

CADET GUIDE

AFJROTC Unit CA-20016



***Developing Citizens of Character
Dedicated to Serving Our Nation & Community***

AFJROTC Unit CA-20016
San Jacinto High School
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Current as of: 6 March 2023



**San Jacinto High School
Air Force JROTC (CA-20016)
500 Idyllwild Drive
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TO: All Cadets

SUBJECT: Cadet Guide Overview

1. Welcome to the Unit! The purpose of this cadet guide is to provide you with a broad overview of the AFJROTC program. This document is general in nature and is not designed to be all-encompassing. Along with your syllabus and other handouts, this guide will help you succeed in the unit, high school, and your personal life.

3. Unit CA-20016 was the sixth unit established in California in 2001 by an agreement between the San Jacinto Unified School District and the United States Air Force. The objectives of AFJROTC are to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, and self-discipline, and provide instruction in air and space fundamentals.

2. Most cadets will tell you they feel “at home” here in AFJROTC and enjoy the friendships they make. In addition to grade-level specific classes, cadets hold social events, perform community service, take field trips, compete at drill and color guard meets, fly RC aircraft and model rockets, hold leadership positions in the unit, and earn ribbons, medals, and awards.

4. We are glad you are a part of this great organization! Give it your very best, and it will give you skills that will serve you well your whole life. If you have any questions please feel free to contact us.

YOUR AFJROTC INSTRUCTORS

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Uniform Wear, Personal Appearance, and Grooming Requirements

Inspections are held every Friday on a pass/fail basis, according to Air Force standards as they appear in this Cadet Guide. Inspections are graded. Cadets who consistently fail inspection will receive counseling with the instructors and their parent/guardian, and they may be removed from the Corps.

Uniform Cleaning

ALL DARK BLUE ITEMS MUST BE DRY CLEANED BY A PROFESSIONAL CLEANER. These items are the service dress coat, pants, ties, tabs, flight caps, berets, and lightweight blue jacket.

Pants: Recommended cleaning for your pants is once or twice per month.

Light Blue Shirt: The blue shirt will be washed and ironed, not dry cleaned (see tag for proper care). You may get it professionally laundered at the same time as your pants and other dark blue items if you want, but you can also wash it at home. If you are washing the shirt at home, use a stain remover on the collar and any stains on the shirt such as Spray-n-Wash, Shout, Tide, etc.

Low Quarters: These are the black leather shoes that are issued to you. You may *not* wear black tennis shoes, black civilian wingtips, or any other black shoes. Keep your low quarters clean and free of dirt, using a damp cloth. Polish them occasionally using black shoe polish. Do not paint the leather upper with paint or heel dressing. (Females may wear black patent leather heels that are approved by the Air Force.)

All Other Items: Only if dirty get them cleaned.

Uniform Combinations

Service Dress: Blue shirt with tie (males) or tab (females), dark blue pants with belt, service coat (the one with buttons), black socks, low quarters. Females may wear approved nylons and heels.

Short Sleeve Open Collar: Dark blue pants with belt or skirt, white V-neck T-shirt, blue shirt, black socks, and low quarters. You may also wear the lightweight (zippered) jacket with this uniform. Females may wear approved nylons and heels.

Short Sleeve Tie or Tab: Same as short sleeve open collar, with tie or tab.

Airman Battle Uniform (ABU): May be worn on special occasions designated by the SASI. In addition, ABUs may substitute for the blue service uniform no more than one uniform day per month as designated by the SASI. See the ABU Instruction for proper wear.

Appearance – Males

- Hair is to be worn off the collar and off the ears.
- Hair can't exceed 2½" in bulk.
- No make-up.
- No nail polish.
- Jewelry - only three rings for hands. No earrings and/or chains in view
- Wrist bands, bracelets, etc. only no more than ½" wide and watches no more than 1½" wide. Must be plain and conservative (black, silver, gold, bronze) Medical bracelets will be authorized.
- Sideburns cannot extend below the lowest ear opening.
- Mustache can not be longer than corner of your mouth or over the top lip line
- You must be clean shaven.
- No body piercings allowed.
- Wireless technology (Air-pods) while in uniform will be authorized per instructor decision.

Uniform Wear – Males

- Do not change out of uniform unless you are in PE, woodshop, or another messy class.
- White V-neck T-shirt is required.
- Shoes are to be shined and soles must be black.
- Name tag is to be centered and resting on the right pocket.
- Ribbons are centered on top of the left pocket.
- Flight cap or beret is to be worn at all times while outside (if issued one).

- Your pants must be worn above your hip.
- **The belt tip faces to your left side.**
- Flight caps are worn two fingers above the eyebrow, berets are angled over the right eyebrow.
- Tie will be worn when wearing the service coat. The end of the tie will reach the center of the belt buckle.
- Jacket is to be zipped up all the way or half way at all times (per cadet decision).
- Center your metal ranks on the LW jacket & shirt collar top to bottom and side to side. If wearing the service dress the rank will be resting on the seam line of the collar. Cadet officers may wear their cloth ranks on their shoulders with the “house” facing towards the neck.

Appearance Females

- No minimum hair length, to a maximum bulk of 4 inches from scalp and must allow proper wear of headgear.
 - May wear hair in one braid, two braids, or a single ponytail.
 - Must not go beyond the width and length of the head.
 - Must not extend below armpit level.
 - Bangs or sideswiped hair may touch eyebrows but will not touch or cover eyes.
 - Pinned-up hair must not stick up (i.e., no rooster tails).
 - May wear hair in a bun.
 - Single bun, no more.
 - Must not be wider than the head.
 - All loose ends must be tucked in and secured.
 - The hair clip or tie should match hair color.
 - Hair color and highlights must be a natural looking color
- Makeup must be conservative and in good taste.
- Nail polish will be single color with no decorations
 - French tip nails are authorized.
- Jewelry - only three rings for both hands.
- Earrings can be studs only - silver, white, or gold.
- Wrist bands, bracelets, etc. no more than ½” wide
- Watches no more than 1½” wide.

- No rubber or fabric type bracelets are allowed.
- No body piercing allowed
- Wireless technology while in uniform will be authorized per instructor decision.

Uniform Wear - Females

- Do not change out of uniform unless you are in PE, woodshop, or another messy class.
- White V-neck t-shirt is required
- Uniform is to be clean. Dry clean all dark blue items (as needed)
- Name tag will be 1½” above or below the first exposed button, on the right
- Ribbons will be 1½” above or below the first exposed button, on the left
- Flight cap or beret is to be worn at all times while outside (if issued)
- Flight caps are worn two fingers above the eyebrow, berets are angled over the right eyebrow
- Shoes are to be shined and soles must be black
- **The belt tip faces your right side**
- Tab will be worn when wearing the service dress coat
- Jacket is to be zipped up all the way or half way (per cadet decision)
- Pants must be worn above the hip
- Center your metal ranks on the LW jacket & shirt collar top to bottom and side to side. If wearing the service dress the rank will be resting on the seam line of the collar. Cadet officers may wear their cloth ranks on their shoulders with the “house” facing towards the neck

Authorized Shoulder Cords

Gold and Black

Group Commander and Group Deputy Commander

Solid Gold

Cadre: Operations, Logistics, Mission Support Commanders

Gray

Flight Commanders

Maroon

Staff NCOs

Jay Blue

Active Kitty Hawk Air Society members

Blue and White

POW/MIA Team

Silver

Color Guard Team

White

Drill Team

Program Opportunities

- Gain an advantage when competing for appointments to service academies.
- Earn senior ROTC scholarships to colleges and universities.
- Receive advanced rank and pay if you enlist in the Armed Forces, for successfully completing two or three years of AFJROTC and earning your Certificate of Training or Certificate of Completion.
- Earn medals, ribbons, and other awards based on cadet performance.
- Easily achieve the graduation requirement of minimum community service hours when you participate in the many service projects and events offered in AFJROTC.
- Attend Curriculum in Action field trips to places like March Air Reserve Base, the USS Midway Museum, the Palm Springs Air Museum, and other exciting venues.
- Members of the Raider Team, Drill & Color Guard Teams professionally compete at meets against other high school JROTC units and win trophies.
- Fly remote controlled multi-copters, train on flight simulators, and launch model rockets.
- Attend special school events only for JROTC, like the Military Ball and National Awards Ceremony.
- Develop leadership experience, personal self-confidence, and positive behaviors that will contribute to success in other classes and in life.

Cadet Expectations

- Don't violate AFJROTC and school rules.
- Always follow the chain of command.
- Get involved in Leadership Development Requirements (LDR) and attend every optional team event, service project, and unit activity that you can. (You are excused for family events, work, and illness, of course).
- Attend the mandatory events, e.g. Corps Photo and National Awards Ceremony, or bring a note from your parents beforehand.
- Wear your uniform proudly and adhere to dress and appearance standards.
- Salute your instructors and cadet officers when outside or when formally reporting indoors.
- Live the Cadet Creed and Cadet Code of Honor.
- Adhere to the USAF Core Values of Integrity First, Service Before Self, and Excellence In All We Do.
- Always tell the truth and do what is right!
- Think of others and your unit first before your personal desires!
- Give it your best shot and nothing less!

Promotion of Health and Wellness In Relationships

The health and wellness of students is a priority of this school. The JROTC program features of rank and positions of responsibility shall not jeopardize that. Therefore, the following procedure shall emphasize healthy relationships between equally empowered partners. A cadet in a position of responsibility in the Cadet Corps who wishes to enter a romantic relationship with another cadet who is in a lower grade or lower position of responsibility shall report to the SASI and voluntarily resign his or her position and temporary rank. This procedure shall not be considered a disciplinary infraction nor recorded in the Punishment Folder, and disenrollment shall not be considered. Failure to do so will be considered a disciplinary infraction.

Cadet Promotion Opportunities

(Includes Unit-Specific Promotion and Demotion Procedures)

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

CADET AIRMAN RANK



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR MASTER
SERGEANT



CHIEF MASTER
SERGEANT

PERMANENT RANK

Year in AFJROTC	1st Semester	2nd Semester
1st Year Cadet	C/Airman Basic	C/Airman
2nd Year Cadet	C/Airman First Class	C/Airman First Class
3rd Year Cadet	C/Senior Airman	C/Senior Airman
4th Year Cadet	C/Staff Sergeant	C/Staff Sergeant

TEMPORARY RANK

Senior Cadre Officers

Position	1st Semester	2nd Semester
Unit Commander	C/Lieutenant Colonel	C/Colonel
Deputy Unit Commander	C/Major	C/Lieutenant Colonel
Logistics Commander	C/Captain	C/Major
Mission Support Commander	C/Captain	C/Major
Operations Commander	C/Captain	C/Major

Senior Flight Leader Officers

Position	1st Semester	2nd Semester
Flight Commander	C/2 nd Lieutenant	Up to C/Captain
Flight Chief	C/Master Sergeant	C/Senior Master Sergeant
Element Trainers	C/Technical Sergeant	C/Master Sergeant

Staff NCO Cadets (Juniors)

Position	1st Semester	2nd Semester
Administrative (ASB)	C/Staff Sergeant	Up to C/Master Sergeant
Awareness Presentation Team (APT)	C/Staff Sergeant	Up to C/Master Sergeant
Activities	C/Staff Sergeant	Up to C/Master Sergeant
Cyber	C/Staff Sergeant	Up to C/Master Sergeant
Facilities	C/Staff Sergeant	Up to C/Master Sergeant
Military Drill and Ceremonies	C/Staff Sergeant	Up to C/Master Sergeant
Uniform (male and female)	C/Staff Sergeant	Up to C/Master Sergeant
Wellness	C/Staff Sergeant	Up to C/Master Sergeant

Notes

- 1. Unit Cadre (Top 5):** The incoming Cadre is selected by the instructors with outgoing Cadre input. The SASI usually announces the selectees in April at the Corps Photo, and the outgoing Cadre trains. The new Cadre assumes duties in May, usually after a Change of Command Ceremony.
- 2. Senior Flight Leadership:** Flight Commanders, Flight Chiefs, & Element Trainers are selected by the instructors with outgoing Cadre input in April. Since the next year's schedules are not known at that time, a Senior Leadership Eligibility List is announced. Those on the list are eligible to be Flight Commanders and Chiefs. The SASI posts the final Flight Leadership List during the first full week of school, and selectees assume duties at that time.
- 3. Cadet Staff NCOs:** Cadets interested in holding a Cadet Staff NCO position for the new school year submit an application in late August or early September. These positions are normally filled by juniors.
- 4. 1st Semester Promotion:** Returning cadets are promoted according to the Permanent Rank Chart above. Ceremony is normally held early in September.
- 5. 2nd Semester Promotion:** Promotion is based on 1st semester performance. If a cadet's 1st semester performance is poor or mediocre, he or she will not be promoted. Ceremony is usually held on the last Friday of January.
- 6. Late Add Cadets:** First year cadets who join 2nd semester are promoted at the end of the school year.
- 7. Early Promotion:** The SASI may early promote outstanding cadets to their next highest rank. Promotions are limited and based on attendance, academics, attitude, leadership and participation in unit activities. Cadre members and flight Commanders may nominate outstanding cadets for promotion at any time. Nominations are first considered by the Cadre. The Group Commander may then reject or endorse nominations, and forward to the SASI for approval. Example: A first year cadet is promoted from Airman Basic to Airman during the first semester versus waiting until the second semester.

Cadet Corps Operational and Functional Areas

Cadre

Group Commander

- Reports to the Senior Aerospace Science Instructor
- Develops the unit's cadet, school, and community goals in May for the upcoming school year (two per category). Ensures the unit achieves goals by April, to meet requirements for the Distinguished Unit Award
- Holds weekly cadet leadership staff meetings.
- Maintains the Unit's Cadet Guide and Continuity Book
- Recommends cadets for leadership positions and promotions
- Ensures WINGS database and Unit Continuity Book are updated after events

Group Deputy Commander

- Reports to the Group Commander
- Assists the Unit Commander
- Oversees the Logistics, Mission Support, and Operations Commanders
- Updates the meeting minutes and events calendar
- Ensures WINGS database and Unit Continuity Book are updated after events

Operations Commander

- Reports to the Deputy Commander
- Oversees the Flight Commanders
- Manages the awards program, uniform inspections, leadership points folders and related flight administration
- Responsible for all Community Impact Goals
- Ensures WINGS database and Unit Continuity Book are updated after events

Logistics Commander

- Reports to the Deputy Commander
- Oversees and assists the Cyber, Facilities, Uniform, and Wellness NCOs
- Responsible for all Cadet Impact Goals
- Ensures WINGS database and Unit Continuity Book are updated after events

Mission Support Commander

- Reports to the Deputy Commander
- Oversees and assists the Awareness Presentation Team, Activities, and Administration NCOs
- Responsible for all School Impact Goals
- Ensures WINGS database and Unit Continuity Book are updated after events

Cadet Staff NCOs

(Juniors fill these positions.)

Administrative (ASB) NCOs

- Up to two Administrative NCOs may be appointed
- Reports to the Mission Support Commander
- School ASB representative (fundraisers, purchases, event requests, etc.)
 - Business is discussed & voted on at the weekly cadet staff meeting
- Ensures WINGS database and Unit Continuity Book are updated after events

Awareness Presentation Team NCO

- Reports to the Mission Support Commander
- Responsible for school presentations on staying in school, not to use drugs/alcohol, no bullying, etc.
- Sets up patriotic events for the unit
- Sets up the annual recruiting visits to the middle schools (February)
- Ensures WINGS database and Unit Continuity Book are updated after events

Activities NCO

- Reports to the Mission Support Commander
- Responsible for the unit's social events
- Makes sure pictures and/or videos are taken of events
- Updates the corps picture board, photo albums, scrapbook, etc.
- Ensures WINGS database and Unit Continuity Book are updated after events

Cyber NCOs

- Up to two Cyber NCOs may be appointed

- Report to the Mission Support Commander
- Responsible for all technology equipment, the Classroom Performance System, unit's Google Calendar, and the AFJROTC unit website (<http://CA20016.weebly.com>)
- Ensure WINGS database and Unit Continuity Book are updated after events

Facilities NCO

- Reports to the Logistics Commander
- Ensures the AFJROTC building is neat, clean, and safe
- Completes inventories of the AIM, school, flight program, unit miscellaneous and curriculum materials every quarter
- Ensures WINGS database and Unit Continuity Book are updated after events

Military Drill and Ceremonies

- Reports to the Operation Commander
- Responsible for unit formations, flight and individual drill, etc
- Ensures WINGS database and Unit Continuity Book are updated after events

Uniform NCOs

- Usually, one male and one female are appointed
- Reports to the Logistics Commander
- Responsible for issue and turn-in of uniform items
- Tells instructors what uniforms and related items need to be ordered
- Completes a uniform inventory as directed
- Ensures WINGS database and Unit Continuity Book are updated after events

Wellness NCOs

- Reports to the Logistics Officer
- Reviews the PE flight's activity daily. Reviews the Wellness activity on Mondays. Briefs the instructors and flight commanders.
- Ensures field, equipment, binders, folders, forms, etc. are ready
- Cleans jerseys and maintains all sports equipment
- Lets instructors know when to buy water for the unit
- Responsible for the corps sporting events
- Ensures WINGS database and Unit Continuity Book are updated after events

Senior Leaders

Squadron Commander

- Squadron commanders may be appointed for administrative convenience in the following situations:
 - The number of cadets assigned to one period requires it to be divided into two flights. A squadron commander will be appointed to unify command of that period's cadets.
 - Certain events and ceremonies require the Cadet Corps to assemble in their respective flights. Squadron commanders will be appointed to accomplish the purposes of the event or ceremony.

Flight Commander

- Reports to the Operations Commander
- Commands the flight
 - Assists the instructors in drill, lessons, uniform inspections and the wellness program
 - Tracks daily leadership points
- Enforces rules & standards

Flight Chief

- Reports to the Flight Commander
- Assists the flight commander
- Trains the senior leaders
- Forms up flight for class
- Enforces rules & standards

Senior Element Trainer

- Reports to the Flight Chief
- Assigned an element(s) to mentor/train and enforce rules and standards

Flight Positions

(Members of the flight hold these positions.)

Element Leader

- Reports to the elements Senior Leader
- Leads the element
- Maintains discipline and cleanliness of their element

Guidon Bearer

- Reports to the Flight Chief
- Carries the Guidon when performing outside activities
- Opens/secures classroom doors for the flight
- Ensures no drink, food or gum is brought into the classroom

Wellness Cadet

- Reports to the Flight Commander
- Readies equipment and binders on wellness days, sets up fields, announces the activity of the day to the flight, and leads the flight in warm-up and cool-down exercises.
- Makes sure cadets are hydrated, and reports safety issues to the instructors

Disenrollment Rules and Process

Violations of public law, school policy, and JROTC expectations and guidelines are all grounds for possible disenrollment.

The SASI has final decisions on disenrollment. Cadre members and flight commanders may bring recommendations for disenrollment to the Cadre. When considering such recommendations, the Cadre may ask for further information and talk with others who may have knowledge of the alleged misdeed(s). The Cadre may ask the Instructors for help in arranging to gather this information and testimony. After considering the facts, the Cadet Group Commander may reject or endorse the recommendation, and bring it to the SASI.

Upon receiving the Cadre's recommendation, the SASI decides the appropriate action. If disenrollment is decided, the SASI will speak with Administration, Parents/Guardians, and the cadet before submitting the action to the Counseling Office.

Demotion and/or Removal from Office

In cases where disenrollment is not appropriate, the Cadre and SASI may consider other consequences. The process for recommending other consequences to the SASI is the same as above. Such consequences may be demotion and/or removal from office.

If the SASI decides to demote the cadet and/or remove them from office, the SASI shall speak with parents/guardians, then the SASI and CADET GROUP COMMANDER shall notify the cadet in a private meeting and shall advise the cadet on how they might regain their lost rank and/or position, and the earliest date that may be considered. If the SASI will not consider restoring the cadet to their office, the SASI will so advise the cadet.

If the CADET GROUP COMMANDER is demoted, the CADET DEPUTY COMMANDER and SASI shall notify the cadet in a private meeting, etc. If the COMMANDER is also removed from office, the DEPUTY COMMANDER shall also assume the duties, rank, and office of GROUP COMMANDER per this Handbook (i.e. upon first assuming the office, 1st Semester rank is appropriate.)

Prohibition On Physical Discipline and Hazing

Definitions and Prohibitions

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform, will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

Examples of prohibited physical activities include, but are not limited to, push ups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing.

Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited.

This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets, and any personnel involved with or participating in an AFJROTC unit or activity.

Unauthorized Clubs

No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Reserve Cadet Participation Requirements

A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in LDR activities (Period 0 or after school). To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.
2. The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).
3. The student is in a school with a traditional schedule but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.

A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.) Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

Awards and Ribbons

Monthly Unit Awards Program

Cadets are eligible for monthly awards based on their academics, attendance, dress and appearance, and leadership. An Awards Ceremony is normally held on the first Friday of each month.

Group Category

- Group Cadet of the Month
- Top Senior of the Month
- Honor Flight

Flight Category

- Flight Cadet of the Month
- Element Leader of the Month

AFJROTC Awards and Ribbons

The unit gives out AFJROTC level awards in April or May during class and National Level awards at a ceremony in April or May. The criteria to earn AFJROTC awards and ribbons are located in the Uniform and Awards binder in the Unit Office. Also see the unit's website for general criteria to earn each ribbon and medal.

The following paragraphs set forth the SASI's criteria for these specific ribbons:

a. **Outstanding Cadet Ribbon.** Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

b. **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

c. **Achievement Ribbon.** Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period.

d. **Superior Performance Ribbon.** Awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

e. **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. The cadet must also have no "F" in any class.

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

g. **Orienteering Ribbon.** Not offered.

h. **Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).

i. **Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

j. **Color Guard Ribbon.** Cadets must perform at least 5 color guards to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

k. **Saber Team Ribbon.** Not offered.

l. **Marksmanship Team Ribbon.** Not offered.

m. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

n. **Service Ribbon.** Awarded 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. Evidence of distinctive performance is logging 10 hours or more of community service in a school year.

o. **Health and Wellness Ribbon.** Awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE:

The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

p. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. If an activity of the Awareness Presentation Team results in two or more recruitments, then those cadets who participated may be eligible for both the APT Badge and Recruiting Ribbon.

q. **Activities Ribbon.** Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.

r. **Attendance Ribbon.** Awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

s. **Dress and Appearance Ribbon.** Awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Under this unit's grading system, this rule is interpreted as having no more than one failed or missing uniform inspections in ten or fraction of ten. E.g. If the unit conducts 25 uniform inspections in a school year, the cadet may only fail or miss three.

t. **Longevity Ribbon.** Awarded for successful completion of each AFJROTC school year.

u. **Bataan Death March Memorial Hike Ribbon.** Awarded 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 3- 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.

v. **Patriotic Flag Ribbon.** Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

Unit CA-20016 Coin

As our ASB funds permit, the Unit may order custom-made challenge coins and give them to select cadets as a reward or incentive for meritorious behavior and accomplishments. Other individuals may receive them as a token of gratitude or to build a closer liaison relationship. The following are approved categories for doing so.

- National Awards Ceremony: put a coin with each award given out
- Monthly Awards: Top Unit Cadet ONLY
- Cadet with the most community service hours for the school year
- Freshman Flight of the Year
- Community Leaders and Liaison Partners
- Other individuals with the approval of the Cadre

No cadet shall be awarded more than one coin in a school year, even if qualifying under more than one category.

Air Force and Space Force JROTC Ribbon Chart

 1. Gold Valor Award	 2. Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service w/Excellence Award	 5. Community Service with Excellence Award	 6. Air Force Association Award
 7. Daedalian Award	 8. Daughters of the American Revolution Award	 9. American Legion Scholastic Award	 10. American Legion General Military Excellence Award	 11. Reserve Organization of America (ROA) Award	 12. Military Officers Association Award
 13. Veterans of Foreign Wars (VFW) Award	 14. National Society United States Daughters of 1812	 15. National Sojourners Award	 16. Scottish Rite, Southern Jurisdiction Award	 17. Military Order of the Purple Heart	 18. Sons of the American Revolution Award
 19. Military Order of World Wars Medal	 20. American Veterans Award	 21. Air Force Sergeants Association	 22. Tuskegee Airman Inc. Award	 23. The Retired Enlisted Association Award	 24. Celebrate Freedom Foundation Award
 25. Air Commando Association Award	 26. Distinguished Unit Award w/Merit	 27. Distinguished Unit Award	 28. Outstanding Organization Award	 29. Outstanding Flight Ribbon	 30. Top Performer Award
 31. Outstanding Cadet Ribbon	 32. Leadership Ribbon	 33. Superior Performance Ribbon	 34. Achievement Ribbon	 35. Academic Ribbon	 36. Cadet Leadership Course Ribbon
 37. Special Teams Placement Ribbon	 38. All-Service National Competition Ribbon	 39. Air Force Nationals Competition Ribbon	 40. Orienteering Ribbon	 41. Leadership Development Requirement (LDR) Leadership Ribbon	 42. Drill Team Ribbon
 43. Color Guard Ribbon	 44. Sabre Team Ribbon	 45. Marksmanship Ribbon	 46. JLAB Ribbon	 47. Cyber Patriot Ribbon	 48. StellarXplorers Ribbon
 49. Raiders Team Ribbon	 50. Military Model Building Ribbon	 51. Unmanned Aircraft Systems (UAS) Ribbon	 52. Robotics Ribbon	 53. Good Conduct Ribbon	 54. Service Ribbon
 55. Health and Wellness Ribbon	 56. Recruiting Ribbon	 57. Activities Ribbon	 58. Attendance Ribbon	 59. Dress and Appearance Ribbon	 60. Longevity Ribbon
 61. Bataan Death March Memorial Hike Ribbon	 62. Patriotic Flag Ribbon	 63. COVID-19 Ribbon	 64-68. CAP Ribbons		

Version: 15 May 2022

Armed Forces Officer Rank Insignia

UNITED STATES ARMED FORCES											
OFFICER RANK INSIGNIA											
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL	SPECIAL
* ARMY *											
SECOND LIEUTENANT 2LT	FIRST LIEUTENANT 1LT	CAPTAIN CPT	MAJOR MAJ	LIEUTENANT COLONEL LTC	COLONEL COL	BRIGADIER GENERAL BG	MAJOR GENERAL MG	LIEUTENANT GENERAL LTG	GENERAL GEN	GENERAL OF THE ARMY GA	GENERAL OF THE ARMIES GAS
* MARINE CORPS *											
SECOND LIEUTENANT 2DLT	FIRST LIEUTENANT 1STLT	CAPTAIN CAPT	MAJOR MAJ	LIEUTENANT COLONEL LTCOL	COLONEL COL	BRIGADIER GENERAL BGEN	MAJOR GENERAL MAJGEN	LIEUTENANT GENERAL LTGEN	GENERAL GEN		
* NAVY *											
ENSIGN ENS	LIEUTENANT (JUNIOR GRADE) LTJG	LIEUTENANT LT	LIEUTENANT COMMANDER LCDR	COMMANDER CDR	CAPTAIN CAPT	REAR ADMIRAL (LOWER HALF) RDML	REAR ADMIRAL ADM	VICE ADMIRAL VADM	ADMIRAL ADM	FLEET ADMIRAL FADM	ADMIRAL OF THE NAVY AN
* AIR FORCE *											
SECOND LIEUTENANT 2D LT	FIRST LIEUTENANT 1ST LT	CAPTAIN CAPT	MAJOR MAJ	LIEUTENANT COLONEL LT COL	COLONEL COL	BRIGADIER GENERAL BRIG GEN	MAJOR GENERAL MAJ GEN	LIEUTENANT GENERAL LT GEN	GENERAL GEN	GENERAL OF THE AIR FORCE GAF	
* COAST GUARD *											
ENSIGN ENS	LIEUTENANT (JUNIOR GRADE) LTJG	LIEUTENANT LT	LIEUTENANT COMMANDER LCDR	COMMANDER CDR	CAPTAIN CAPT	REAR ADMIRAL (LOWER HALF) RDML	REAR ADMIRAL ADM	VICE ADMIRAL VADM	ADMIRAL ADM		

Armed Forces Enlisted Rank Insignia

UNITED STATES ARMED FORCES ENLISTED RANK INSIGNIA ★ ★ ★ ★ ★												
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS			
* ARMY *												
no insignia												
PRIVATE PV1	PRIVATE E-2 PV2	PRIVATE FIRST CLASS PFC	CORPORAL CPL	SERGEANT SGT	STAFF SERGEANT SSG	SERGEANT FIRST CLASS SFC	MASTER SERGEANT MSG	FIRST SERGEANT 1SG	SERGEANT MAJOR SMH	COMMAND SERGEANT MAJOR CSM	SERGEANT MAJOR OF THE ARMY SMA	
* MARINE CORPS *												
no insignia												
PRIVATE PVT	PRIVATE FIRST CLASS PFC	LANCE CORPORAL LCPL	CORPORAL CPL	SERGEANT SGT	STAFF SERGEANT SSGT	GUNNERY SERGEANT GYSGT	MASTER SERGEANT MSGT	FIRST SERGEANT 1STSGT	MASTER GUNNERY SERGEANT MGYSGT	SERGEANT MAJOR SGTMAJ	SERGEANT MAJOR OF THE MARINE CORPS SMMC	
* AIR FORCE *												
no insignia												
AIRMAN BASIC AB	AIRMAN AMN	AIRMAN FIRST CLASS A1C	SENIOR AIRMAN SRA	STAFF SERGEANT SSGT	TECHNICAL SERGEANT TSGT	MASTER SERGEANT MSGT	FIRST SERGEANT E-7	SENIOR MASTER SERGEANT SMSGT	CHIEF MASTER SERGEANT CHMSGT	COMMAND CHIEF MASTER SERGEANT CCM	CHIEF MASTER SERGEANT OF THE AIR FORCE CMSAF	
* NAVY *												
no insignia												
SEAMAN RECRUIT SR	SEAMAN APPRENTICE SA	SEAMAN SN	PETTY OFFICER THIRD CLASS PO3	PETTY OFFICER SECOND CLASS PO2	PETTY OFFICER FIRST CLASS PO1	CHIEF PETTY OFFICER CPO	SENIOR CHIEF PETTY OFFICER SCPO	MASTER CHIEF PETTY OFFICER MCPO	COMMAND MASTER CHIEF PETTY OFFICER FORMC	FLEET / FORCE MASTER CHIEF PETTY OFFICER FLTMC	MASTER CHIEF PETTY OFFICER OF THE NAVY MCPON	
* COAST GUARD *												
SEAMAN RECRUIT SR	SEAMAN APPRENTICE SA	SEAMAN SN	PETTY OFFICER THIRD CLASS PO3	PETTY OFFICER SECOND CLASS PO2	PETTY OFFICER FIRST CLASS PO1	CHIEF PETTY OFFICER CPO	SENIOR CHIEF PETTY OFFICER SCPO	MASTER CHIEF PETTY OFFICER MCPO	COMMAND MASTER CHIEF CHC	AREA / BCO / DCMS COMMAND MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE COAST GUARD MCPO-CG	