



U.S. AIR FORCE

# SC-872

## Wando High School JROTC

# CADET GUIDE



# 2019-2020

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CHAPTER ONE

**MISSION, GOALS, AND OBJECTIVES OF THE AFJROTC PROGRAM**

The **mission** of the Air Force Junior ROTC program is to develop citizens of character dedicated to serving their nation and community.

The **goal** of the program is to instill the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school.

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, space, and cyberspace fundamentals.

**With these objectives the cadets will develop:**

- An appreciation of the basic elements and requirements for national security.
- Respect for and an understanding of the need for constituted authority in a democratic society.
- Patriotism and an understanding of their personal obligation to contribute to national security.
- Habits of orderliness and precision.
- A high degree of personal honor, self-reliance, and leadership.
- Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- Basic military skills.
- Knowledge of and appreciation for the traditions of the Air Force.
- An interest in completing high school and pursuing higher education goals or skills.
- An understanding of the Air Force and military as a possible career path.

CHAPTER TWO

**CORE VALUES, CADET HONOR CODE, CADET CREED, AND THE DISCIPLINE SYSTEM**

Whoever you are and wherever you go to you will find that you will live your life with someone by some type of code and follow some basic or core values. The AFJROTC Core Values and Honor Code that cadets are asked to live by are much more than minimum standards. They remind us what it takes to complete the JROTC mission. They inspire us to do our very best at all times. They are there for all cadets to read, understand, live by, and cherish.

**CORE VALUES**

Integrity First  
Service Before Self  
Excellence in All We Do

More detailed information on each of the core values located in each classroom and are also listed in the JROTC hallway.

**CADET HONOR CODE**

I will not lie, cheat, or steal  
Nor tolerate those who do!

**CADET CREED**

*I am an Air Force Junior ROTC Cadet.*

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

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

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

*My character defines me. I will not lie, cheat, or steal.*

*I am accountable for my actions and deeds.*

*I will hold others accountable for their actions as well.*

*I will honor those I serve with, those who have gone before me, and those who will come after me.*

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

*I am an Air Force Junior ROTC Cadet.*

## **DISCIPLINE SYSTEM**

Cadet commanders of a higher rank may issue a 341 to a lower ranking cadet in the corps. To issue a 341 the Cadet commander must write two copies and issue one to the cadet while submitting the other to the discipline box for review at the discretion of discipline and or up to the extent of Major Farese.

For detentions cadets will be issued a notification form directly by a senior representative of discipline. Compliance with the detention is mandatory unless authorized by a Parent, Medical professional, or Manager. A signed note must be presented at least 24 hours prior to the scheduled detention in order to exempt the detention.

In the event that a cadet feels a detention was unjust he/she must submit a written appeal to a review board comprised of all members of group staff. At this point a date will be set for the review board, if it is found to be unjust the cadet will be excused from the detention and will not have the detention added to their record.

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.

1. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
3. 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.
4. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

**UNIT GOALS**

Cadet Impact Goals:

1. 55% of all cadets will attain an 87% or higher grade average in AFJROTC for the year
2. 40% of all Cadets will pass the P.T. test; 70% of all males will pass the female mile and a half run time of 16 minutes and 22 seconds; 20% of females will pass the sit up portion by achieving 42 sit ups in 1 minute; 65% of males will pass the push up portion by achieving 33 push ups in 1 minute.
3. Achieve an “ Exceeds standards” rating on our Unit evaluation this school year.

School Impact:

1. Visit each middle school at least once this school year to increase the incoming Freshman class by 10%
2. Retain 60% of Freshman class, 70% of Sophomore class, and 90% of Junior class.
3. Clean up school grounds 4 times this school year
4. Build a Rope Bridge for the Raider Team

Community Impact

1. Complete at least 3000 Community Service hours and achieve top 15% of all Units in Community service.
2. Collaborate with at least one other JROTC Unit in our county to create a fundraiser for a worthwhile cause.

## CHAPTER THREE

### ADMISSION, TRANSFER, DISENROLLMENT, AND RESPONSIBILITIES

#### Admission

To be eligible for membership in the AFJROTC program, a student must be:

- Enrolled in and attending a regular course of instruction at Wando High School.
- Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular Wando High School physical education program.
- United States citizens, international students, or aliens seeking permanent residence.

#### Transfer

Transfer of students from other AFJROTC units may be permitted with credit given for the training already received. No guarantees can be made, however, with respect to a student's retaining temporary or permanent rank made in another unit prior to transferring to SC-872. Temporary rank and cadet jobs are tied together at SC-872, as are permanent rank and cadet's year in AFJROTC.

#### Disenrollment

A cadet may be disenrolled for any of the following reasons:

- Failure to maintain acceptable course standards (haircut, grooming, proper uniform wear, etc.)
- Inaptitude, indifference to training or disciplinary reasons involving undesirable traits of character.
- Failure to remain enrolled in school.
- Individual requests for release, consistent with current Wando High School drop/add policy.
- As AFJROTC at Wando is considered a year-long course for honors ground school/AS4 and ROTC 4, a cadet choosing to drop the course will receive a failing grade and be denied credit unless the drop is made during the 10 day schedule change period provided at the beginning of the first semester. ASI-AS3 is broken up into two semester courses so that, should any cadets decide that JROTC is not for them, they may drop the course during the first five days of the semester or they may drop JROTC at the end of the first semester and still receive credit. (Upon completing the AS 1 course, cadets receive credit for Physical Education and another credit for Freshman Focus and Health)

#### Responsibilities

Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and other equipment. Failure to do so will create financial obligations, which will prevent later registration, graduation, or transfer of credit.

### **Reserve Cadets**

A reserve cadet is normally a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular activities. To qualify as a reserve cadet, a student must meet one of the following criteria, with SASI Concurrence:

- The student has completed the entire AFJROTC Academic program at the school and cannot continue without duplicating curriculum courses
- The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term 1 (First Semester), but is not participating Term 2 (Second Semester)
- The student is in a traditional scheduled school, 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 toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform items

CHAPTER FOUR

**CONDUCT AND MILITARY COURTESY**

**General**

Cadets are expected to observe correct military conduct at all times. Such behavior will reflect credit upon themselves, their parents, the Cadet Corps, Wando High School, and the United States Air Force.

**Classroom Procedures**

Cadets will enter the classroom and stand at parade rest next to their desk. At the beginning of the class, the Flight Sergeant will call the flight to attention and command "Element Leaders Report". Each element leader, beginning with the first, will report to the Flight Sergeant the name of any cadet who is absent by saluting and stating, "Sir/Ma'am 1st, 2nd, 3rd, or 4th element, all cadets present" (if all cadets are present but not in the room at this time, the response will include "and accounted for"). The Flight Sergeant will return the salute after each element leader has finished the report. When all element leaders have reported, the Flight Sergeant will report to the Flight Commander, who will then record the attendance. If the Flight Commander is absent, the Flight Sergeant will replace him/her, and the Flight Guide will take the Flight Sergeant's place. If any element leader is absent, the next cadet will take his/her place.

- All cadets in Unit SC-872 will memorize the Cadet Creed. AS1 cadets will be tested on their memorization of the pledge.
- Classroom instruction will not begin until all cadets are standing at attention next to their chairs. After the Flight Commander has received the report he/she will give the command "Seats at ease."
- Cadets who enter the classroom after the tardy bell has rung will delay reporting in until the Flight Commander has received the flight report. At that time, the tardy cadet will KNOCK ONCE, wait until told to enter, and then report to the flight commander by stating "Sir/Ma'am, Cadet (last name) requests permission to join the flight." Any excuse slip will be presented at that time.

**Classroom Conduct**

- All Cadets will be expected to follow the following rules while in the AFJROTC classroom:
- Remove JROTC headgear before coming indoors and do not place it back on your head until after you are outdoors only on uniform days.
- Comply with the instructions given to you by the cadet in charge when the instructor is not present.
- Bring to class the materials to be used for that class. You are required to bring AFJROTC books, pens, pencils, and paper.
- Be attentive when someone else is speaking.
- Turn in all homework, project assignments, and current events on time.
- Do not sleep in class. If you cannot stay awake, move to the side or the rear of the classroom and stand up.

- Let the instructor or cadets in charge know if you are ill.
- While in uniform cadets will not engage in Public Displays of Affection (PDA) toward other students.
- Do not leave your seat anytime during class without raising your hand to ask permission to do so.
- **Learn To Think Before Speaking:** Try to do things yourself rather than asking questions that are not necessary. For example, in the classroom, questions such as “What is the date?” or “What time is this class over?” are not appropriate simply because the answers to these questions are already posted in the classroom for cadet use. Try to rely on your own abilities first, instead of automatically asking the instructor for the answer.

### **Military Courtesy**

The practice of saying YES Sir/Ma'am or NO Sir/Ma'am to instructors and cadet officers of higher rank is always observed in the cadet program. Such responses reflect long- established military courtesies, which will soon become habit even though you may find them difficult at first. When conversing with another cadet of the same rank or lower, refer to them as “Cadet (last name).” The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill pad instruction periods. Also cadets, when passing officers, will give the greeting of the day. Example: "Good morning Sir/Ma'am."

### **Sexual Harassment/Bullying**

Any form of sexual harassment or bullying will not be tolerated; cadets who feel they are a victim of harassment or bullying should report the incident to a JROTC instructor or school administrator.

### **Hazing**

Hazing (i.e. any type of physical or mental abuse/punishment or demeaning tasks) of cadets is strictly prohibited. Cadets who feel they are the victim of hazing should report the incident to a JROTC instructor.

### **Current Events**

- Current Events are summaries of activities that are shown in the news. Cadets will find recent articles on events relevant to them on the internet, in newspapers, or on TV and write a three sentence minimum summary on the event. At the top of the page, the location of where the article was found and if it is local, state, national or international as well as date that the article was published should be displayed. Beneath that, the title of the article will be written, followed by the summary. After the summary, the cadet will explain how the article is relevant to him/her. (See following page for example)
- One current event will be brought in on Mondays, Tuesdays, Wednesdays, and Thursdays. The Flight 5 Commander will have each cadet move to the front of the room to present their daily current event. The cadet will stand at PARADE REST and give a brief summary of the event to the class. Once completed, the cadet will move back to ATTENTION and ask if there are any questions. After answering any questions, the cadet will return to their desk.
- Current Event binders are to be turned in every week on Thursday for a grade. The Current Events should be contained in a pronged folder or 3-ring binder with the name of the cadet written clearly on

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the front cover. A grading sheet for the cadet's current events should also be present. The arrangement of these Current Events should be Local, State, National, and International, in that order. Before each Current Event should be a tabbed and appropriately labeled divider. Additionally, there should be no extra papers present in the binder.

- Current Events may also be turned in into Google Classroom. If a cadet chooses to use Google Classroom, then all four of the current events must be turned in online. AS2 cadets may turn them in online and/or turn in a binder. If they decide to turn them in online, they must be in the correct format shown in the example below. Furthermore if they are turned in online, all four of the current events must be completed online for the rest of the week and if they choose to not do them online, all the current events must be written and placed in a binder to be turned in on Thursdays.

**EXAMPLE**

Current Events Format

Giovanni Farese

State

Source: Post & Courier

Date: 1/5/2016

Public meeting Ahead on Wind Energy Developed off SC

The federal government is holding public meetings to determine industry interest in putting up wind turbines off of the South Carolina coast. The first meeting is occurring on Tuesday to gather comments on issues that should be studied in environmental studies of the offshore world. Almost twelve hundred nautical square miles of ocean has potential to be leased according to the Bureau of Ocean Energy Management.

This is relevant to me because I would rather use renewable resources like wind than fossil fuels.

**CURRENT EVENT RUBRIC**

1. Cadets will spend approximately 10-15 minutes of each class period on current events. This will enhance their knowledge of Local, State, National and International events. As citizens, it is imperative that we stay informed on what is going on in our country.
2. Prior to class each day, the Cadet will:
  - 2.1. Read a newspaper/internet article, watch a 30-minute News program or TV News program i.e. 20/20 or Live 5 News dealing with a significant Local, State, National and International event. NOTE...articles on celebrities and sports are not allowed
  - 2.2. WRITE a summary of the news article according to the format provided.
  - 2.3. Be prepared to discuss the article summary in class and why it is relevant to you as a citizen. If you do not have a prepared current event PRIOR to class, two points will be deducted from your participation grade as well as an automatic 15 point deduction minimum from your binder grade for the week.
  - 2.4. Create a Current Events binder based on the provided rubric and post the written summary of the article in one of four sections: Local, State, National, or International. There must be one article in each section of the binder.
  - 2.5. Turn in the binder every Thursday on the Flight Commander's desk to be graded unless directed otherwise. Late binders will be deducted five points. Your notebook will be cleared of all entries at the end of each week.  
NOTE...If you are absent during the week you are still required to turn in 4 articles for that week upon your return.

**Current Event Rubric**

	1	2	3	4	5
	LOCAL	STATE	NATIONAL	INTERNATIONAL	NOTEBOOK
5 Points Each	DIVIDER	DIVIDER	DIVIDER	DIVIDER	NOTEBOOK OR BINDER
5 Points Each	ARTICLE	ARTICLE	ARTICLE	ARTICLE	NEAT
5 Points Each	MECHANICS	MECHANICS	MECHANICS	MECHANICS	OLD ARTICLES, NOTES, AND EXTRA PAPER REMOVED
5 Points Each	RELEVANCE	RELEVANCE	RELEVANCE	RELEVANCE	GRADE SHEET
Total for each column (20 points max)	Total	Total	Total	Total	Total

**CURRENT EVENTS GRADES**

NAME \_\_\_\_\_

FLT \_\_\_\_\_

AUG 24 \_\_\_\_\_  
31 \_\_\_\_\_

SEP 7 \_\_\_\_\_  
14 \_\_\_\_\_  
21 \_\_\_\_\_

+ 28 \_\_\_\_\_

OCT 5 \_\_\_\_\_  
12 \_\_\_\_\_  
19 \_\_\_\_\_  
26 \_\_\_\_\_

NOV 2 \_\_\_\_\_  
9 \_\_\_\_\_  
16 \_\_\_\_\_  
23 Thanksgiving Break  
30 \_\_\_\_\_

DEC 7 \_\_\_\_\_  
14 \_\_\_\_\_  
Exams/Christmas Break

JAN 11 \_\_\_\_\_  
18 \_\_\_\_\_  
25 \_\_\_\_\_

FEB 1 \_\_\_\_\_  
8 \_\_\_\_\_  
15 \_\_\_\_\_  
22 \_\_\_\_\_

MAR 1 \_\_\_\_\_  
8 \_\_\_\_\_  
15 \_\_\_\_\_  
22 \_\_\_\_\_  
29 \_\_\_\_\_

APR 5 \_\_\_\_\_  
12 \_\_\_\_\_  
19 \_\_\_\_\_  
26 \_\_\_\_\_

MAY 3 \_\_\_\_\_  
10 \_\_\_\_\_  
17 \_\_\_\_\_  
24 \_\_\_\_\_

**Flight Commanders place grade, comments and initials for each week**

CHAPTER FIVE

**HOMEWORK/CLASSWORK MAKEUP**

Homework/class work makeup is the sole responsibility of the cadet (If you have been absent, you are expected to ask your Flight Commander, when he/she is in the classroom for their next teaching day after you return, and at the beginning of the class, if there is anything that needs to be made up for the class). If you do not ask, and a quiz, test, inspection, etc., was given on the day(s) you were absent, you can expect to receive a zero for that grade. You will normally make up the work (for the applicable instructor) within five class days for each day of absence. The idea is to make up work as quickly as is reasonably possible after an absence, not to delay it indefinitely. To delay gives the absent student an opportunity to view other students' work, which would give him or her unfair advantage. If you are not sure whether something was missed, ask.

In the event you are absent two or more days, discuss with your Flight Commander when you can reasonably be ready to take quizzes, etc. Do not ignore the subject; if you do, you will receive zeros for the missed work and, if present, be required to take quizzes on the assigned test day along with the rest of your peers.

If you are absent on uniform inspection day, you must make up inspection the first day back in ROTC class. If you do not wear the uniform at the appropriate time you will receive zero for the uniform grade the week or weeks missed. Uniform day is normally Tuesday. Cadets must wear the uniform at least one day every week unless told otherwise. The statement "I did not know what uniform to wear" or "My uniform was in the dry cleaners" or other such statements will not be honored. It is the cadet's responsibility to know what uniform combination is to be worn for each inspection day. Cadets may call a friend, flight commander, or instructor to ask what the uniform requirements are. The uniform will always be briefed or posted in all classrooms well in advance of the day you have to wear it, it will also be posted on our Group remind text message, our facebook page (Wando High School AFJROTC SC-872 Unit Official Group). Prolonged absences and missed uniform makeups will be dealt with on a case-by-case basis. On Make-up days authorized by the instructors, Cadets may wear the uniform in order to make-up a missing uniform grade.

## CHAPTER SIX

### CHEATING

Cheating is taking unfair advantage of a situation or of fellow classmates in order to obtain higher grades, better scholarship opportunities, cadet-of-the-quarter or flight-of-the-semester consideration, an academic or leadership award, a better grade point average, or some other tangible gain. Cheating is usually, but not always, accomplished by using or copying from another person's work, or purposely not following instructions, and often takes the form of some last moment action that is done without thinking.

Recognizing a tendency among humans to do such things on occasion, it is therefore possible to avoid cheating when the opportunity arises by making a conscious advance decision to avoid it. There are many, many ways to cheat. We will consider cheating from the point of view of whether an improper gain has been made by an individual, not by considering the means by which the gain might have been made. With that in mind, a cadet should not take unfair advantage of a situation should it arise.

- CHEATING IS NOT PERMITTED IN AFJROTC AT WANDO HIGH SCHOOL. It is important that each cadet understands this basic requirement and makes every effort to follow it. Cadets who cheat and who are caught identify themselves as people not worthy of holding cadet rank, being promoted, or of receiving recommendations, scholarship, awards or other special recognition in the future. Anyone who would accept such honors with full knowledge that they did not earn them, but instead acted unfairly and improperly to gain such honors, is guilty of cheating. That person has also completely failed to achieve the aims, goals, and objectives of the AFJROTC course of instruction. Such individuals are living a lie and will not be trusted in the future; they cannot be, because they have called attention to themselves as people who will stoop to any level necessary to bring gain to themselves, at the expense of anyone with whom they compete and who might be in their way. Such people have demonstrated that they have no regard for their fellow classmates in the past; it will therefore be unlikely that they will receive much regard from their fellow classmates in the future.
- Cadets who cheat and are not caught likely hurt themselves more than those who are caught. Cadets who have not made a commitment to avoid cheating will often fall in this category- when the opportunity arises, they well may cheat for they have not considered making an advance decision not to cheat.
- Individuals who either passively (but knowingly) or purposely allow others to copy their work are just as guilty of cheating as the active cheater is. They are willing participants and have endorsed by their action an act of dishonesty. They will be dealt with exactly the same as the active cheater.
- While individual instances of cheating will be dealt with on an individual basis, these guidelines are intended to inform, in advance, all cadets of the seriousness with which such activities are viewed by Wando ROTC instructors. We have a good corps; let's keep it that way. If we change it, let's improve it, not destroy it.

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- We can take a lesson from all the service academies whose young men and women adhere to a far stricter honor code. It is, "I will not lie, cheat, or steal- nor tolerate those who do." Though this is a seemingly tough code to live by, it's not so tough in reality when you consider that by putting on the uniform you are putting on the public trust as well. Although, as a junior cadet. You are not committed to the Air Force, but you are still expected to try to bring honor to yourself and your school. The best way to do that is to guard your integrity as the most precious asset you have. Do not lie, cheat, or steal or allow anyone else to, and you will always have the trust you'll need to succeed. The honor code is mandatory at the service academies as well as here at Wando High School. We need to remember that the subjects of Integrity and honor are very important everywhere.
- Cadets who find these guidelines offensive or who believe them to be impossible to follow should talk with an AFJROTC instructor immediately about leaving the corps.

## CHAPTER SEVEN

**UNIFORM WEAR AND STANDARDS**

Because you wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

**MALE CADETS**

- Mens hair must be tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that, when viewed from any angle, outlines the cadets hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with with tapered appearance. Hair will not exceed 1 ¼ inches in bulk, regardless of length and 1 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of the headgear. Cleanly shaven heads military high-and-tight or flat-top cuts are authorized. Unauthorized hair styles include: mohawks, mullets, cornrows, dreadlocks and etched designs. Men are not authorized to have hair extensions. Keep hair clean, neat and trimmed. It must also not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.
- Sideburns, if worn, will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.
- Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits: not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
- Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit request waiver in WINGS for review by HQ AFJROTC Waiver Review Board. Cadets will keep all facial hair trimmed not exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in any such a manner as to give a sculpted appearance.
- Leather low quarter shoes will be issued. They will be worn during leadership training.

**FEMALE CADETS**

- There is no minimum hair length, to the maximum bulk of 3 ½ from scalp and allows for proper wear of headgear. Hair should always be clean, neatly arranged, and styled to present an attractive feminine appearance. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel the ground both front to back and side to side. Bangs or side-swiped hair will *not* touch either eyebrow, to include the invisible line drawn across eyebrows and parallel to the ground. The

exception to this is when wearing the Physical training uniform, long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

- Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking, similar to in individuals hair color ( E.g. Black, Brunette, Blond, Natural Red, and Grey)

If wearing hair accessories, black hair accessories ( e.g., fabric scrunchies, hair pins, combs, clips, hair bands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed 1 inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins)

- Locs, Braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. All Locs/braids, when worn will be if uniform dimension, no wider than 1 inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be if uniform dimension, small diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose of in a secured style within standards. Micro-braids or twists are not required to continue to the end of the hair.
- Mohawks, Mullets or etched designs are unauthorized.

### **WEARING AND INSPECTING THE UNIFORM**

The reputation of the United States Air Force as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the JROTC program at Wando High School must wear it properly. The importance of this cannot be over-emphasized, since the uniform, except for the insignia, rank and patches, is very similar to that worn by active duty Air Force men and women.

### **UNIFORM REQUIREMENTS FOR MALE CADETS**

- The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear.
- For Males the Silver tip end of the belt extends beyond the buckle facing the wearer's left and no blue fabric shows.
- Your "GIG" line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always be kept straight. Check it frequently.
- The shoes will be laced to the top and shined at all times. Corfam shoes are optional personal expense items for AS3-4 Cadets only (cash purchase at a Clothing Sales Store.) However, basic cadets do not wear corfam shoes at Summer Leadership School.
- The Short Sleeve Blue Shirt is worn with the collar open (Exception: The necktie is optional with the short sleeve blue shirt with epaulets unless otherwise directed). The necktie will always be worn with the Long sleeve shirt. The shirttail is pulled down into the trouser tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sides of the sleeve. No items will be carried in the shirt pockets. Buttoned pockets and shined shoes mark the cadet who pays attention to detail. A white V-neck T-shirt must always be worn under the blue shirt.

- The blue Service coat, trousers, Knit jacket/windbreaker and flight cap must be dry-cleaned. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the front trouser crease and the back of the trouser legs is approximately  $\frac{7}{8}$  of an inch longer than in the front. No cuffs are worn on the military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. Sunglass case will not be worn on the belt. Hats and gloves are not tucked under epaulets of any uniform at any time. Sunglasses are not "worn" on the body, partly in/out of pockets, or tucked in belts. Gloves are not tucked under the belts. Observances of these small details are again the mark of a well-groomed cadet.
- The outside pockets of the Service coat are for decoration only. Nothing should be carried in them. Use the inside pocket for carrying small, flat items. All outside pockets and snaps will be secure at all time. The Service coat may be removed in the classroom, or if your in a fixed location, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the Service coat is removed, however it is to not be removed while eating. Before leaving classroom, the Service coat will be donned and buttoned.
- Shirts should be laundered after each wearing. Medium starch will keep the shirts neat throughout the day.
- Service caps (male and female) are worn by Group staff cadets only and are only worn with service dress. These may be purchased at the cadet's personal expense (a personal cash sale) from an USAF Clothing Sales Store. Service caps will be worn with the appropriate standard AFJROTC insignia. Male caps will have a plain bill. Service caps will not be worn at any summer leadership schools. The SASI must check the service cap to insure it is in good shape before an officer hat insignia can be issued.

### **UNIFORM REQUIREMENTS FOR FEMALE CADETS**

- The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear.
- Leather low quarter shoes will be issued. They will be worn during leadership training. Black pumps may be worn as an optional item for school or social occasions by cadets (cash purchase at clothing sales store). During the AS or School year, cadets may be issued pumps instead of low quarters. For females in skirts, solid black pumps inside of sole no higher than 2.5 inches may be worn.
- The flight cap, coat, skirt, knit, jacket, windbreaker, and slacks must be dry-cleaned. The blouses should be laundered after each wearing. Light starch may be used.
- Females may wear nail polish in uniform, but it will be a single that does not distinctly contrast with the cadets complexion, detract from the uniform or be of extreme colors. Do not apply designs or two-tone/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.
- The bottom leg of the slacks should touch the front of the shoe as to cause a slight break in the crease and the back of the leg is approximately  $\frac{7}{8}$  of an inch longer than in the front. You may alter the waist size or leg lengths of the slacks as necessary to insure a proper fit.

- For Females the Silver tip end of the belt extends beyond the buckle facing the wearer's right and no blue fabric shows.
- Your "GIG" line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always keep straight. Check it frequently.
- The skirt will be hemmed to the bottom of the knee. The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention. When worn properly the zipper will be on the left side. Blouses must be worn tucked in. Hose will be worn with the skirt, and should be colors that comply the uniform or the individual's skin tone.
- Female cadets may wear makeup but the Cosmetics will be conservative and in good taste.

### **GENERAL RULES FOR WEARING THE UNIFORM**

- The uniform will be worn on Tuesday every week, unless told otherwise by the instructors. The uniform will be worn correctly all day. That is, the uniform will be worn from home to school and from school to home. If you are found out of uniform without permission from an instructor, you will be given a zero (0) uniform grade for that day regardless if you had already received a uniform grade. If absent on uniform day, a cadet must wear the uniform on the first day back to school, or an official make-up day.
- Only authorized uniform items will be worn. Do not mix uniform items with civilian clothing, with the exception of the windbreaker which may be worn in and out of uniform. Also, you never mix double knit items with single knits.
- The flight cap, when not worn should be kept contained inside the cadets book bag to prevent it from being lost/.
- Socks must be black; no other colors are authorized. White or black socks can be worn with P.T. gear.
- All pockets will be buttoned. Hands should be kept out of uniform pockets. If your hands are cold wear black or dark blue gloves while outdoors.
- Cadets are required to wear their headgear outdoors at all times except when in designated "No Cover" areas. Headgear will also be worn for all AFJROTC leadership training on the drill pad, during off campus field trips, and for special duties, such as uniform. If at any time a cadet is observed outdoors without proper headgear by any instructor or senior officer, the appropriate deduction for no headgear will be made from the cadet's inspection score.
- The no cover area at Wando High School is the outside seating at lunch.
- Trim loose strings and frayed seams on the uniform.
- Avoid carrying bulky items in the pockets which distort the appearance to the uniform.
- Shoes should have a shine (hint: check heels and sides of the soles.)
- Replace missing buttons promptly. Like most of the insignia, buttons on the blue coat are oxidized silver. Do not attempt to shine belt buckles, belt tips, hat, or collar insignia.
- Develop the habit of carrying books, bags and other objects in the left hand or on the left shoulder to free right hand for saluting.
- Wrist watches, bracelets, which are conservative (brown, black, silver, or gold) and 1 inch wide or less in width and rings (three maximum and no thumb ring) may be worn. Necklaces, pendants and other conspicuous adornments must be hidden at all times in any AFJROTC uniform.

- Hitchhiking, performing hard labor, engaging in sports activities, P.T. etc., while wearing the uniform is not permitted.
- Conservative sunglasses may be worn. 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. (Exception: they are never worn in formation, unless they are photosensitive.)
- Cadets never smoke in uniform, or any other time cadets represent AFJROTC.
- The knit jacket/windbreaker will be zipped at least halfway then worn or all the way zipped up.
- At the end of the school year if the cadet is not returning to ROTC, or when dismissed from the program, all the uniforms must be turned in and accounted for. Lost items must be paid for during the uniform return process. Turn in uniform items only to the instructors or supply representatives and insure your account is cleared.
- Certain uniform items are considered optional (AFROTCI 36-2903). This means if these items are to be worn at all by cadets they must be purchased by the cadets at the clothing sales stores on any Air Force Base. These items will never be mandatory. In all instances, optional items are not restrictions on their wear or use. The instructors reserve the right to designate which item may be worn by cadets and the circumstances under which they may be worn, therefore no cadets will not be required to purchase optional items. Optional items include, but are not limited to, Corfam shoes (male and female, regardless of design), purses, overcoats, clip on ties, and tie-tacks.
- Squadron Commanders and Group Staff are required to wear their ABU's on Thursday. AS-2 have the option of wearing ABU's if issued to them for a specific team or job.
- All personal grooming standards apply while participating in physical fitness activities with one exception, long female hair will be secured but may have loose ends and may extend below the collar.

### **SPECIAL UNIFORMS**

- Semi Formal Dress Uniform
  - The Semi Formal Dress Uniform coat is the Service dress Uniform Coat without a name tag or headgear.
  - Cadet may wear medals with the semi formal uniform at such events as dining-in/out, military ball, award ceremonies, picture day or other formal events as specified by the SASI. (Large medals will be worn on the semi-formal coat ½ inch below the top of the welt of the pocket, centered on the pocket. AFJROTC ribbons may be worn on the Semi-formal uniform, however if medals are worn, ribbons will not be worn.
  - Cadets may either be the blue or white long-sleeve shirt. The blue or white long sleeve shirt will be plain, knit or woven, commercial type with a short or

medium point collar, with button or french cuffs. Female cadets may wear a white long sleeved blouse similar in style to the men's white long sleeve shirt.

- Tie/Tab will be either be a blue polyester or silk, herringbone, twill tie/tab or may be worn with either the blue or white long-sleeved shirt.
- The semi formal dress uniform trousers or skirt are the same as service dress uniform trousers or skirt. No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi formal dress uniform.
- The semi formal dress uniform belt is the same as the service dress belt and buckle.
- Cadets will not wear headgear with the semi formal dress uniform.
- Airman Battle Uniform (ABU)
  - ABU's may be worn as Drill team, Color Guard, and exhibition Uniform. Berets, Shoulder cords, gloves and ascots are not authorized to be worn with ABU's.
  - Cadets may wear a unit T-shirt with the ABU uniform. The Unit T-Shirt will be a standardized and a solid color. Unit T-shirt may be worn without ABU blouse during any CLC, Raider Team or a sport/fitness competition.
  - ABU's will only be worn the garrison ABU cap and sage green boots ABU pants must always be properly bloused over the sage boots

#### Special Team Uniform

- Headgear
  - Berets may be worn, however they must be solid-color berets, white, dark blue or black ONLY with officer or enlisted rank insignia or mini-hap arnold insignia. The former officer/enlisted flight cap emblem will not be worn the beret.
  - Chrome Helmets may be worn with blue drill team, color guard or exhibition uniform combinations only and are not authorized for wear on regular uniform days.
  - Service Caps (wheel and bucket hats) may be worn. Females are authorized to wear male service caps. Silver braid headband straps may only be worn on the service cap while a cadet is performing in a color guard or drill team only. They must be a solid color and be free of any embroidery.
- Belt
  - Belts for Trousers must be blue in color only, no waiver will be granted for any other color.
  - The USAF Ceremonial Honor guard belts, with Hap Arnold Wings, may be worn during color guard performances only.
- Trousers
  - Blue Pants may be modified to have a  $\frac{3}{4}$  inch stripe (braid) on the outside length of the pants, silver, dark blue, or black only. These can not be worn on regular uniform day.
- Service Coat
  - Service dress Jackets may be modified to have a  $\frac{1}{2}$  inch braid, silver, dark blue or black only sewn 3 inches from bottom of sleeve. This will not be worn on regular uniform days.

- Footgear- Black Oxford or Corfam shoes
- Shoulder Tabs (Arcs)
  - Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.).
  - If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam.
  - If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.
- Weapon- M-1 Replica, Springfield Replica, or USAF Honor Guard Sabre
- Color Guard and Saber Harnesses
  - Sam brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment
  - Harnesses and Color Guard web/Parade belts may be black, dark blue, white and black/white Clarino (high gloss). USAF Honor Guard ceremonial Belt (Hap Arnold Insignia may also be worn). Harness and web/parade belts must be removed when not performing a color guard or a segment of drill and cannot be worn during award ceremonies
- Gloves
  - Gloves may be worn with a single color, but can have no more than two solid colors. The Color are locally determined, must be conservative and in good taste.
  - Wando AFJROTC wears solid white gloves or white and red gloves for Color Guard and Honor Guard events and any changes will be at the discretion of the SASI.
- Cords
  - Only one “infantry” style core may be worn. They will be placed on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than one inch. They may be worn on regular uniform days.
  - Wando AFJROTC ropes are based upon positions. Squadron commanders will wear a two-toned Black and silver rope, and Team/Job/Flight commanders will wear a solid color rope based upon their squadron.
  - Cord Assignments
    - Team Squadron Commander, Mission Support Squadron Commander, Logistic Readiness Squadron Commander, Public Affairs Squadron Commander - **A two-toned, Black and Silver Cord (1 inch)**
    - Flight Squadron Commander - **A single-colored White Cord (1 inch)**
    - All Team Commanders - **A single-colored Red Cord (1 inch)**
    - Logistics commanders, Administration commanders, Personnel commanders - **A single-colored Grey Cord (1 inch)**

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- Planning Commanders, Finance Commanders, Recruiting Commanders, Historian Commanders - **A single-colored Purple Cord (1 inch)**
  - Morale Commanders, Athletics Commanders, Discipline Commanders, Kitty Hawk Air Society Commanders - **A single-colored Blue cord (1 inch)**
  - Group Commander - **A single-colored Gold Cord (1 Inch)**
  - Deputy Group Commander - **A single-colored Silver Cord (1 Inch)**
  - Standardization and Evaluation Commanders - **A single-colored Black Rope (1 inch)**
- Ascot
    - Solid Color Ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), Colors may be locally-determined, but must be one solid color, conservative, and in good taste.
    - Wando AFJROTC will wear a solid white ascot with no embroidery

### **UNIFORM INSPECTION**

The following is a copy of the cadet weekly inspection sheet and is intended to inform all cadets exactly where points may be lost on weekly inspection. Referencing the inspection sheet at home before leaving for school should result in higher grades during inspection.

ALL CADETS WILL BE INSPECTED AND GRADED ON THEIR PERSONAL APPEARANCE AND WEAR OF THE UNIFORM. CADETS WILL RECEIVE A GRADE OF 0 TO 100 STARTING AT 92 DEPENDING ON THEIR COMPLIANCE WITH THE UNIFORM AND PERSONAL APPEARANCE STANDARDS LISTED IN THE AIR FORCE JROTC OPERATIONAL SUPPLEMENT, CADET GUIDE, AND AFI 36-2903. UNIFORM VIOLATIONS OBSERVED BY INSTRUCTORS OR CADETS WILL BE DEDUCTED FROM THE UNIFORM INSPECTION GRADE ANYTIME ON IN UNIFORM. IF UNIFORM VIOLATIONS PERSIST WEEK AFTER WEEK WITHOUT CORRECTIVE ACTION, THE DEDUCTIONS WILL OCCUR AS FOLLOWS:

- First Week- Appropriate Amount of points
- Second Week- Double the appropriate points will be subtracted
- Third Week- The maximum points for that section will be taken off
- Fourth Week- A ZERO WILL BE GIVEN FOR THE OVERALL UNIFORM GRADE

### **ONLINE GRADING**

When inspecting the cadets during Uniform Inspection, Flight commanders must be using the online grading system on the tablets. The online grading system is layed out through google sheets and each flight is given access to the spreadsheet. Flight commanders may a use physical copy of the grading sheet while inspecting the cadets, but the scores must be transferred ed into the online system immediately once Uniform inspection is complete.

Online Grading system example:

fx	DATE:								
	A	B	C	D	E	F	G	H	I
1	DATE:								
2	Grade	92	92	92	92	92	92	92	92
3	ABSENT/NO UNIFORM	▼	▼	▼	▼	▼	▼	▼	▼
4	HAT: 12 Pts								
5	NO HAT-12/PLACEMENT-2	▼	▼	▼	▼	▼	▼	▼	▼
6	INSIGNIA PLACEMENT-5	▼	▼	▼	▼	▼	▼	▼	▼
7	PERSONAL GROOMING: 11 Pts	▼	▼	▼	▼	▼	▼	▼	▼
8	HAIRCUT/HAIR COLOR-5	▼	▼	▼	▼	▼	▼	▼	▼
9	SHAVE-5	▼	▼	▼	▼	▼	▼	▼	▼
10	SIDE BURNS-5	▼	▼	▼	▼	▼	▼	▼	▼
11	MUSTACHE-5	▼	▼	▼	▼	▼	▼	▼	▼
12	BULK-5	▼	▼	▼	▼	▼	▼	▼	▼
13	NAILS/POLISH-5	▼	▼	▼	▼	▼	▼	▼	▼
14	SHIRT/BLOUSE: 12 Pts	▼	▼	▼	▼	▼	▼	▼	▼
15	CLEAN-5	▼	▼	▼	▼	▼	▼	▼	▼
16	TUCKED IN-5	▼	▼	▼	▼	▼	▼	▼	▼
17	STRINGS-2	▼	▼	▼	▼	▼	▼	▼	▼
18	TIE/TAB-5	▼	▼	▼	▼	▼	▼	▼	▼
19	T-SHIRT-5	▼	▼	▼	▼	▼	▼	▼	▼
20	ACCOUTREMENTS: 11 Pts								
21	RANK PLACEMENT-2	▼	▼	▼	▼	▼	▼	▼	▼
22	NAME TAG PLACEMENT-2	▼	▼	▼	▼	▼	▼	▼	▼
23	NO NAME TAG/NO RIBBON-5	▼	▼	▼	▼	▼	▼	▼	▼
24	RIBBON PLACEMENT/ALIGNED-2	▼	▼	▼	▼	▼	▼	▼	▼
25	BADGE PLACEMENT-2	▼	▼	▼	▼	▼	▼	▼	▼
26	TROUSERS/SKIRT: 11 Pts								
27	NO BELT-11	▼	▼	▼	▼	▼	▼	▼	▼
28	BELT LOOPS/BELT TIP ALIGNMENT-2	▼	▼	▼	▼	▼	▼	▼	▼
29	REAR BUTTON-2	▼	▼	▼	▼	▼	▼	▼	▼
30	CLEAN-5	▼	▼	▼	▼	▼	▼	▼	▼
31	SKIRT/PANTS LENGTH-5	▼	▼	▼	▼	▼	▼	▼	▼

**Squadron Inspection**

- All Flights in the block will report to the drill pad at the same time.
- All Flights commanders will fall in their respected flights in alphabetical order and put them at "Parade Rest".
- The Squadron commanders will give the command "Squadron Attention" and "Prepare for Inspection".
- On this command the Flight Commanders will give their flights "Open Ranks" and then "Ready Front".
- The squadron commander will then give the command "Flight commanders report"
- The Flight Commanders will then report into their Squadron Commanders ("Sir/Ma'am \_\_ Flight is prepared for inspection").

- The Squadron Commander will then report into the Wing CC, Vice Wing CC, Group CC, or Stan-Eval if one of them are present (if a Wing Staff member is not present, skip this step).
- The highest ranking cadet will then instruct the Flights to begin uniform inspection.
- Once uniform inspection is complete, Flight Commanders will give their flights "Close Ranks" and then "Parade Rest".
- Once all flights are at "Parade Rest", the Squadron Commander will give the commander "Squadron Attention" and then report into a member of Wing Staff (if present) "Sir/Ma'am the inspection is complete".
- The Flight Commanders will then be instructed to take their flights back inside.

**Uniform Inspection Sheet**

DATE: _____	Name	Name	Name	Name	Name
<b>Total Grade:</b>					
<b>Hat: 12 Pts</b>					
No Hat -12/Placement -2					
Insignia Placement -5					
<b>Personal Grooming: 11 Pts</b>					
Haircut/Hair Color -5					
Shave -5					
Sideburns -5					
Mustache -5					
Bulk -5					
Nails/Polish -5					
<b>Shirts/Blouse: 12 Pts</b>					
Clean -5					
Tucked in -5					
Strings -2					
Tie/Tab -5					
T-shirt -5					
<b>Accoutrements: 11 Pts</b>					
Rank Placement -2					
Name Tag Placement -2					
No Name Tag/No Ribbon -5					
Ribbon Placement / Aligned -2					
Badge Placement -2					
<b>Trousers/Skirt: 11 Pts</b>					

No Belt -11					
Belt Loop/Belt tip alignment -2					
Rear Button -2					
Clean -5					
Skirt/Pant Length -5					
Pants Placement (Sag) -5					
<b>Coat/Uniform Wear: 12 Pts</b>					
No Uniform -92					
Wrinkled -5					
Gig line -5					
Lint/Dust -2					
Jewelry -2					
<b>Footwear: 11 Pts</b>					
Not Authorized -11					
Clean -5					
Socks/Hose -5					
<b>Military Bearing: 12 Pts</b>					
Position Of Attention -5					
Movement -5					
Talking -5					
<b>Outstanding Uniform: +8 Max</b>					
First Impression +2					
Shirt/Blouse Highly Ironed/Sharp +2					
Pants Highly Ironed/Sharp +2					
Shoes Highly Polished +2					

**CLOTHING AND EQUIPMENT ACCOUNT**

Protecting government property is each cadet's responsibility. All uniform items (with the exception of shoes, socks), AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items of equipment belong to or are the responsibility of Wando High School. Each item of the uniform and all other JROTC equipment must be accounted for at all times.

At the time you are issued your uniform and items of equipment you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued each item then become your personal responsibility. If you lose an item, or willfully or negligently destroy it, you will be required to pay for it. At the time of issue of uniforms and equipment you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.

One complete uniform, as a minimum, with all accessories and insignia is issued to each cadet, and some cadets may be issued two for specific reasons approved by an ASI. It is most important that each cadet understand that

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all items of uniform equipment (with the exception of shoes, socks, and ribbons) must be returned or paid for before the end of the school year. Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniform and equipment items have been turned in. In addition, credit will also be denied until all equipment is accounted for.

To prevent unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:

- Do not leave uniform items in unlocked locker or unattended in other places at school.
- Do not lend uniform items to other cadets or persons.
- Do not permit another cadet to turn in uniform or equipment items.
- Do not lend insignia or other uniform/equipment items to your friends.
- Do not carry the flight cap with books. If not being worn do not tuck it under the belt , keep the cap contained inside the book bag.
- Do not place your uniform in the care of others.
- Be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to supply.
- All items will be issued with an identification number.

When turning in or exchanging uniform items or other equipment, deal only with an instructor or supply personnel and insure your account is correct. **The United States Air Force uniform is one of the symbols of a proud and honorable service. Wear it with care and pride.**

## CHAPTER EIGHT

### **RULES FOR: SALUTING, PLEDGE OF ALLEGIANCE, AND NATIONAL ANTHEM**

The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together. At Wando High School you will salute the senior AFJROTC instructor and all cadet officers. Cadet Officers will salute officers of higher rank and **any** military officers, including the SASI. If you meet an active duty officer visiting the campus, you will also render a salute.

You will be taught the proper manner of saluting and the rules, which govern its uses among the military-services. There are special rules at Wando High School governing the salute and saluting areas with which you must become familiar.

### **SALUTING**

- When outdoors and in uniform at Wando High School, salute when you recognize the officer and eye contact is made with him/her within a reasonable distance. Saluting is required outside at all times with one exception; the lunch courtyards, both at the main building and the CAS, are a no saluting area and no hat area during all lunch periods.
- The salute is rendered indoors only when cadets are reporting to cadet officers or an instructor. When attempting to enter a classroom or instructor's office, Cadets should KNOCK ONCE and wait-to be told to enter/come in. the proper sequence of reporting includes saluting and stating (unless there is a predetermined function, such as reporting attendance, to be accomplished) "Sir/Ma'am, Cadet (Last Name) reports as ordered, Sir/ Ma'am". The cadet holds the salute until it is returned or otherwise acknowledged. When the purpose of the report or meeting is completed, the cadet again salutes, and waits until the salute is returned or otherwise acknowledged, and the cadet will do an about face or turn sharply toward the most direct exit and leave.
- A salute is never given or returned while running. The cadet will instead come to quick time (a walk) and render the salute.
- If a cadet observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing civilian attire including headgear, he will remove the headgear and hold it to his left shoulder so the right hand is over the heart.

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- Cadet Officers and Cadet NCOs should correct saluting errors in a courteous and helpful manner when cadets junior to them commit such errors. All cadets are expected to accept such corrections properly and correct their errors in the future.

### **PLEDGE OF ALLEGIANCE**

- If the Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet will stand at attention, face the flag or, if the flag is not in sight, the nearest speaker, and should recite the pledge.
- If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render the hand salute.
- If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or outdoors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn, as described in 7 above.

### **NATIONAL ANTHEM**

- If the National Anthem is being played, and a cadet is in uniform and is indoors, the cadet should face the flag (if present....if not, face the music,) and stand at attention. If the cadet is under arms, he or she should salute.
- If the National Anthem is being played, and a cadet is in uniform and is outdoors, the cadet should stand at attention, face the flag if it is visible or the music if it is not, and salute. If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting.
- If the National Anthem is being played, and a cadet is not in uniform (is in either civilian clothes or athletic clothes), and the cadet is outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand as described in 7. above.) If in civilian clothes, indoors, the cadet will stand at attention and face the flag, if visible or the music if is not.
- If a cadet is late for a formation, he or she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in.

CHAPTER NINE

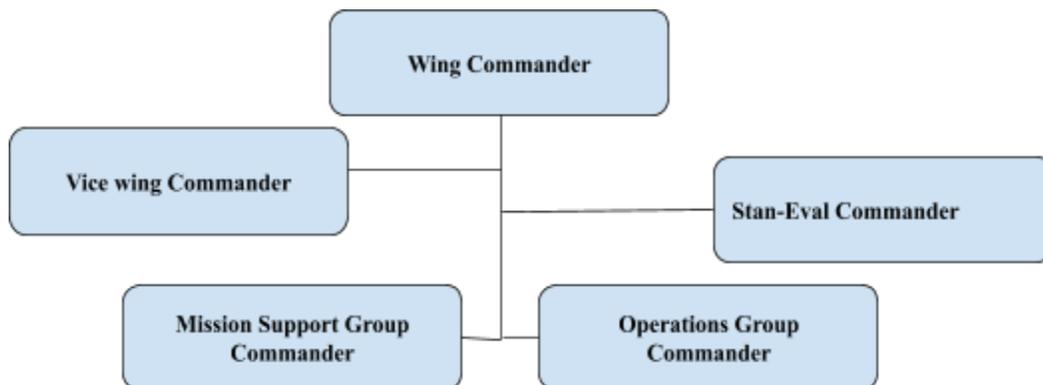
**ORGANIZATION OF SC-872 JROTC**

The following charts reflect the Cadet Wing organization and our current structure of a Cadet Group. Organization charts break up the functions of the group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in another chapter in this guide. Each cadet should become familiar with all of the jobs descriptions to gain a more complete understanding of those jobs as they relate to the total group.

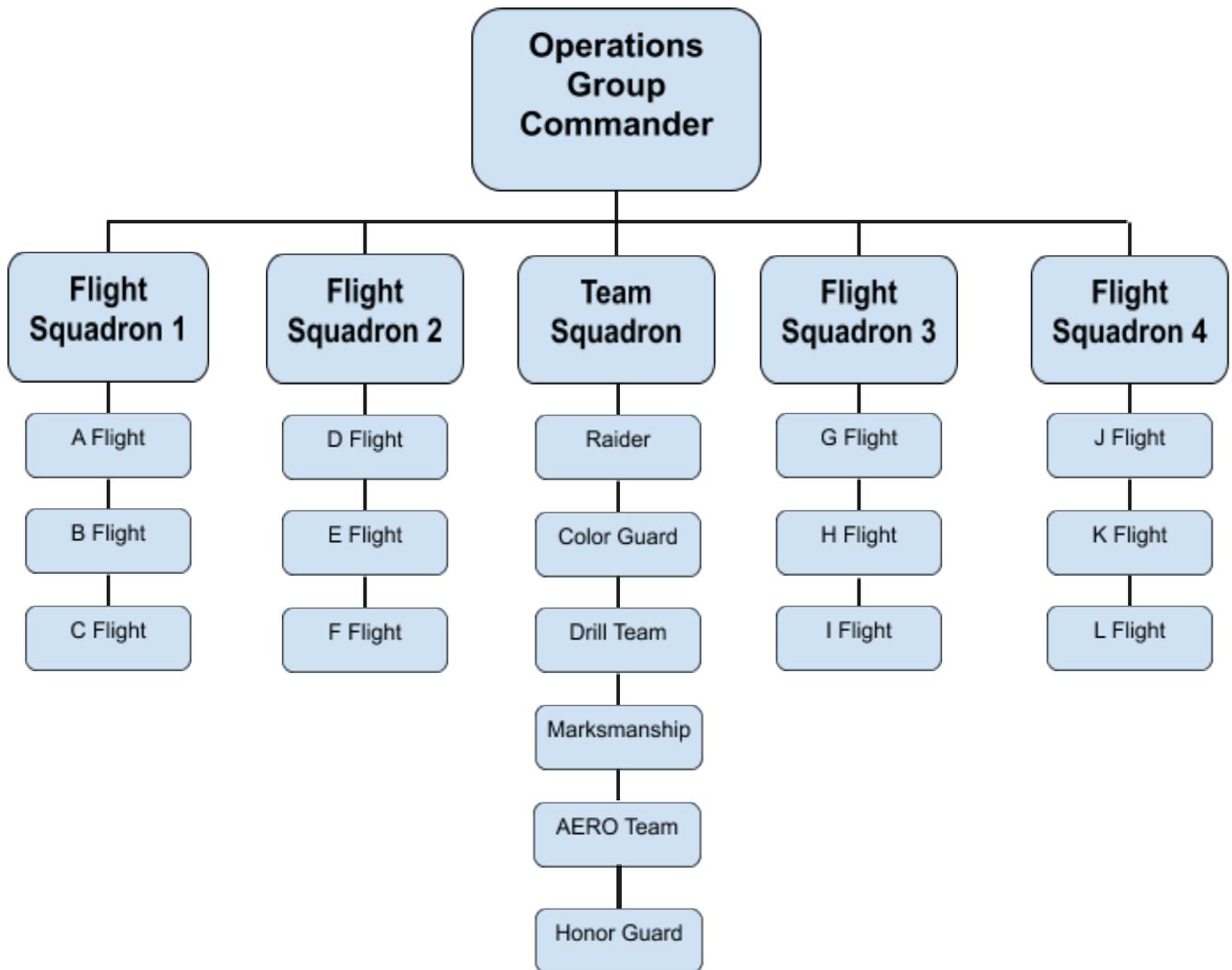
The organization charts reflect the CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decision making also, flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.

The appropriate chart in this chapter shows the relationship between staff officers and staff specialists. The solid line between the flight commander and each staff specialist represents direct supervision. Authorized leadership positions are shown in the Unit Detail Listing Found in another chapter in this guide. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs. It is up to the discretion of Group Staff to determine who comes into the Staff Office.

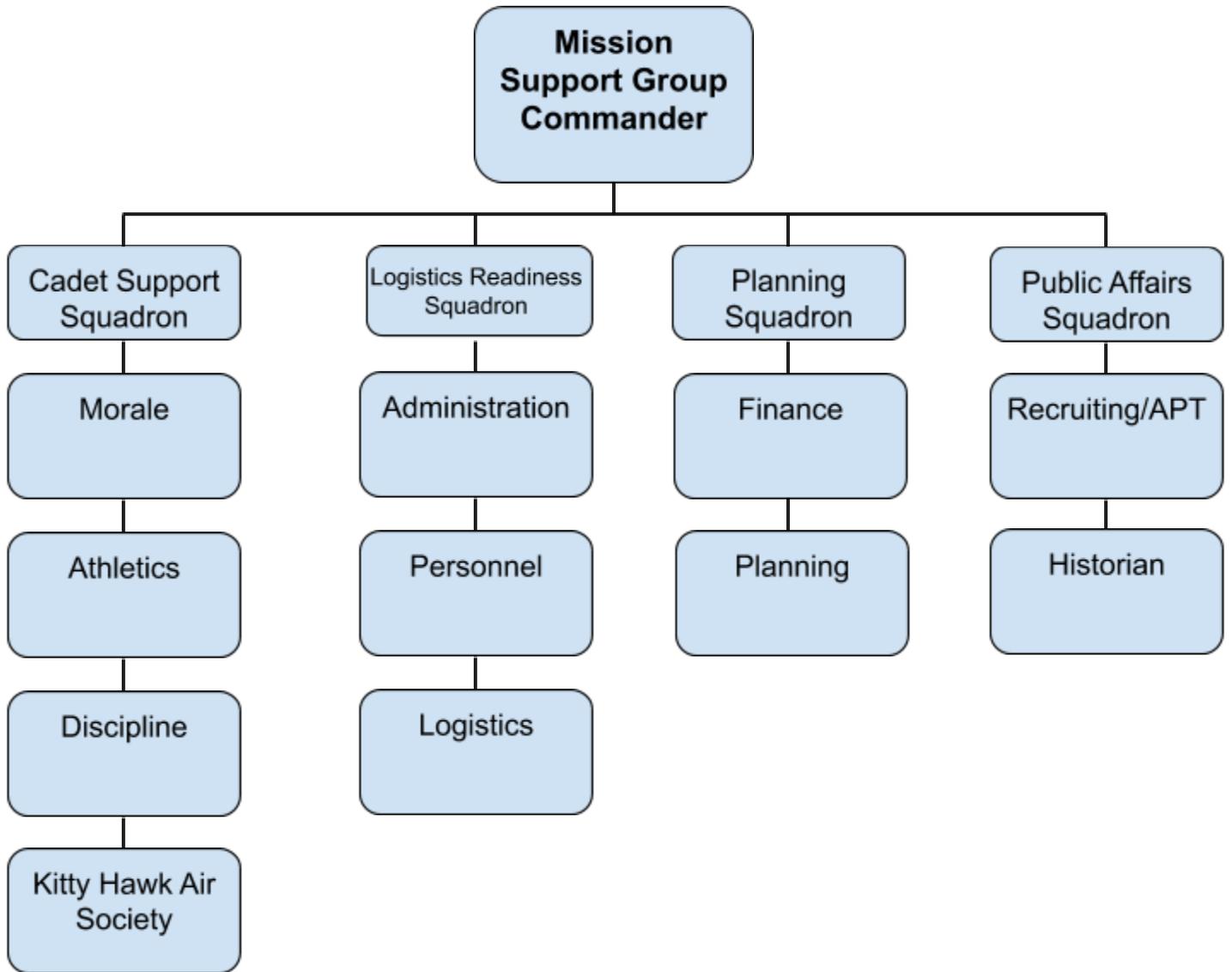
**Wing Staff**



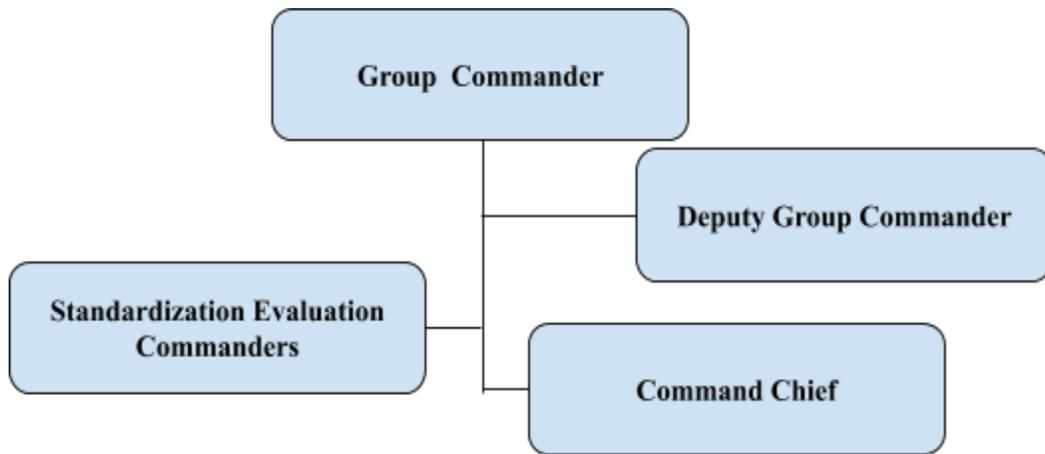
Operation Group



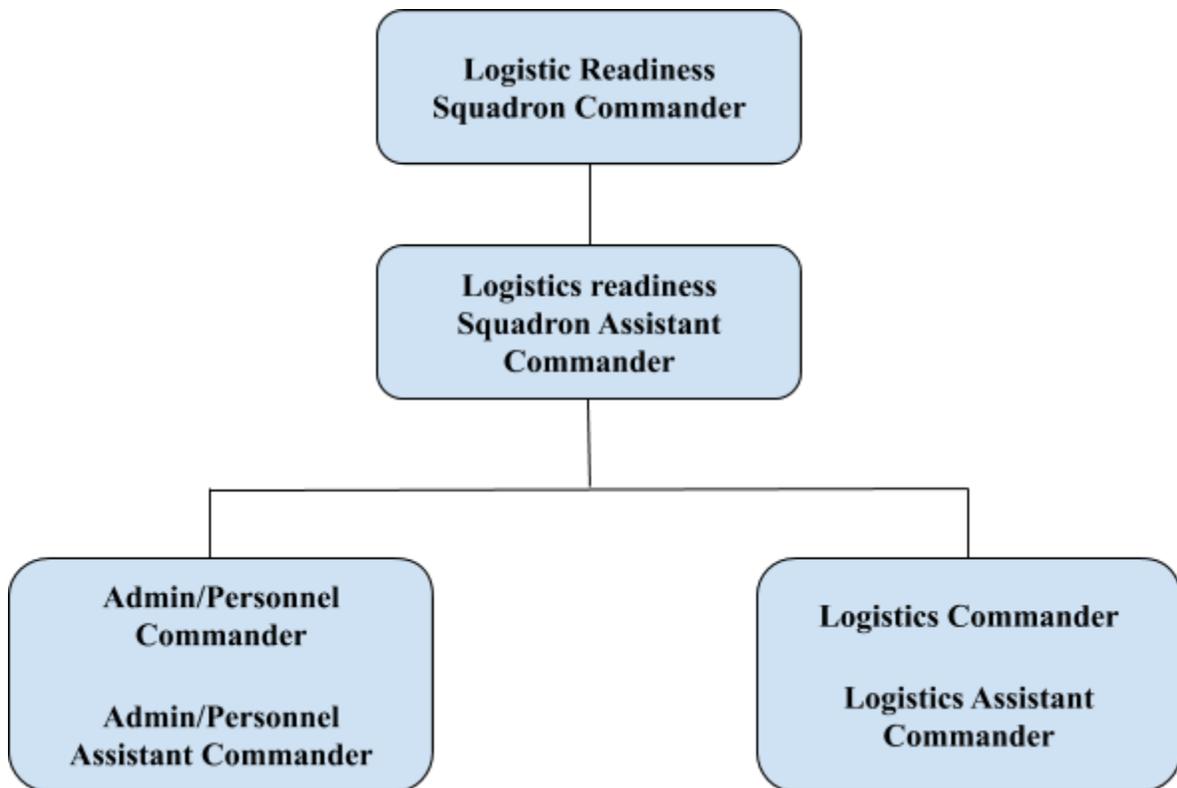
Mission Support Group



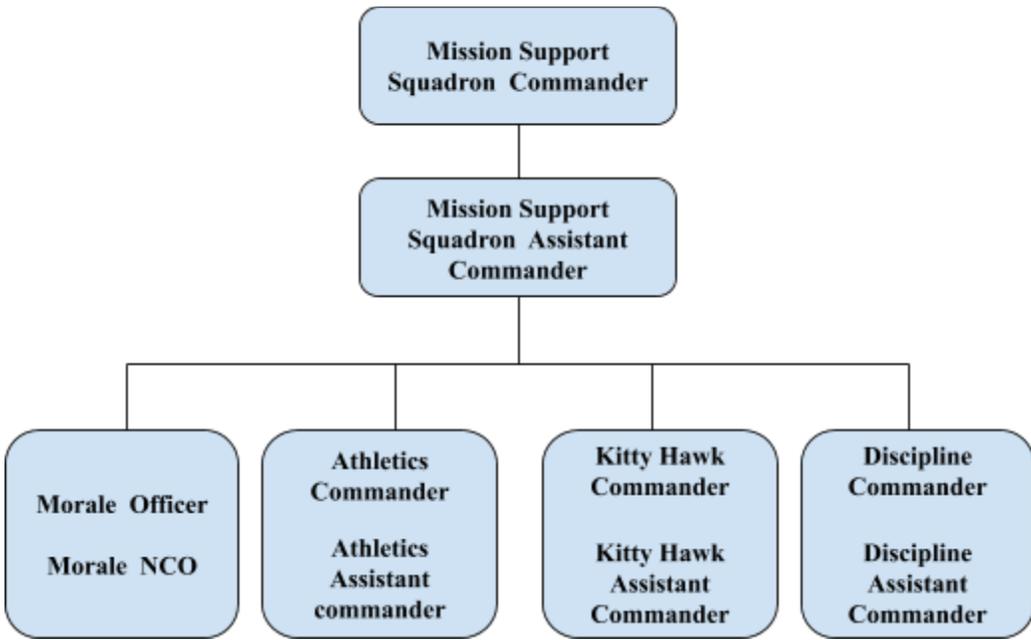
Group Staff



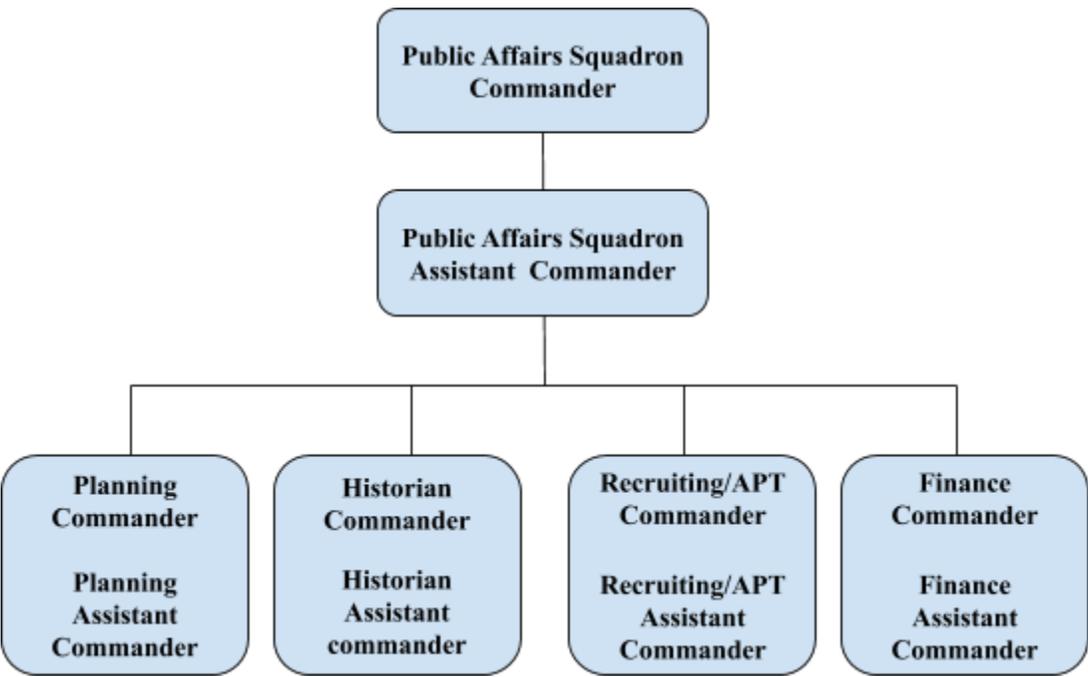
Logistic Readiness squadron



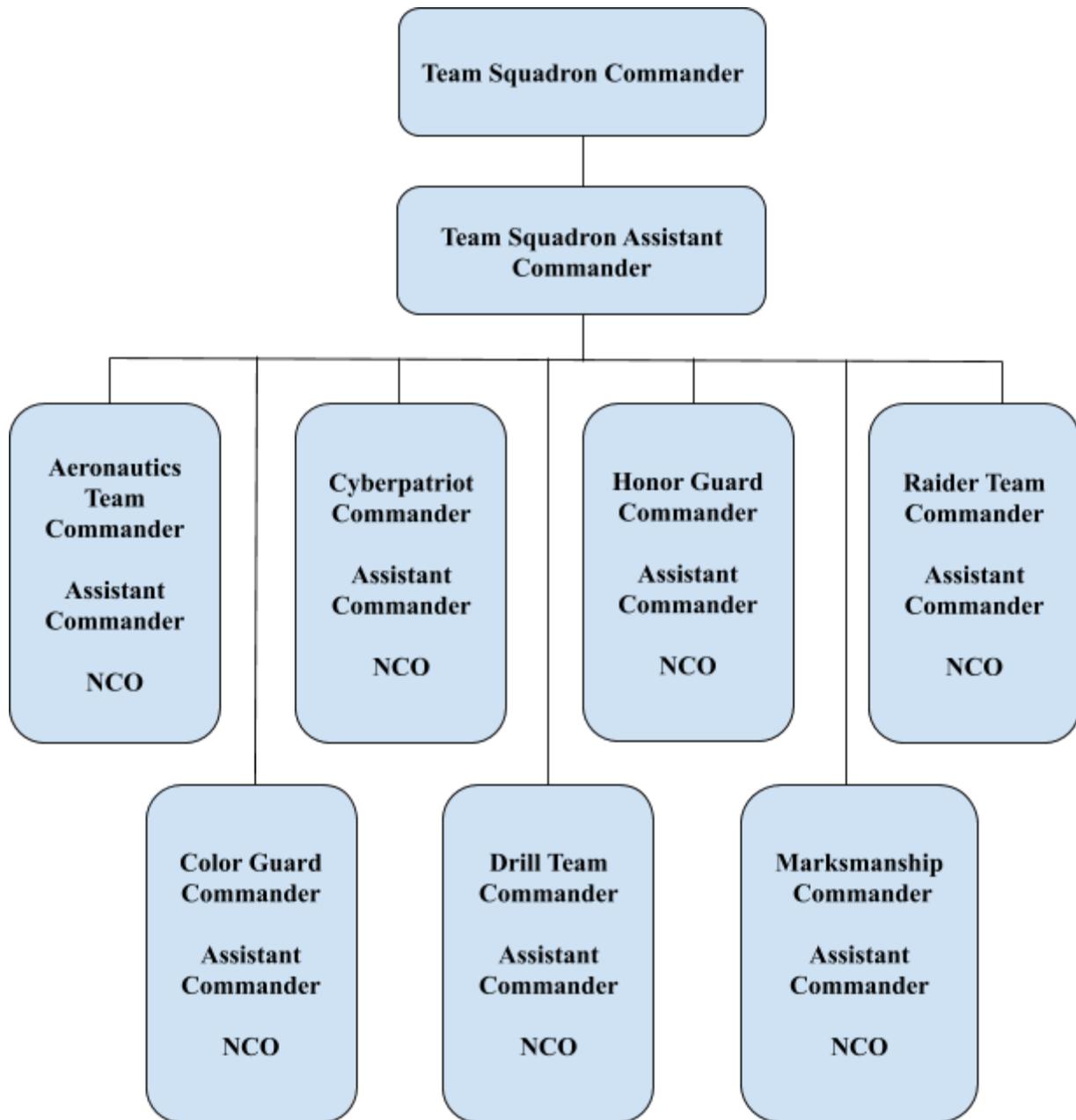
Mission Support Squadron



Public Affairs Squadron



Team Squadron



## UNIT DETAIL LIST SC-872 CORPS

**Wing Staff**

Position Title	Year	Rank	#
Wing Commander	AS 4	C/Col.	1
Deputy/Vice Wing Commander	AS 4	C/Col.	1
Operations Group Commander	AS 4	C/Lt Col	1
Mission Support Group Commander	AS 4	C/Lt Col	1
Stan-Eval Commander	AS 3/4	C/Lt. Col.	1
Command Chief	AS 2-4	C/CMSgt.	1

**Operations Group Commander**

Flt. Squadron Commander	AS 4	C/Maj.	4
Flight Commander	AS 4	C/Capt.	24
Team Squadron Commander	AS 3/4	C/Maj.	1
Team Squadron Assistant Commander	AS 3/4	C/Capt	1
Drill Team Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Drill Team Assistant Commander	AS 3/4	C/2nd Lt. or C/TSgt*	1
Honor Guard Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Honor Guard Assistant Commandant	AS 3/4	C/2nd Lt. or C/TSgt*	1
Color Guard Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Color Guard Assistant Commander	AS 3/4	C/2nd Lt. or C/TSgt*	1
Marksmanship Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Marksmanship Assistant Commander	AS 3/4	C/2nd Lt. or C/TSgt*	1
AERO Team Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
AERO Team Assistant Commander	AS 3/4	C/2nd Lt. or C/TSgt*	1
Raider Team Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Raider Team Assistant Commander	AS 3/4	C/2nd Lt. or C/TSgt*	1

**Mission Support Group**

Cadet Support Squadron Commander	AS 3/4	C/Maj.	1
Assistant Cadet Support Squadron Commander	AS 3/4	C/Maj.	1
Logistics Readiness Squadron Commander	AS 3/4	C/Maj.	1
Assistant Logistics Readiness Squadron Commander	AS 3/4	C/Maj.	1
Planning Squadron Commander	AS 3/4	C/Maj.	1
Assistant Planning Squadron Commander	AS 3/4	C/Maj.	1
Public Affairs Squadron Commander	AS 3/4	C/Maj.	1
Assistant Public Affairs Squadron Commander	AS 3/4	C/Maj.	1
Morale Officer	AS 2-4	C/1st Lt. or C/MSgt*	1
Morale NCO	AS 2-4	C/2nd Lt. or C/TSgt*	1
Historian Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Historian Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1

Kitty Hawk Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Kitty Hawk Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Recruiting Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Recruiting Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Planning Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Planning Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Athletics Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Athletics Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Finance Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Finance Assistant Commander	AS 2-4	C/ 2nd Lt. or C/TSgt*	1
Discipline Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Discipline Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Administration Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Administration Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Personnel Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Personnel Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Logistic Commander (Supply)	AS 2-4	C/1st Lt. or C/MSgt*	1
Logistic Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Recruiting Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Recruiting Assistant	AS 2-4	C/2nd Lt. or C/TSgt*	1

\* means if the cadet is an enlisted rank

### UNIT DETAIL LIST SC-872 CORPS 2018 -2019

#### Group Staff

Position Title	Year	Rank	#
Group Commander	AS 4	C/Col.	1
Deputy/Vice Group Commander	AS 4	C/Col.	1
Stan-Eval Commander	AS 3/4	C/Lt. Col.	2
Command Chief	AS 2-4	C/CMSgt.	1

#### Logistics Readiness Squadron

Logistics Readiness Squadron Commander	AS 3/4	C/Maj.	1
Logistics Readiness Squadron Assistant Commander	AS 3/4	C/Capt.	1
Logistics Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Logistics Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Admin/Personnel Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Admin/ Personnel Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1

#### Mission Support Squadron

Mission Support Squadron Commander	AS 3/4	C/Maj.	1
Mission Support Squadron Assistant Commander	AS 3/4	C/Capt.	1
Athletics Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Athletics Assistant commander	AS 2-4	C/2nd Lt. or C/TSgt*	1

Kitty Hawk Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Kitty Hawk Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Discipline Commander	AS 3/4	C/1st Lt. or C/MSgt*	1
Discipline Assistant	AS 3/4	C/2nd Lt. or C/TSgt*	1
Moral Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Morale Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1

\* means if the cadet is an enlisted rank

### Public Affairs Squadron

Public Affairs Squadron Commander	AS 3/4	C/Maj.	1
Public Affairs Squadron assistant Commander	AS 3/4	C/Capt.	1
Planning Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Planning Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Historian Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Historian Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Recruiting Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Recruiting Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Finance Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Finance Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1

### Team Squadron

Team Squadron Commander	AS 3/4	C/Maj.	1
Team Squadron Assistant Commander	AS 3/4	C/Capt.	1
Aeronautics Team Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Aeronautics Team Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Aeronautics Team NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Color Guard Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Color Guard Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Color Guard NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Drill Team Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Drill Team Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Drill Team NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Honor Guard Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Honor Guard Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Honor Guard NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Cyberpatriot Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Cyberpatriot Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Cyberpatriot NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Marksmanship Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Marksmanship Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Marksmanship NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1
Raider Commander	AS 2-4	C/1st Lt. or C/MSgt*	1
Raider Assistant Commander	AS 2-4	C/2nd Lt. or C/TSgt*	1
Raider NCO	AS 2-4	C/2nd Lt. or C/SSgt*	1

## **JOB REGULATIONS**

Wando High AFJROTC Unit SC-872 is a "Cadet Run Corps." All jobs are occupied by Cadets and Cadets are responsible for the proper function of the Corps. As in all military units and in the majority of civilian organizations, duties and responsibilities increase with rank. Each cadet is expected to prepare for assuming additional responsibility and higher positions.

For specific Job Regulations and Descriptions, see the Regulations Binder located in the Cadet Staff Office.

## GROUP INFORMATION

### **Group Email:**

Email: wandosc872group@gmail.com

### **Squadron Emails:**

Team Squadron :

Email: teamsquadwhs872@gmail.com

Public Affairs Squadron:

Email: WandoPublicAffairsSC872@gmail.com

Mission Support Squadron:

Email: Wandomission@gmail.com

Logistics readiness squadron:

Email: squadronlrssc872@gmail.com

### **Job Emails:**

Athletics:

Email: afjrotcathletics@gmail.com

Admin/Personnel:

Email: personnelse872@gmail.com

Discipline:

Email: wandodiscipline@gmail.com

Historian:

Email: WandoHistorianSC872@gmail.com

Kitty Hawk:

Email: wandokittyhawk@gmail.com

Finance:

Email: WandoFinanceSC872@gmail.com

Morale:

Email: wandomorale@gmail.com

Planning:

Email: AFJROTCPlanning@gmail.com

Recruiting:

Email: WandorecruitingSC872@gmail.com

Logistics:

Email: logisticssc872@gmail.com

**Team Emails:**

Aeronautics Team:

Email: wandoaero1819@gmail.com

Color Guard:

Email: wandoafjrotccolorguard@gmail.com

Cyberpatriot:

Email: cyberpatriotwhs872@gmail.com

Drill Team:

Email: drillwhs872@gmail.com

Honor Guard:

Email: Honorguardwhs872@gmail.com

Marksmanship:

Email: marksmanship872@gmail.com

Raider Team:

Email: raiderteamwhs872@gmail.com

**Flight Squadron Emails:**

Flight Squadron 1:

Email: WHSfltsquad1@gmail.com

Flight Squadron 2:

Email: WHSfltsquad2@gmail.com

Flight Squadron 3:

Email: WHSfltsquad3@gmail.com

Flight Squadron 4:

Email: WHSfltsquad4@gmail.com

**Flight Emails:**

Alpha Flight:

Email: Afltcc8872@gmail.com

Bravo Flight:

Email: Bfltcc8872@gmail.com

Charlie Flight:

Email: Cfltcc8872@gmail.com

Delta Flight:

Email: Dfltcc8872@gmail.com

Echo Flight:

Email: Efltcc8872@gmail.com

Foxtrot Flight:

Email: Ffltcc8872@gmail.com

Golf Flight:

Email: Gfltcc8872@gmail.com

Hotel Flight:

Email: Hfltcc8872@gmail.com

India Flight:

Email: Ifltcc8872@gmail.com

Juliet Flight:

Email: Jfltcc8872@gmail.com

Kilo Flight :

Email: Kfltcc8872@gmail.com

Password: Wandohs872

Lima Flight:

Email: Lfltcc8872@gmail.com

CHAPTER TEN

**Logistics Development Requirement Programs**

**COLOR GUARD-** The Color Guard has the honor of presenting the National and State flag at school and community events. Distinctive uniform items are worn by the Color Guard. Color Guard also participates in a number of competitions during the school year.

**DRILL TEAM-** The AFJROTC Drill Team represents Wando High School in drill competition and at ceremonial functions. They perform exhibition/fancy drill and participate in fancy drill competitions as well as in Unarmed/Armed Regulation and Unarmed/Armed Exhibition Drill. Drill team is very active in practicing; practicing at least three times a week during the school year. The Saber team within of Drill team represents Wando High School at many Drill Competitions and various functions including: football games, parades, pep rallies, drill competitions, and other school events.

**MARKSMANSHIP TEAM-** The Marksmanship Team consists of cadets wishing to improve their own air rifleman skills using the Corps' supply of air rifles. The team assists in all air rifle shooting exercises, including administering the required rifleman exam. Any cadet wishing to join the team or participate in shooting on PT days must pass the exam with a 100%.

**RAIDER TEAM-** Raider consists of students that have excelled in PT and wish to become more conditioned in running and other cardio involving PT. They participate in events around the community like the Rugged Maniac, The Bulldog Challenge, Raider Competitions and the Mud Run.

**CYBERPATRIOT-** Our unit's CyberPatriot team practices jointly with the Wando Cyber Defense Club. This team competes in the AFA CyberPatriot Competition and the SpaWar hosted State Competition of Palmetto Cyber Defense Competition (PCDC). This Team consists of 5 cadets who specialize in different categories. These Categories include: Window Software, Ubuntu Software, Packet Tracing, and Networking.

**RECRUITING-** This group represents Wando High School by spreading awareness of the basic principles of AFJROTC and by recruiting new cadets. They travel to local middle schools throughout the year.

**KITTY HAWK AIR SOCIETY-** The academic honor of AFJROTC that promotes high academic standards, school and community service, self confidence and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature

**AERONAUTICS TEAM-** This activity is for cadets who enjoy building model airplanes and building and launching model rockets. Cadets utilize a flight simulator when the weather outside is not adequate to fly. No experience is necessary; all cadets are eligible for membership. When a cadet has completed the requirements

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for award of a Model Rocketry Badge or Model Aircraft Wings, special orders will be published and a request will be forwarded to HQ ROTC for the badge/wings and will be presented upon receipt.

**FIELD TRIPS-** Field trips to local military bases are an important part of the Aerospace Science curriculum and are real highlights of the school year. All cadets will have an opportunity to participate with their parents' approval, although transportation limitations may sometimes preclude full cadet participation. (Transportation/event costs may be required. Letters will be sent home to explain.)

**SOCIAL ACTIVITIES-** The cadet Corps conducts various social events, which may include a Dining-in, a Military Ball, Picnic/Field Day, Parties, etc. these events are planned by the Planning Commander and are open to all members of the Corps. A letter will be sent home to explain further.

**ATHLETICS -** Fridays will normally be the physical training (PT) day. On PT days, cadets will be graded on wearing the AFJROTC PT uniform and for participating in the day's activity. The Athletics Commander will also select teams to participate in the Lowcountry Field Day against other high school JROTC units. Cadets wishing to make these teams need to plan on attending training after school. The cadet Corps may also field sports teams against other AFJROTC units or other Wando High School organizations during the school year.

**CHARITIES-** Wando JROTC supports local charities in a number of ways such as holding canned food drives, collecting winter coats for the needy, and participating in "Adopt-a-Highway" clean-up. The greater the number of cadets who support these activities, the greater the likelihood of success.

**FUNDRAISING-** Various fundraising activities are conducted to support the above functions. The success of any fund raising effort depends largely on the support of each cadet. Money earned is managed by the Wando AFJROTC Booster Club. The Booster Club will then approve the funding for requested projects. Participation in all fund-raisers is entirely voluntary, however cadets who do not participate in Fundraising will not directly benefit.

**AWARENESS PRESENTATION TEAM-** The Awareness Presentation Team will travel to local elementary and middle schools and give presentations on the effects of drugs use, bullying, and other critical topics. Cadets on this team will be awarded the APT badge to wear on their uniform.

**STELLARXPLOERS -** This is an exciting hands-on learning experience that develops commercially valuable skills and increases appreciation for the critical role of space in our daily lives. The competition attracts all types of students with diverse backgrounds who will establish their own experiential base off accomplishment, all while building teamwork and leadership skills

**PLANNING COMMITTEE-** This is a committee which plans certain events such as Military Ball, Combat Dining - In and other large events that cadets in the corp can volunteer to help plan.

## CHAPTER ELEVEN

### STAFF MEETING PROCEDURES

The Cadet Group Commander will hold staff meetings every Monday throughout the school year, with the Group Staff. The Cadet Wing Commander will also hold monthly Mass Meetings (Include Team/Job/Flight commanders and above). Every other week the Group staff will also have set meetings with all the squadron commanders, which is led by the Command Chief.

All such staff meetings provide the opportunity for face-to-face communication among the commander and staff. They allow for group problem solving and for the cadet staff to participate in the planning of Corp activities.

The following procedures apply for either meeting:

1. The Cadet Group Commander will conduct the meeting.
2. The Cadet Group Commander will prepare the meeting agenda and submitted to the SASI for approval at least one day prior to the scheduled meeting.
3. The Cadet Group Commander will follow up to ensure that the responsible staff members accomplish actions directed during staff meetings.

### INSTRUCTOR AND CADET OFFICES

1. The Cadet Staff Office is open to all cadets provided an instructor or cadet officer monitors activities. Group staff has the right to deny any cadet access to the staff office (regardless of reasoning whether it is disciplinary action or a general denial of all other cadets that are not on Group Staff). The computers in the cadet office are for JROTC cadets to use for their schoolwork, use of the computers by other Wando students requires an instructor's permission. Cadets are not allowed to load/remove/upload/download computer software or hardware to modify any of the program settings. The computers on the left hand side as the Staff Office is entered are reserved for the Group and Vice Group Commanders. All members of Group staff reserve the right to take over and use any computer they wish if none are available.

2. The Aerospace Science Instructors practice the "Open Door Policy". Cadets are invited and encouraged to visit the instructors' offices anytime the instructor is present provided the instructor is not conducting a session with another individual. Any cadet desiring to see an instructor should knock once, salute, and follow proper military reporting procedures and salute again when they depart.

3. The instructor's office is off limits and not to be entered by any cadet unless the instructor is present or specific permission is given by an instructor for each specific occasion.

## CHAPTER TWELVE

### PROMOTION OF CADETS

The quest for promotion provides constant challenge and motivation to members of the active Air Force and to members of AFJROTC programs as well. This challenge and motivation are proper since the change of insignia that accompanies a promotion reflects visible evidence of progression and standing among one's contemporaries. Also, the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

The SC-872 AFJROTC Corps promotion system is patterned after that used by the active Air Force and conforms to guidance provided by Headquarters, AFROTC.

There are two types of grades a cadet may hold, and in many instances both may be held at the same time.

**PERMANENT GRADE-** Permanent Grades (and all permanent promotions) are dependent upon satisfactory service and increase two grades each year (though some cadets may receive additional opportunities to become promoted by participating in certain summer camps). These grades normally will be assigned following the semester break based upon receiving the appropriate points. At that time the insignia to be worn will be that of the cadet's permanent grade unless he or she has been awarded a higher temporary grade. Some AS 1 cadets will be considered for a STEP (stripes for exceptional performance) promotion after the 1st semester.

**TEMPORARY GRADE-** This grade is initially awarded based on the position to which the cadet is assigned. Temporary promotion is not automatic but instead depends on the performance of the cadet. Since the grade is temporary, it will not be carried over from one year to the next. Temporary grades are awarded only when they are higher than the permanent grade. A cadet who has both a temporary and a permanent grade, therefore, will wear the insignia of the temporary grade since it will always be higher. Promotion to higher temporary grades will normally take place following general promotions.

Each Cadet should understand how cadet enlisted and cadet officer promotions are made. All cadet promotions are based on cadet performance as explained later in this chapter. All cadets have an opportunity for qualification and selection for promotion to higher grades.

AS3/4 cadets will fill cadet officer and cadet NCO positions. Second priority is given to AS2 cadets. Consideration is given for previous military experience, such as Civil Air Patrol and/or prior JROTC training. AS 1 cadets are not considered for cadet officer or NCO positions. Normally a cadet must complete two years of JROTC and pass the summertime cadet leadership course. The criteria used to select individuals to attend CLC include but are not limited to the following: academic grades, co-curricular participation, inspection grades, promotion board score, promotion fitness examination score, leadership potential, and physical fitness.

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Normally, cadets will not hold a temporary grade higher than that authorized for their position. An ASI may make exceptions for AS3/4 cadets who are assigned to special functions or advisory positions where their particular talents can be used to benefit the group.

To give the maximum number of cadets an opportunity to perform in a leadership role, a system of role rotation may be employed. Normal rotation to either lateral or lower positions, therefore, is not considered a demotion. All cadet positions are subject to normal rotation at any time.

The SASI, ASI, and the current Group Staff will select the Cadet Group Commander. The SASI will then select the Vice Group Commander, Group Commanders, and Command Chief. From there, the Cadet Group Commander will work with his/her staff to nominate cadets to other leadership positions. All promotion actions approved by the SASI will be announced in special orders published by the Cadet Personnel Officer and his/her staff.

Cadet promotion boards are composed of the Cadet Group Commander and additional cadet officers he or she designates.

Cadet enlisted promotions are based on the "whole person" concept with consideration to the following:

**PROMOTION BOARD-** A Promotion Board will be created that consists of Upper Staff along with Senior Officers. The board will consist of four Senior Cadets. Cadets under review will be evaluated on their performance by the Promotion Board. Cadets must wait for admittance to the Board. Cadets will wait at PARADE REST, Knock once, and the wait for permission to enter. On the command ENTER, cadets will enter through the door, take the most direct path through the room and report into the Head of the Board. The cadet will then say, "Cadet *"insert rank. name"* reports as ordered, sir/ma'am." The Cadet then will wait for permission to be seated. The Cadet will then sit at ATTENTION and answer the following questions. There will be one question on the Chain of Command, Drill, Current Events, and the Uniform. On completion of the questions, the cadet will be dismissed. The cadet will then stand at ATTENTION, PRESENT ARMS and wait for the Head of the Board to return the salute. Upon this, the cadet will make an ABOUT FACE and take most direct route out of the room.

During the Board, Cadets will be evaluated on the following aspects:

- Military Bearing
- Knowledge of Drill
- Knowledge of Uniform
- Knowledge of the Chain of Command
- Knowledge of Current Events
- Following of Proper Procedure

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**PROMOTION TEST-** All cadets seeking promotion will be required to take a Promotion Test. The Promotion Test will be a 100 question examination. This examination will be comprised entirely of information from the Cadet Guide and the Drill and Ceremonies Booklet.

**ACADEMIC GRADE-** Each cadet's most recent Academic Grade for AFJROTC will be calculated into Cadet Promotions. The instructors shall provide a list of all cadets and their most recent grade for AFJROTC. The most recent grade shall be the grade that was published on their most recent report card/progress report.

**PT TEST-** All cadets are required to take the PT on the first Friday of every month. The PT test is consisted of 1.0 mile run, push-ups, and sit ups (done with in 1.5 minutes). Once the test is completed, each cadet is given a composite score from the test. The most recent score for each cadet will count towards a cadet's promotion.

**COMMUNITY SERVICE-** AFJROTC is responsible for completing community service in the local area; AFJROTC sponsors many community service events and cadets are encouraged to sign up for these events. All AFJROTC events and hours are logged into WINGS. The number of hours each cadet fulfills towards AFJROTC sponsored events will count towards a cadet's promotion. For any community service events that are not sponsored by AFJROTC, only one hour goes toward the October promotion and four hours goes toward the may promotion.

The Group Staff will then comprise the five scores into a cumulative score for each Cadet. The Cadets will then be rank ordered and a set percentage of cadets will be promoted. This percentage varies on a year to year basis that is dependent upon number of cadets throughout the Corps and each AS Class, this percentage varies from approximately 75 percent to 85 percent.

**STEP-PROMOTION-** Step-Promotions are given to AS1 cadets only in the first semester ceremony. When giving Step-Promotions the AS1 instructors look at if the cadet has an A in JROTC, no discrepancies, they are involved in a job and/or team in the program, and they are doing well in PT. There is no maximum or minimum number of cadets that may receive the promotion. The AS1 instructors may chose a cadet for the promotion if they feel like they deserve the award.

## CHAPTER THIRTEEN

### 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.

Ribbons will not be worn with Medals. Medals may be worn with the service dress uniform for formal and semi formal occasions of a limited nature (such as Dining ins/outs, Military Ball, change of command ceremonies, award ceremonies, picture days or other formal events specified by the SASI). Medals may not be worn on regular uniform days. Place Medals on the mounting rack in the proper precedence.

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.

Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specified in the cadet guide or Unit operating Instructions.

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

#### Order of precedence of AFJROTC Medals and Ribbons

AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National- level award twice during their AFJROTC career (this does not apply to national competition awards).

Guidelines for National Awards should be followed to the fullest extent possible; deviations from established award criteria will not be the norm, but based on a case, by case basis. Unit Must uphold the "Spirit of intent" of an award.

Order of precedence of AFJROTC Medals and Ribbons

(\*\* means they are no longer eligible for wear after AUGUST 2021)

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
6. Air Force Association Award
7. Daedalian Award
8. American Legion Scholastic Award
9. American Legion General Military Excellence Award
10. American Veterans Award
11. Reserve Officers Association Award
12. Military Order of World Wars Medal
13. Military Officers Association Award
14. Veterans of Foreign Wars (VFW) Award
15. Military Order of the Purple Heart
16. Air Force Sergeants Association Award
17. Tuskegee Airman Inc. AFJROTC Cadet Award
18. The Retired Enlisted Association Award
19. Celebrate Freedom Foundation Award
20. Air Commando Association Award
21. Distinguished Unit Award with Merit
22. Distinguished Unit Award
23. Outstanding Organization Award
24. Outstanding Flight Ribbon
25. Top Performer Award
26. Outstanding Cadet Ribbon
27. Leadership Ribbon
28. Achievement Ribbon
29. Superior Performance Ribbon
30. Academic Ribbon
31. Cadet Leadership Course (CLC) Ribbon
32. Special Teams Placement Ribbon
33. Joint/All-Service National Competition Ribbon
34. Air Force Nationals Competition Ribbon
35. Orienteering Ribbon
36. Leadership Development Ribbon
37. Drill Team Ribbon
38. Color Guard Ribbon

39. Sabre Team Ribbon
40. Marksmanship Ribbon
41. Good Conduct Ribbon
42. Service Ribbon
43. Health and Wellness Ribbon
44. Recruiting Ribbon
45. Activities Ribbon
46. Attendance Ribbon
47. Dress and Appearance Ribbon
48. Longevity Ribbon
49. Bataan Death March Memorial Hike Ribbon
50. Patriotic Flag Ribbon

Grandfathered awards - Cadets receiving these national-level awards listed below (items 51 - 58) prior to 30 July 2018, and wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021 (grandfathered). Medals may be worn on the semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, award ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

These ribbons may be worn by cadets (if earned prior to 30 July 2018) during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. These Ribbons will no longer be eligible for wear after 1 August 2021.

51. Daughters of the American Revolution Award
52. National Sojourners Award
53. Sons of the American Revolution Award
54. Scottish Rite, Southern Jurisdiction Award
55. Sons of the Union Veterans of the Civil War Award
56. Sons of the Confederate Veterans H.L. Hunley Award
57. National Society United States Daughter of 1812
58. Non-Funded National Awards ( i.e., NCOA, National Society, Daughters of Founders and Patriots of America, American Military Retirees Association “ LEAP”, United Daughters of the Confederacy etc.)

Cadets receiving these Civil Air Patrol (CAP) Awards listed below (Items 59 - 63) prior to 30 July 2018, and who wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021.

59. General Carl Spaatz Award
60. General Ira C. Eaker Award
61. Amelia Earhart Award
62. General Billy Mitchell Award
63. General J.F. Curry Achievement Award

AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. It is up to what equivalent AFJROTC ribbon to issue.

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.

Description and Criteria of AFJROTC Medals and Ribbons. Ribbons will not be worn with medals (only the medals will be worn) NOTE: medals will not be worn on regular uniform days or during any type of competition, ie., Drill, CyberPatriot, Academic Bowl, etc.

## **Descriptions and Criteria**

### **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. Ribbon for this award may be worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days.

### **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. Ribbon for this award may be worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days.

### **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. For each additional award earned an additional small silver star will be awarded.

### **Silver Star Community Service with Excellence Award**

Award consists of a ribbon with 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 accomplished IAW published guidance (AFJROTCI 36-2010). Countable hours will be the period from 11 April (previous year) to 10 April (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. Ribbon must be purchased from a vendor using MilPer funds. For each additional award earned an additional large silver star will be awarded.

### **Community Service and 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. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

National-Level Awards:

These items must be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, award ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for these awards may be worn on the cadets ribbon rack and worn on regular uniform days.

Medals will not be worn on regular uniform days or during any type of competition, i.e., Drill, CyberPatriot, Academic Bowl etc.

**Air Force Association (AFA) Award**

Cadets may only receive this award once. This is an AFA-Sponsored award and is presented annually to the outstanding second-year cadet (in a Three year program) or a Third-year cadet (In a four year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. The award recipient must possess/meet the following criteria:

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

**Daedalian Award**

Cadets may only receive this award once. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus,, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. The 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. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. This annual award recognizes one outstanding third-year cadet at each unit that meets the following:

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

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.

### **American Legion Scholastic Award**

Cadets may only receive this award once. Ribbon for this award may be worn on regular uniform days and worn on the cadet's ribbon rack. Medals will not be worn on regular uniform days or during any competition. 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 four year program) based on the cadets overall scholastic achievements. Each cadet must:

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

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.

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

Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. 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 four-year program) based on the cadet's overall military excellence. Each cadet must

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

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.

### **American Veterans (AMVETS) Award**

Cadets may only receive this award once. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any competition. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

1. A positive attitude toward AFJROTC programs and service in the Air Force.
2. Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).

3. Personal attributes (initiative, dependability, judgment, and self-confidence).
4. Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
5. Obtained a grade of "A" (or the numerical equivalent) in their AS class.
6. Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

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.

### **Reserve Officer Association (ROA) Award**

Cadets may receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually for military and academic achievement to a third-year cadet (fourth-year cadet in a four year program). The recipient must possess individual characteristics contributing to leadership such as:

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

The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

### **Military Order of World Wars Award**

Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to 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.

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.

### **Military Officers Association of America (MOAA) Award**

Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding second-year cadet (third-year cadet in a four year program) who shows exceptional potential for military leadership. Each cadet must:

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

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.

### **Veterans of Foreign Wars (VFW) Award**

Cadets may only receive this award once. Ribbon may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding second or third-year cadet in a three-year program (third or fourth-year cadet in a four year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

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.

### **Military Order of Purple Heart Award**

Cadets may only receive this award once. Ribbon may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is annually recognizes an outstanding underclassmen (first, second or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible). Each Cadet must:

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

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.

### **Air Force Sergeants Association (AFSA) Award**

Cadets may only receive this award once. Ribbon may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a four-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each Cadet mu

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

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.

### **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Award**

Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. This award is presented annually to two cadets. Cadets must be first-year, second-year, or third-year cadets (in a three- or four-year program) and must meet the following criteria.

1. Attain a grade of "B" or better in their AS class.
2. Be in good academic standing.
3. Actively participate in cadet corps activities.
4. Participate in at least 50% of all unit service programs.

The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons [er year. AFJROTC units requesting replacement ribbon must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

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

Cadets may only receive this award once. 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. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

### **The Celebrate Freedom Foundation**

Cadets may only receive this award once. The awards program recognizes ninth, tenth, eleventh and twelfth grade students (including homeschooled students ) enrolled in AFJROTC. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular days or during any type of competition. The SASI may go online at [www.gocff.org/jrotc](http://www.gocff.org/jrotc) to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination.

1. Outstanding personal appearance (Uniform and Grooming)
2. Display personal attributes such as initiative, service judgement and self confidence
3. Courteous demeanor ( promptness, obedience, and respect for customs)
4. Growth Potential (capacity for responsibility, high productivity, and adaptability to change)
5. Possess the highest personal and ethical standards and strong positive convictions
6. Shows the potential and desire to pursue a military career
7. Rank in the top 5% in his/her class with a grade of A or numerical equivalent
8. Rank in the top 15% of his./her academic class
9. Demonstrates a positive attitude (toward AFJROTC and school)

### **Air Commando Association Award**

Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadets ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

### **Distinguished Unit Award with Merit (DUAM)**

Award consists of a Ribbon awarded to cadets enrolled during the same academic year in which 1. The Unit receives a HQ AFJROTC Evaluation with an overall rating of Exceeds Standards and 2. The Unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The Unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

### **Distinguished Unit (DUA)**

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

### **Outstanding Organization Award**

A ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate that will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

### **Outstanding Flight Ribbon**

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

Wando SC-872 Criteria: (based comparatively in the following areas)

1. Grades
2. Community service
3. PT
4. Behavior

### **Top Performer Award**

The award consists presented/awarded only by Headquarters, AFJROTC Personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn on the cadets duration of a cadet's tenure in AFJROTC. Consideration for the top performer award. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASI's may nominate) a maximum of 2 % of a units cadets based on a cadets performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the units assessment. Leadership qualities: Involvement and positions held in Leadership Development Requirements activities. Academic Performance: nominee must be good in academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

### **Outstanding Cadet Ribbon**

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

### **Leadership Ribbon**

A ribbon awarded for outstanding performance, at the discretion of the SASI, 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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Achievement Ribbon**

A ribbon awarded, by discretion of the SASI, for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a one-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf

### **Superior Performance Ribbon**

A ribbon awarded, by discretion of the SASI, 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. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Academic Ribbon**

A ribbon awarded, by discretion of the SASI, for academic excellence as signified by attaining an overall grade point average of at least a “B” for one academic term, in addition to an “A” average in AFJROTC. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Leadership School Ribbon**

A ribbon awarded, by discretion of the SASI, 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 a Bronze Star. Limit the Silver Star to 10% of the class.

### **Special Teams Competition Ribbon**

A ribbon awarded to team members for placing First, Second or Third in an Air Force or Joint service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Sabre Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and on regular uniform days.

### **Joint/ All-Service National Competition Award**

A medal/ribbon awarded to team members who competed at a Joint/All-Service national-level competition include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Sabre Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and on regular uniform days.

### **Air Force Nationals Competition Award**

A medal/ribbon awarded to team members who competed at an Air Force only national-level competition include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Sabre Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and on regular uniform days.

### **Orienteering Ribbon**

A ribbon awarded to team members, by discretion of the SASI, for completing a unit-specific orienteering program as part of unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Leadership development requirement (LDR) Leadership Ribbon**

A ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development requirement activities ( such as but not limited to PT Team Commander, orienteering team commander, drill team commander, color guard team commander, dining- in chairperson, military ball chairperson etc.) For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Drill Team Ribbon**

Based on the SASI's discretion, 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 three drill performances i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Wando SC-872 Criteria:

1. One year of steady attendance
2. Attend at least one Drill Competition

### **Color Guard Ribbon**

Cadets must perform at least 5 color guard performance events to receive the ribbon(cumulative). For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the

Wando SC-872 Criteria:

1. One year of steady Attendance
2. Attend At least one drill competition

### **Sabre Team Ribbon**

Cadets must perform at least three sabre team performance events to receive this ribbon (cumulative). For each additional each ribbon an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Wando SC-872 Criteria:

1. One year of steady Attendance
2. Attend at least one drill competition

### **Marksmanship Ribbon**

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

Wando SC-872 Criteria:

1. Must be a cadet on the team for an entire Academic year
2. Cadet must have continuous attendance

### **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. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will used for the award of the fifth bronze oak leaf cluster. (By discretion of the SASI).

### **Service Ribbon**

AA ribbon award 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, Sabre Teams, and Color Guard Teams alone do not qualify for the service ribbon, See above criteria for those ribbons, unless community service hours are also awarded) For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the the award of the fifth bronze oak leaf cluster.

### **Health and Wellness Ribbon**

A ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the units 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 clusters, will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of Bronze, Silver or Gold percentile will be denoted by the addition of another Star on the ribbon. Should a cadet subsequently score i the 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 clusters on the same ribbon. ( NOTE: The Physical Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

Wando SC-872 Criteria :

### **Recruiting Ribbon**

A ribbon awarded for outstanding effort in support of their unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. For each additional ribbon earned a Bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Activities Ribbon**

A ribbon awarded, by the SASI's discretion, for participation in Leadership Development Requirement (LDR) activities other than those that qualify for 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 awarded to the ribbon for each year membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Attendance Ribbon**

A ribbon awarded to cadets, by SASI's discretion, who have no more than three excused absences ( no unexcused) from AFJROTC Classes during an entire school year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth Bronze oak leaf cluster.

### **Dress and Appearance Ribbon**

A ribbon awarded, by discretion , to cadets who maintain a 90% or higher average on a weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Longevity Ribbon**

A ribbon awarded, by discretion of the SASI, for successful completion of each AFJROTC school year (semester with a 4x4 schedule). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Bataan Death March Memorial Hike Ribbon**

A ribbon awarded, by discretion of the SASI, to honor and remember the sacrifices of the victims and survivors of World War II's Bataan 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 (trials, 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 Associations Wounded Airman

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Program, The wounded Warrior Project, Special Operations warrior Foundation, etc. Ribbon may purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### **Patriotic Flag Ribbon**

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

CHAPTER FOURTEEN

**INDIVIDUAL AND FLIGHT AWARD**

Competition to determine the outstanding individuals and flights will be held each semester during the school year.

Each nine weeks, outstanding cadet airmen, NCOs and Junior Officers who make significant contributions to the Wando High School AFJROTC program may be nominated for the “Cadet of the Quarter” award. Each Flight Commander throughout the unit will submit the name of the top two Cadets in each Flight. This selection will be based upon the cadet’s attitude, and participation in after school activities along with Community Service. The names will then be forwarded to the AS1s for final selection and approval. Winners will be awarded the Achievement Ribbon.

The single AS1 and upper class flight excelling in flight competitions for each semester will be designated “Outstanding Flight of the Quarter” by the SASI and each member of that flight will be awarded the AFJROTC Outstanding Flight Ribbon.

The four single individuals represented AS4 will be designated “Outstanding Cadet of the Year” by a Cadet Board. That Flight’s Flight Commander will select one nominee from each flight with approval by an AS1 for AS1 and AS2 nominees. The SASI and Cadet Corps Commander will select five AS3 and five AS4 nominees. Final selection and approval is based upon the AS1’s decisions.

Wando AFJROTC has an Awards board to highlight the Top Performers in the Corps and in each Squadron (Logistics readiness squadron, Mission Support squadron, Public affairs Squadron and Team Squadron). The criteria is determined by each instructor.

CHAPTER FIFTEEN

**CERTIFICATES OF COMPLETION AND TRAINING**

1. **AFJROTC Graduate.** A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.
2. **Certificate of completion.** Passing grades in every credit granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.
  - a. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of two academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of three academic years of AFJROTC with SASI concurrence. AFJROTC Instructors administering a four-year program have the option of issuing an updated Certificate of Completion after four academic program years.
  - b. Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance
  - c. The AFJROTC Form 308, *AFJROTC Certificate of recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.
3. **Advanced Enlistment.** In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. In accordance with AFI 36-2002, Air force personnel Enlisted Accessions, Table 4.1, JROTC Cadets with ac completed three or four years of JROTC are eligible for the rank of E-3. Cadets with a completed two year are eligible for the rank of E-2.
4. **ROTC Course Credit.** A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. ROTC Scholarships are Senior ROTC controlled. Inquiries on scholarship-related issues should be made to Holm Center/RRUC.
  - a. See table below for more information:

GMC Accreditation						
JROTC	Military HS JROTC	CAP Awards	Service Academy/ Prep School/ Sister Service SROTC	Prior Military Service (Active Duty)	Prior Military Service (ARC)	Maximum Semesters Accredited
2 Years	2 Years	Mitchell	1 Semester	180 or more days of consecutive military service	BMT and 1 credible year of ARC service	1
3 or 4 Years		Earhart	2 Semester			2
N/A	3 Years	Spaatz, Eaker	3 Semester		ALS and 2 credible years of service	3
N/A	4 Years	N/A	4 Semester			4
POC Accreditation						
3 Years at a Service Academy/Sister Service SROTC.						1
Note: Cadets must complete at least one semester or two quarters in the AFROTC POC to be commissioned. Region/CC can accredit an additional semester of POC for an equivalent senior year.						

5. **Service Academy Nominations.** U.S.C Title 10 sets aside up to twenty nominations per Service Academy for “honor graduates of JROTC honor schools.”

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- a. Air Force Academy Nominations: students will apply for nomination to the Senior Aerospace Science instructor (SASI), SASI must certify that applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA Admissions for an AFJROTC Nomination Appointment form.
- b. Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to USNA and USMA Service Academies. The Service Academies will maintain a Distinguished Unit Award List so cadets who apply to academies on line will get additional consideration.
- c. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.