc.), and name, title, and organization of award presenter. The SASI is responsible to ensure any required reports are accomplished.

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

**7.6.6.1. Special Awards.**

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

**7.6.6.2. National Awards.**

6. Air Force Association Award
7. Daedalian Award
8. American Legion Scholastic Award
9. American Legion General Military Excellence Award
10. Daughters of the American Revolution Award
11. American Veterans Award
12. Reserve Officers Association Award
13. Military Order of World Wars Award
14. Military Officers Association Award
15. Veterans of Foreign Wars Award
16. National Sojourners Award
17. Sons of the American Revolution Award
18. Scottish Rite, Southern Jurisdiction Award
19. Military Order of the Purple Heart Award
20. Air Force Sergeants Association Award
21. Sons of Union Veterans of the Civil War Award
22. Sons of Confederate Veterans H.L. Hunley Award
23. Tuskegee Airmen Incorporated AFJROTC Cadet Award

24. The Retired Enlisted Association Award
25. The Celebrate Freedom Foundation Award
26. National Society United States Daughter of 1812
27. Air Commando Association Award

28. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in the *Unit's Cadet Guide or Operating Instruction*)

#### **7.6.6.3. AFJROTC Awards.**

29. Distinguished Unit Award with Merit
30. Distinguished Unit Award
31. Outstanding Organization Award
32. Outstanding Flight Award
33. Top Performer Award
34. Outstanding Cadet Ribbon
35. Leadership Ribbon
36. Achievement Ribbon
37. Superior Performance Ribbon
38. Academic Ribbon
39. Leadership School Ribbon
40. Special Teams Competition
41. Orienteering Ribbon
42. Co-curricular Activities Leadership Ribbon
43. Drill Team Ribbon
44. Color Guard Ribbon
45. Saber Team Ribbon
46. Marksmanship Ribbon
47. Good Conduct Ribbon
48. Service Ribbon
49. Health and Wellness
50. Recruiting Ribbon
51. Activities Ribbon
52. Attendance Ribbon
53. Dress and Appearance Ribbon
54. Longevity Ribbon
55. Bataan Death March Memorial Hike Ribbon
56. Patriotic Flag Ribbon

#### **7.6.6.4. Civil Air Patrol (CAP) Awards.**

57. General Carl Spaatz Award
58. General Ira C. Eaker Award

- 59. Amelia Earhart Award
- 60. General Billy Mitchell Award
- 61. General J.F. Curry Achievement Award

7.6.7. AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from the United States Army, United States Navy, or United States Marine Corps AFJROTC programs unless they were previously enrolled in a sister service JROTC program. When authorized, AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. 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.

7.6.8. 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.

7.6.9. 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.

## **7.7. Descriptions and Criteria.**

7.7.1. **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-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) 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-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

7.7.2. **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-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) 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-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) distributes the citation, medal, and ribbon for presentation.

**7.7.3. 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-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) 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-Ops Support distributes the citation and ribbon for presentation.

**7.7.3 Silver Star Community Service with Excellence Award.** Award consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

- 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 (AFJROTCI 36-2001, Part 7)
- 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.

**7.7.4. 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-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.

**7.7.5. 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).

**7.7.5.1.** 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).

**7.7.6. 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.

**7.7.6.1.** 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 AFJROTC class.
- Rank in the top 20% of their school class.

**7.7.6.2.** 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.

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

**7.7.7.1.** 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 AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

**7.7.7.2.** 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 6-11 for list of award points of contact.

**7.7.8. 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.

**7.7.8.1.** 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.

**7.7.8.2.** 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 6-11 for list of award points of contact.

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

**7.7.9.1.** 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 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.

**7.7.9.2.** 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 6-11 for list of award points of contact.

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

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

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

**7.7.10.2.** 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 6-11 for list of award points of contact.

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

**7.7.11.1.** 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, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

**7.7.11.2.** 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 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 6-11 for list of award points of contact.

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

**7.7.12.1.** 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.

**7.7.12.2.** 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. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

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

**7.7.13.1.** 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.

**7.7.13.2.** 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.

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

**7.7.14.1.** 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.

**7.7.14.2.** 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.

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

**7.7.15.1.** 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.

**7.7.15.2.** 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.

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

**7.7.16.1.** 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.

**7.7.16.2.** 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

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

**7.7.17.1.** 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 Co-Curricular

activities or community projects.

- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been previous recipients of this award.

**7.7.17.2.** 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.

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

**7.7.18.1.** This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

**7.7.18.2.** 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.

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

**7.7.19.1.** 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.

**7.7.19.2.** 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.

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

**7.7.20.1.** 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.

**7.7.20.2.** 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.

**7.7.21. Sons of Confederate Veterans H. L. Hunley Award.** This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet's name and rank and a check for \$30 (Unit cannot use AF Funds to

pay for this award)

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

**7.7.22.1.** 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.

**7.7.22.2.** The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit NC-051, Central Cabarrus High School not later than 1 March. AFJROTC NC-051, Central Cabarrus High School will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide NC-051 the names and grades of the recipients and date award was presented on the supplied mail back form.

**7.7.23. 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.

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

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

**7.7.26. Air Commando Association Award.** Awarded annually at the SASI’s discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the

thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate

7.7.27. ***Non-Funded National Awards***. (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

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

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

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

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

**7.7.32.1. Top Performer Award**. The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

**7.7.32.2.** All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of 2% of their cadets to their Region Director based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Co-Curricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other

accomplishments.

7.7.32. **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.

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

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

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

7.7.36. **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.

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

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

7.7.39. **Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum. Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

7.7.40. **Co-curricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball

chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

7.7.41. **Drill Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.42. **Color Guard Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.43. **Saber Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

7.7.44. **Marksmanship Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year

7.7.45. **Good Conduct Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

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

7.7.47. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: *The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.*)

7.7.48. **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 Instruction*.

7.7.49. **Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the *Cadet Guide* or unit *Operating Instruction*.

7.7.50. **Attendance Ribbon.** Criteria for attendance ribbon will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

7.7.51. **Dress and Appearance Ribbon.** Criteria for dress and appearance ribbon will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. SASI will also include uniform inspection scoring as applicable.

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

7.7.53. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

7.7.54. **Patriotic Flag Ribbon.** May be awarded for participation in *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's *Cadet Guide* or *Unit Operating Instruction*.

7.7.55. **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>.



# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

Version: 1 August 2015



## CADET APPEARANCE AND GROOMING GUIDELINES

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

**DRILL TEAM, COLOR GUARD AND EXHIBITION UNIFORMS:** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. No later than 1 March 2016, all AFJROTC and NDCC drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the ABU. Normal blue or ABU uniforms are depicted in Chapter 7 of this Operational Supplement.

Units may accessorize their **blue** drill team, color guard or exhibition uniforms with solid-color berets, ascots, gloves and one shoulder cord (left shoulder, blue shirt and service dress coat only) with non-AF funds. Blue pants may be modified to have a stripe on the outside length of the pants (silver, white, blue, black, or grey only) if desired, using non-AF funds. The colors of berets (solid color), ascots, gloves and shoulder cords are locally-determined, but must be conservative and in good taste. The HQ-issued chrome helmets may be worn with blue drill team, color guard or exhibition uniform combinations only. NOTE: Chrome helmets, ascots and gloves may not be worn on regular uniform days.

**ABU NOTES:** ABUs may be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots. ABUs will not be worn with a shoulder cord or ascots.

Any additional item, accessory, embroidery or color outside of those listed in this Operational Supplement requires a waiver. A waiver request with 2 photos (profile and full front view) must be submitted in WINGS, approved, and on file before cadet wear or competing in any drill, color guard or exhibition event/competition.

Only items listed in Allowance Standard 016 may be provided by HQ AFJROTC. Submit any other uniform waiver requests via WINGS by using the waiver module.

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.

**7.8.1. Special Uniform and Appearance Rules.** Here are some additional guidelines about uniform and appearance.

7.8.1.1. 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 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, 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.

7.8.1.2. 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.

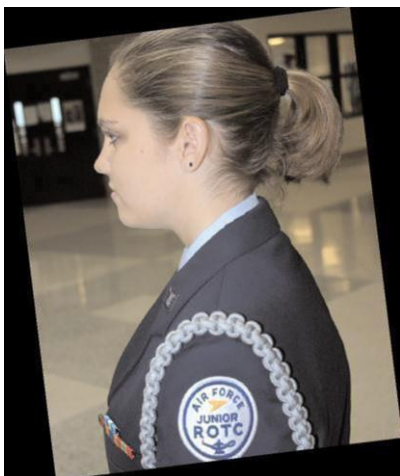
7.8.1.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the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

7.8.1.4. 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.

### **7.9. Specific Female Cadet Grooming Guidelines.**

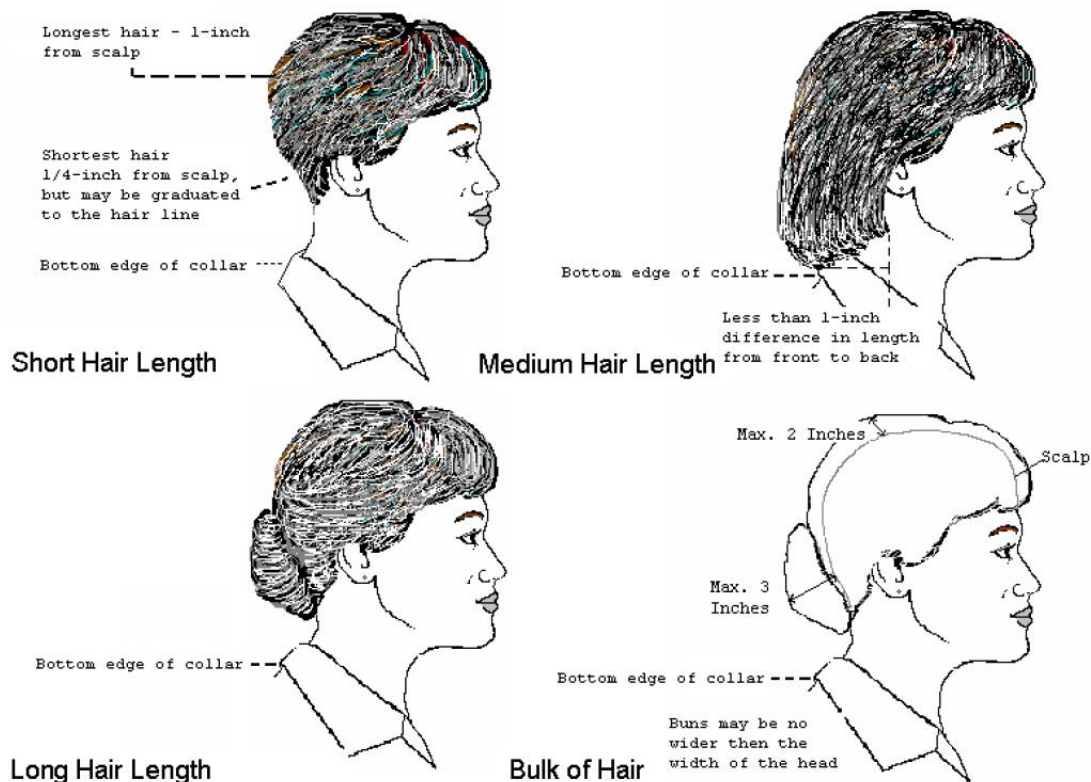


**7.9.1.** Hair. Your hair will be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. Hair Weaves are authorized as long as they adhere to the following criteria. It should look professional and allow you to wear uniform headgear in the proper manner; your hair must not be too full or too high on the head. Hair must be able to be placed in a 3” bun (maximum of 3 inches) (Fig 3.2 below). 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 or touch eyebrows. Hair color/highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/ Natural Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Braids, Micro-braids and cornrows are authorized. However, they must be a natural looking color similar to the individual’s hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or secured style within hair standards. Dreadlocks,

(defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs), shaved head, flat-tops and military high and tight cuts are not authorized hairstyles for female cadets.

Figure 3.2. Female Hair Grooming Standards



**7.8.1. Fingernails.** Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed.

**7.8.2. 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.

**Specific Male Cadet Grooming Guidelines. (Refer to Figure 3.1)**

**7.8.1. 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.

Figure 3.1. Male Hair Grooming Standards.

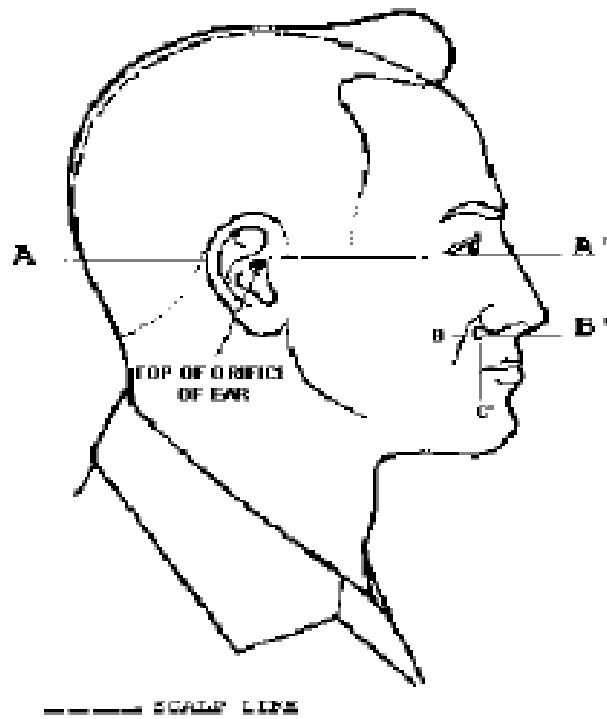


Figure 1-2  
Male Grooming Standards (Side View)

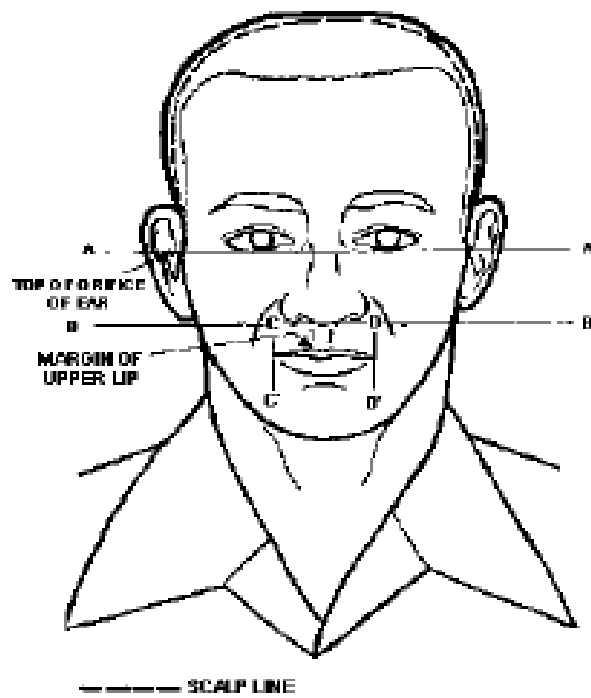
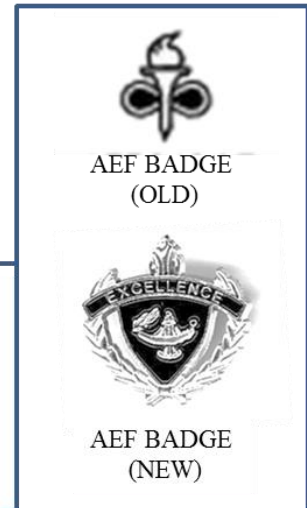


Figure 1-1  
Male Grooming Standards (Front View)

Attachment 7-1

**AUTHORIZED AIR FORCE JROTC  
BADGES/INSIGNIA/PINS**

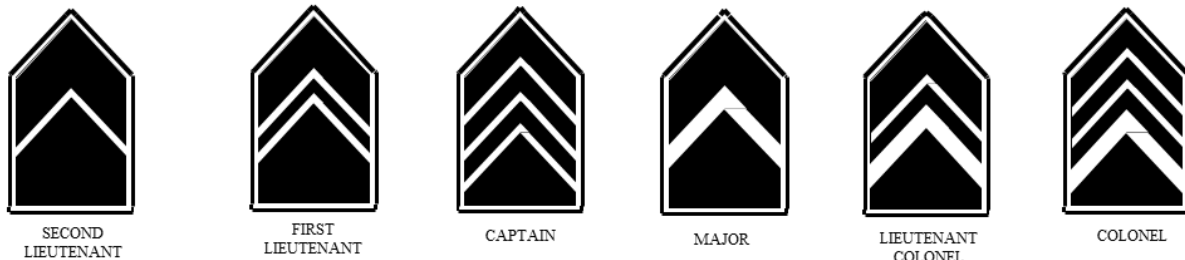


Badges/Insignia/Pins not listed here are unauthorized  
(Exception: Section 7.2.10)

Attachment 7-2

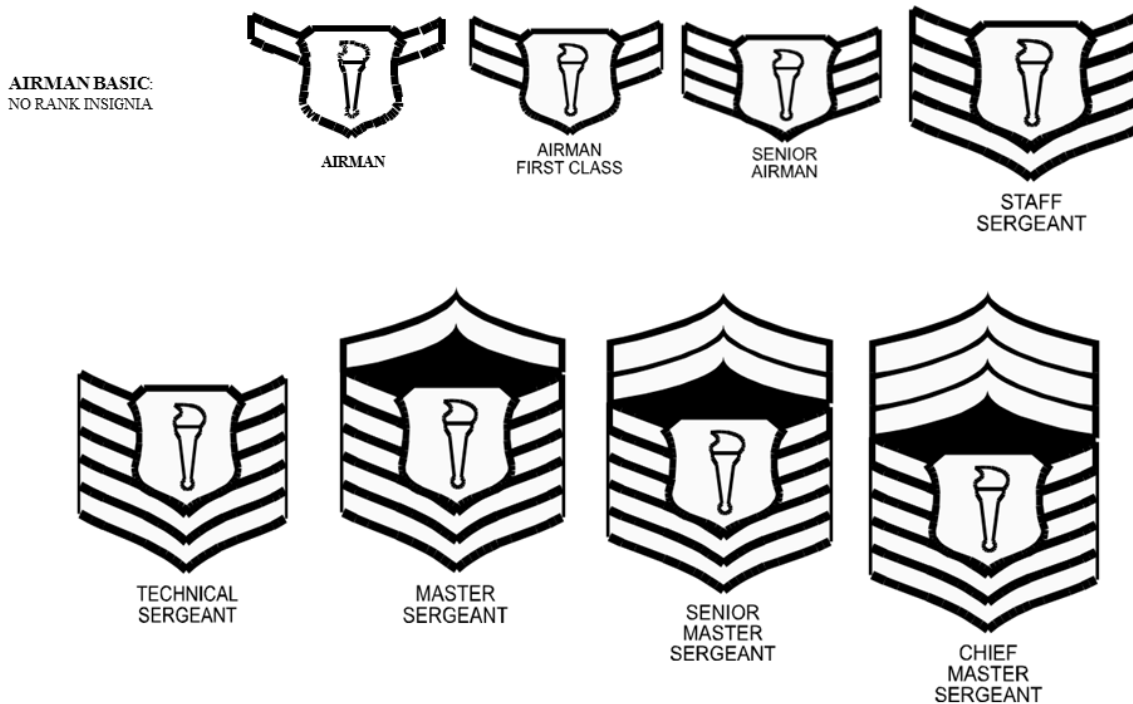
**AIR FORCE JROTC RANK INSIGNIA**

CADET OFFICER RANK



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

CADET ENLISTED RANK



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

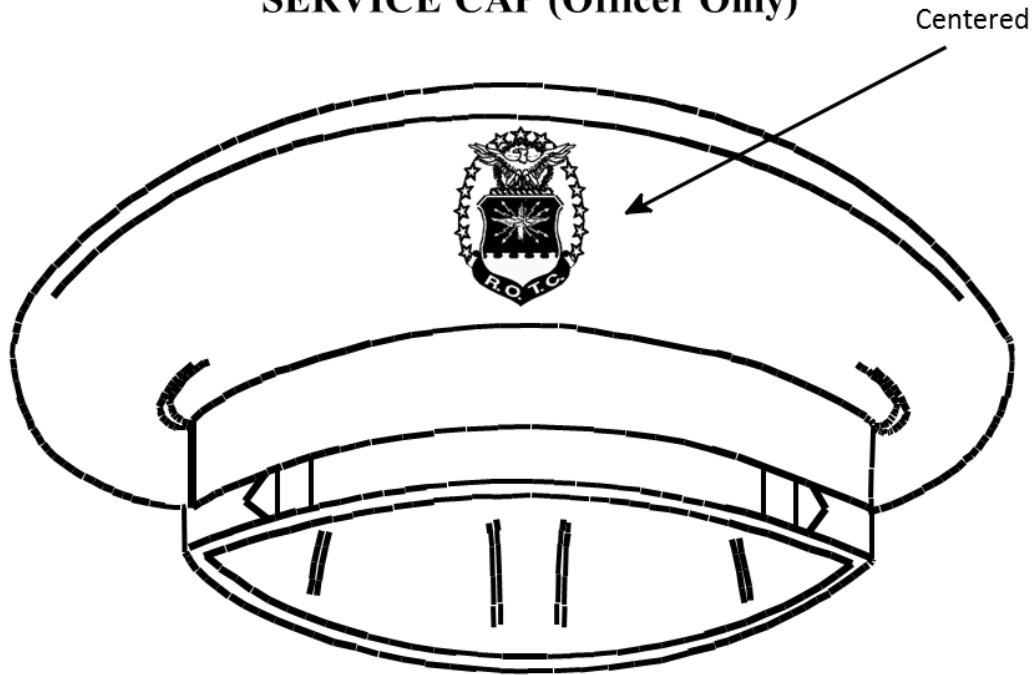
Rank insignia not listed here is unauthorized. The First Sergeant device is not authorized.



Attachment 7-3

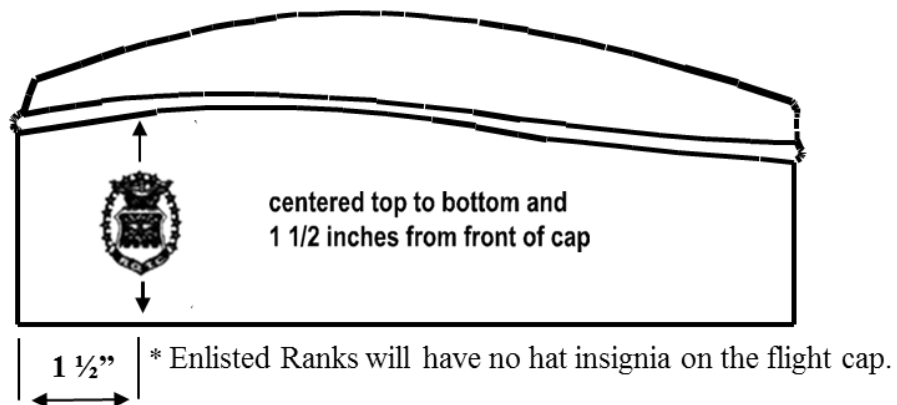
# CADET MALE HEADGEAR

## SERVICE CAP (Officer Only)



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

## FLIGHT CAP\* (Officer and Enlisted)



## Attachment 7-4

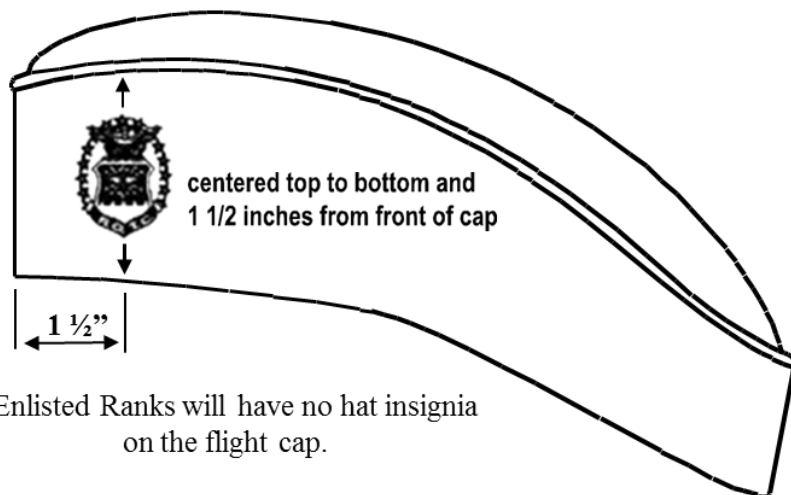
## CADET FEMALE HEADGEAR

### SERVICE CAP (Officer Only)



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

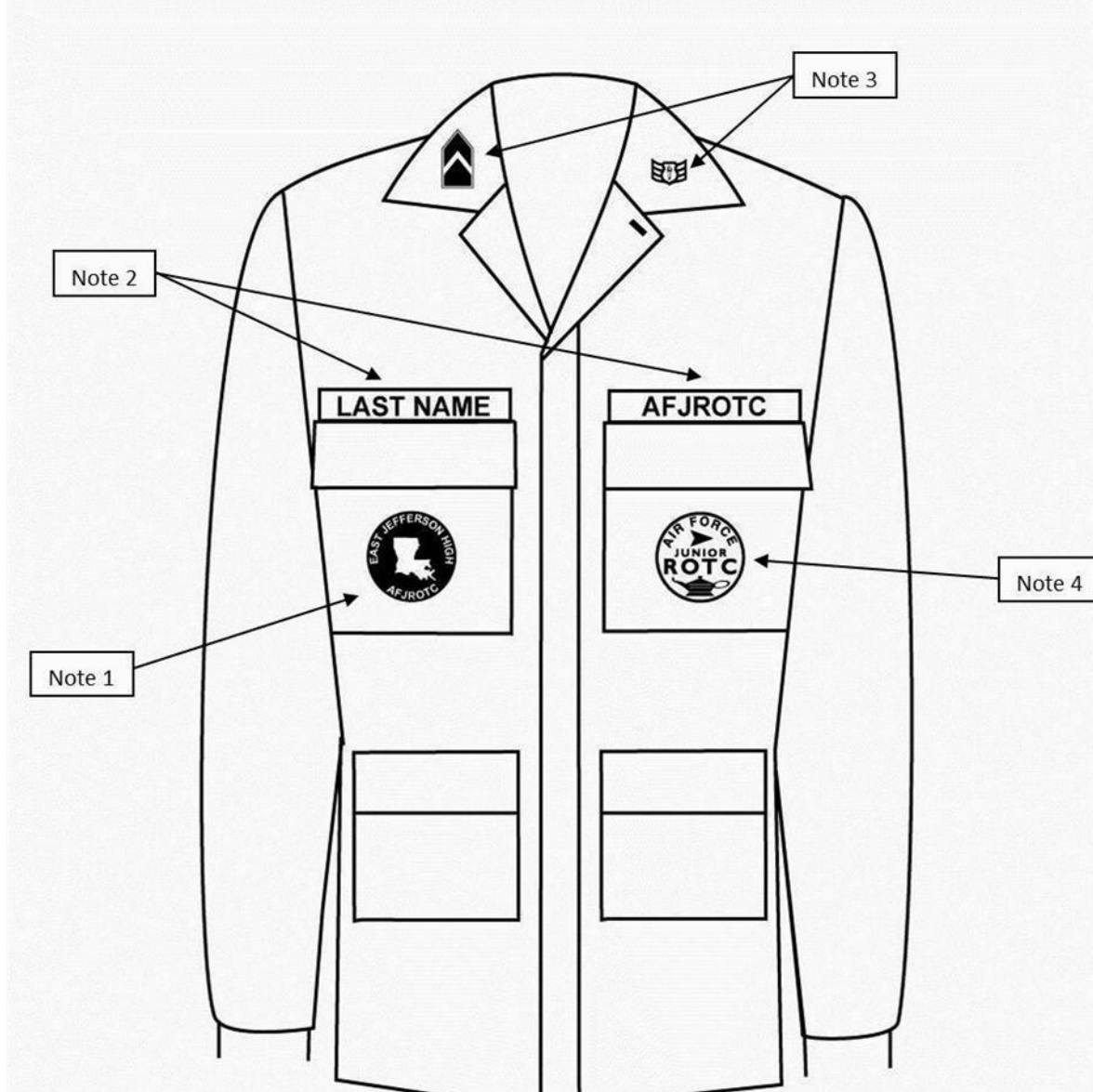
### FLIGHT CAP\* (Officer and Enlisted)



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

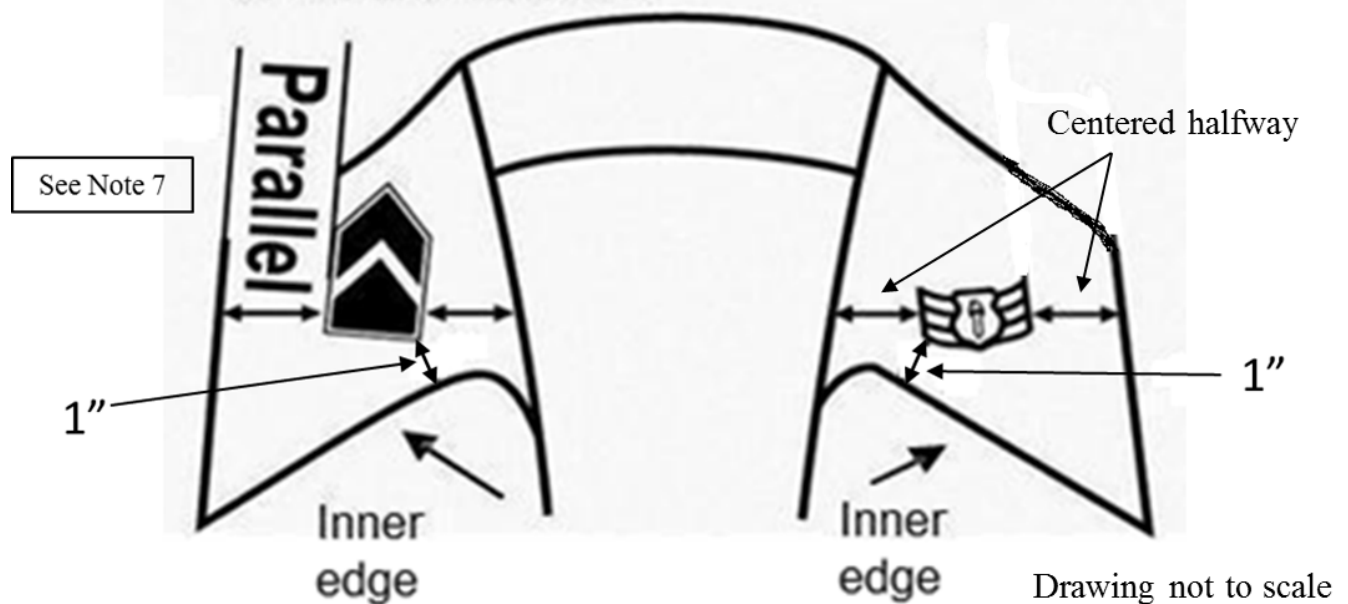
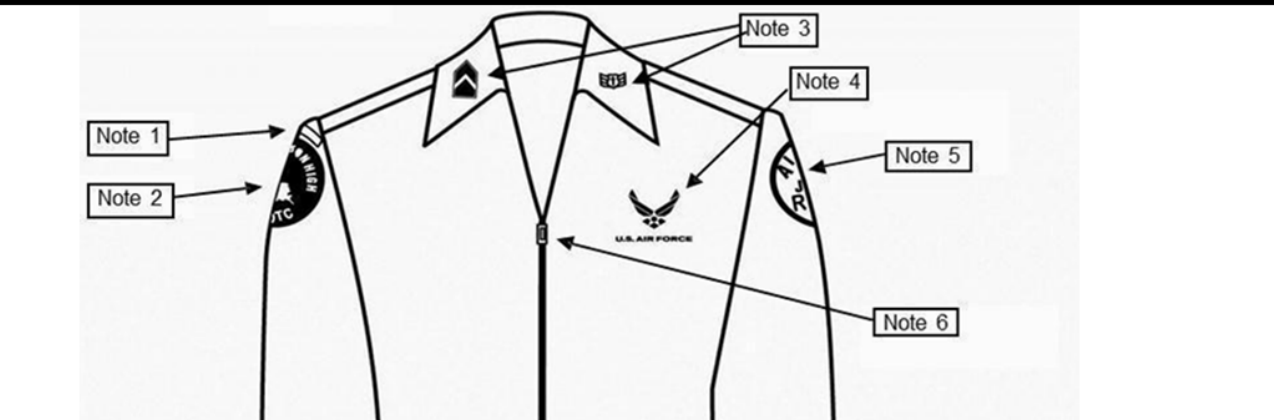
## Attachment 7-5

## CADET ABU Male and Female



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

## Attachment 7-6

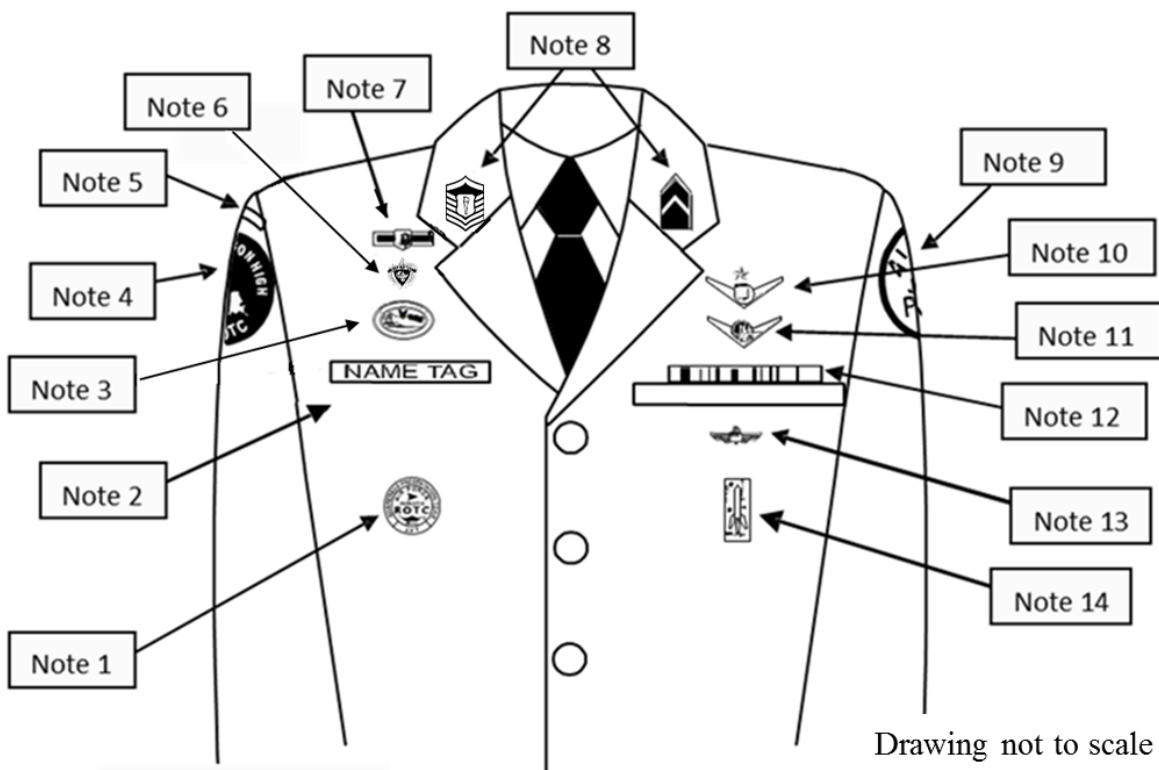
**CADET LIGHTWEIGHT BLUE JACKET**

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve 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.
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 closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

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

## Attachment 7-7

## CADET MALE SERVICE DRESS

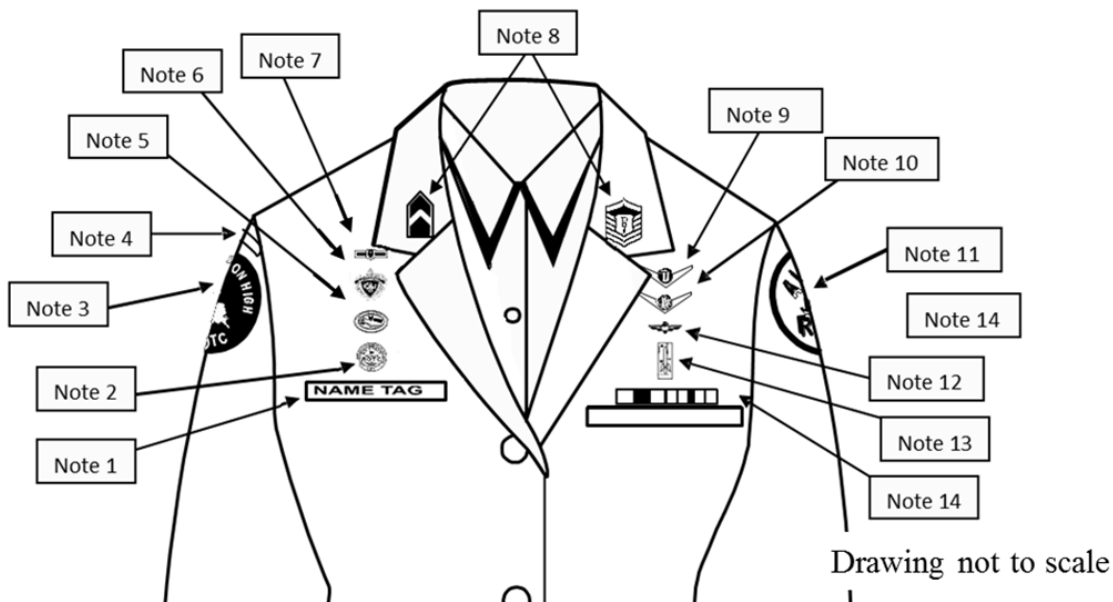


Drawing not to scale

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

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

## CADET FEMALE SERVICE DRESS



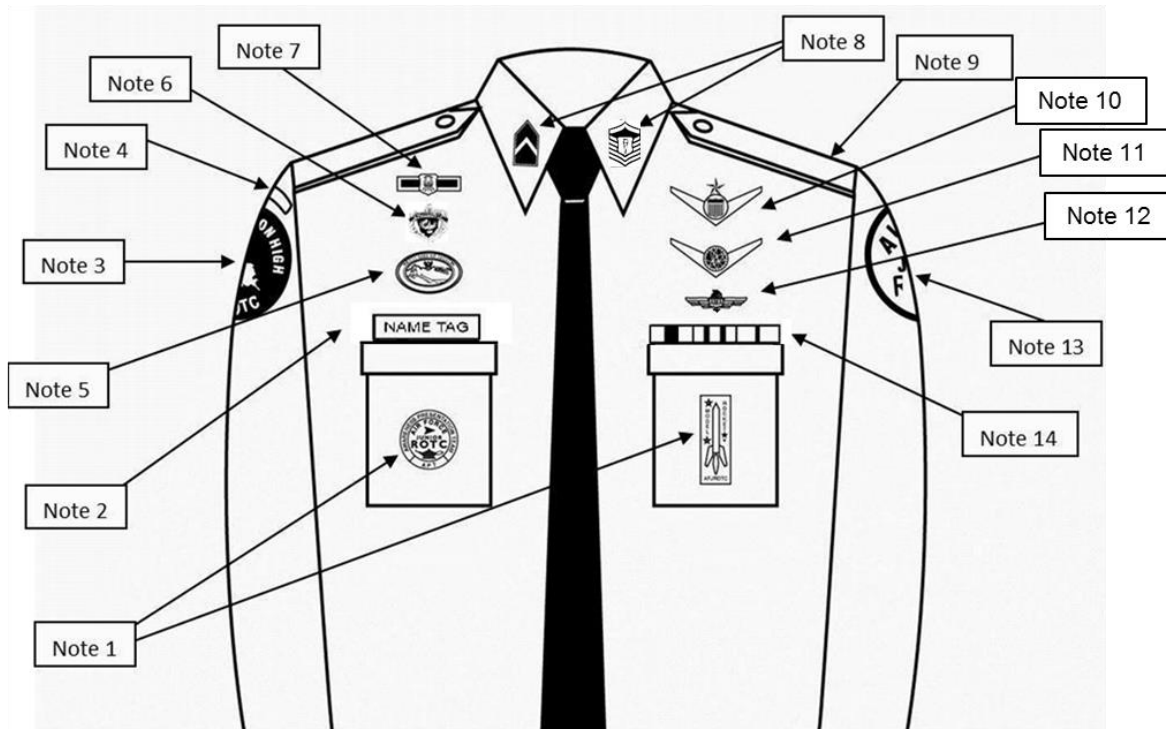
Drawing not to scale

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

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

## Attachment 7-9

## CADET MALE BLUE SHIRT

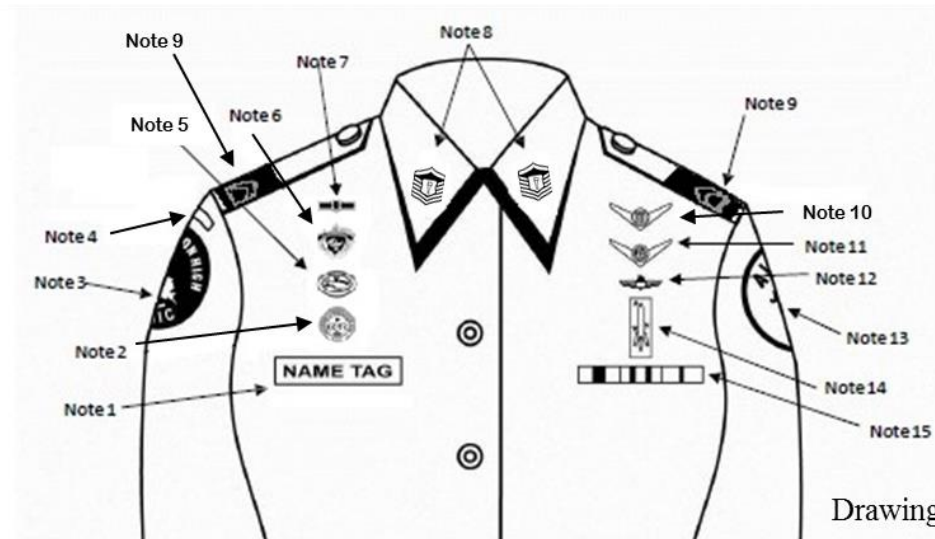


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer's right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.



## Attachment 7-10

## CADET FEMALE BLUE SHIRT



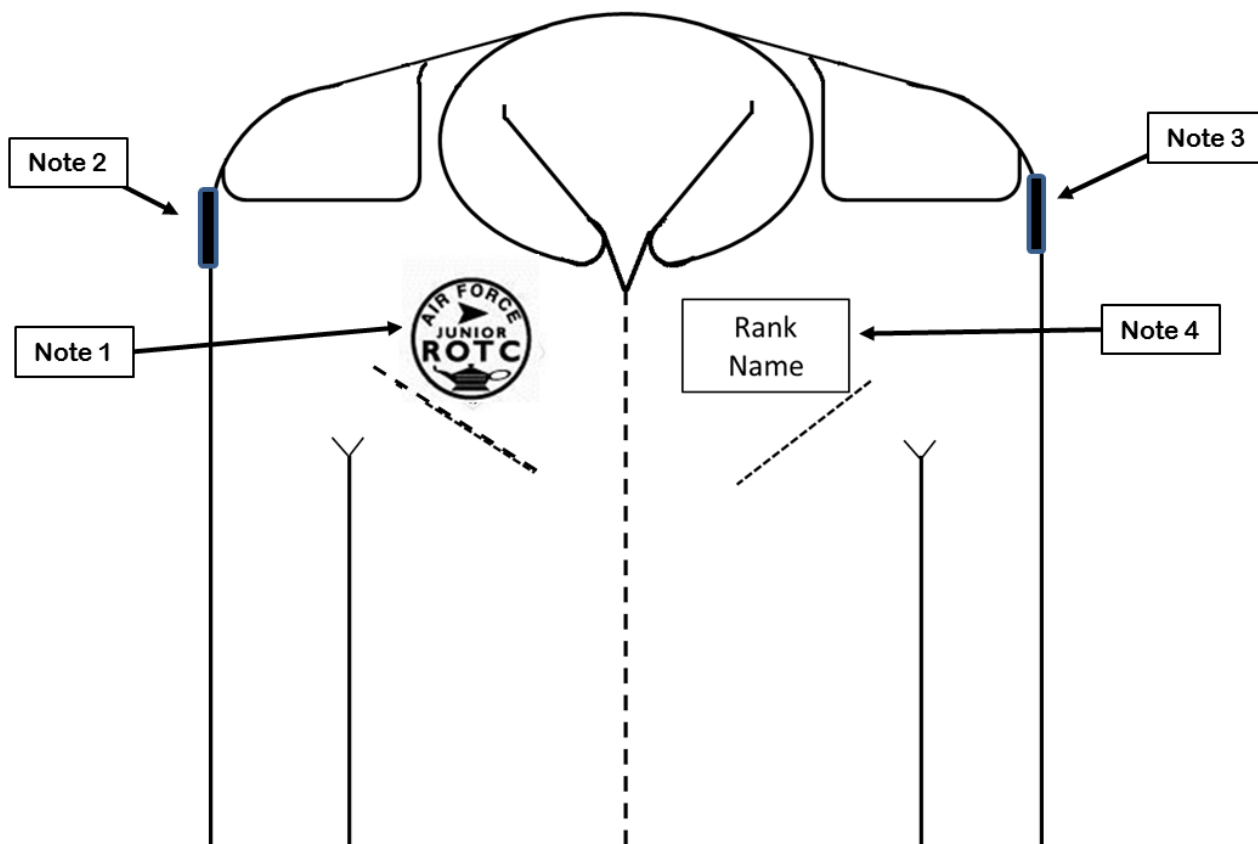
Drawing not to scale

1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness presentation badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).



## Attachment 7-11

## FLIGHT SUIT\* (Male and Female)



1. AFJROTC Patch (mandatory). Velcro attached
2. Unit patch (optional). Velcro attached. If no unit patch is used, then leave the area blank.
3. American Flag Patch (optional). Velcro attached. If no American Flag patch is used, then leave the area blank.
4. Cadet Rank and Cadet Name (mandatory). Velcro attached.

\*Flight Suits are authorized only for those cadets currently enrolled in or that have successfully completed Aviation Honors Ground School.

\*Flight suits, rank/name and unit patches are purchased and maintained with non-AF Funds.

## 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](mailto:lcross@afa.org) Web Site: [www.afa.org](http://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](mailto:daedalus@daedalians.org) Web site: [www.daedalians.org/](http://www.daedalians.org/) POC: Maureen DeFelice

### **American Legion Scholastic Award**

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

### **American Legion General Military Excellence Award**

If local post not available, contact American Legion National Headquarters National SecurityDivision 1608 K Street NW  
Washington DC 20006-2847  
Phone: 202861-2700 ext: 1503  
Fax: 202-861-2728  
Web site: [www.legion.org/](http://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/](http://www.dar.org/) Email: [vholmes@dar.org](mailto: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/](http://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](mailto:staff@AFSAHQ.org) Web site: [www.afsahq.org/](http://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/](http://www.roa.org/) POC: Richard Booth Email: [rbooth@roa.org](mailto: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](mailto:mow@comcast.net)  
Web site: [www.militaryorder.net](http://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/](http://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](mailto:info@vfw.org) Web site: [www.vfw.org/](http://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](mailto:nationalsoj@juno.com)  
 Web site: [www.nationalsojourners.org/](http://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/](http://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](mailto:info@purpleheart.org) Web site: [www.purpleheart.org/](http://www.purpleheart.org/) POC: Stewart McKeown  
 Email : [smckeown@purpleheart.org](mailto: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@aeaf.org](mailto:AEFStaff@aeaf.org) Web site: [www.aef.org/](http://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](mailto:ffvf@ffvf.org) Web site: [www.ffvf.org/](http://www.ffvf.org/) POC: Carolyn Santanjelo Email: [csantangelo@ffvf.org](mailto: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/](http://www.modelaircraft.org/) POC: Steve Weaver Email: [stevew@modelaircraft.org](mailto: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/](http://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](http://www.suvcw.org)

**Sons of the Confederate H.L. Hunley Award** NCCM(SS/AW) A.C. Wilson, III U.S. Navy(retired) SCV, H.L.Hunley JROTC

Awards Program Coordinator

P.O Box 1290

Florence, SC 29504-2920

Email [tripwilsonnavy@earthlink.net](mailto:tripwilsonnavy@earthlink.net)

**Celebrate Freedom Foundation Award**

Celebrate Freedom Foundation 1300 Pickens Street, Suite 200 Columbia, SC 29201

Phone: 800-708-4752

Fax: 803-708-4815

Email: [info@cff-soar.org](mailto:info@cff-soar.org)

Web site: [www.celebratefreedomfoundation.org](http://www.celebratefreedomfoundation.org)

**National Society United States Daughters of 1812**

1286 Riverside Ave

Baltimore, MD 21230

Phone: 410-530-7083

Web site: <http://www.usdaughters1812.org/chapters.html>

**Air Commando Association Award**

Air Commando Association

P.O. Box 7

Mary Easter, FL 32569

AFJROTC Unit PA-20091 will mail ribbon and certificate template to each AFJROTC unit no later than the last day of month of each calendar year as national service project.

**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](http://www.trea.org) TREA email: [treaHQ@trea.org](mailto:treaHQ@trea.org)

**Tuskegee Airmen Incorporated (TAI) Air Force Junior** Tuskegee Airmen, Incorporated AFJROTC Cadet Award can be obtained from AFJROTC unit NC-051, Central Cabarrus High School. Please contact them to get your ribbons/award. All AFJROTC units requesting replacement ribbons for their current cadets should contact AFJROTC NC-051 to do so. The cost for each replacement ribbon is \$1.00. Please make the check out to Only two award devices and certificates will be provided.