

L. Regulation 212-2
2011-2012

Awards and Decorations

	Paragraph	Page
Chapter 1		
Introduction		
Purpose	1-1	1
References	1-2	1
Notes	1-3	1
Chapter 2		
Ribbons		
Designation of Ribbons	2-1	1
List of Ribbons	2-2	2
Request Notes	2-3	2
Awarded-by Notes	2-4	4
Medal of Heroism and Superior Cadet Decoration	2-5	4
Team Ribbons	2-6	6
Wear of Ribbons	2-7	6
Replacement of Ribbons	2-8	7
Chapter 3		
Other Awards besides Ribbons		
Shoulder Chords	3-1	7
Arc Tabs	3-2	8
Medals	3-3	9
Medallions	3-4	10
Marksmanship Badges	3-5	10
Grey Berets	3-6	10
Academic Wreaths	3-7	11
Guidon Streamers	3-8	11
Chapter 4		
Requesting Awards		
Cadets Requesting Ribbons	4-1	11
Company Commander Requesting Ribbons	4-2	12
After Turning in a Request Form	4-3	12
Requesting Other Awards	4-4	12
Chapter 5		
Processing Awards		
Introduction	5-1	12
Finding Individual Cadets in JUMS	5-2	13
Entering Awards for Individuals	5-3	13
Entering Batch Awards	5-4	13
Creating and Printing Award Orders	5-5	13
Award Logs	5-6	14

Appendix A

List of Ribbons	15
Other Ribbons	18

Appendix B

Ribbon Request Form (L. Form 200-1)	19
Company Commander Ribbon Request Form (L. Form 200-2)	20
Replacement Ribbon Request Form (L. Form 200-3)	21

Appendix C

Map of Categories and Awards	22
Example Award Order	24

Glossary	25
-----------------	----

Chapter 1 Introduction

1-1. Purpose

The purpose of this regulation is to provide standards for, describe guidelines for, and to elucidate all issues concerning JROTC awards at the Sarasota Military Academy as they pertain to cadets. Its contents are unofficial.

1-2. References

This regulation is a compilation of the information in L. Regulations 210-2 and 211-1.

All information in this reference is to be in accordance with **CCR 145-2**. CCR 145-2 takes precedent over the information in this reference. Specifically, one should refer to Chapter 11, Appendix L, and Appendix M of CCR 145-2; they are Awards, JROTC Awards, and Precedence of Wear, respectively.

The JROTC Unit Management System (JUMS) is the system utilized for the entering and documentation of awards. For additional information about JUMS, reference the “JUMS How-to Guide” found on the Regimental X-Drive

CCR 145-2 Organization, Administration, Operation, Training and Support

AR 670-1 Wear and Appearance of Army Uniforms and Insignia

1-3. Notes

Unless stated otherwise in this document, masculine nouns and pronouns do not refer exclusively to men.

An example of an award order can be found in Appendix C.

Chapter 2 Ribbons

2-1. Designation of Ribbons

(CCR 145-2 Section 11-30, Appendix L)

a. Categories

Of the JROTC ribbons, there are four categories referred to as series.

Series 1 is Academic Awards. (10 designs)

Series 2 is Athletic Awards. (15 designs)

Series 3 is Military Awards. (5 designs)

Series 4 is Miscellaneous Awards. (7 designs)

b. The Origin of Certain Ribbons

CCR 145-2 designates some ribbons with universal meanings across the JROTC board and leaves other with the arbitrary description “Optional by SAI”.

- i. The ribbons that are clearly defined in CCR 145-2 may not have their meanings changed:

N-1-1 through N-1-6

N-2-1 through N-2-3

N-3-1 through N-3-11

N-4-1 through N-4-2

N-4-6 through N-4-7

- ii. The ribbons that are “Optional by SAI” are the following:

N-1-7 through N-1-10

N-2-4 through N-2-5

N-3-12 through N-3-15

N-4-3 through N-4-5

- c. Assigning New Ribbons

The process of assigning meaning to ribbons is usually undertaken by the Regimental Commander and/or the Regimental Staff. All suggested alterations must be approved by the SAI.

When assigning new meaning to ribbons, it is important that you consider a few things:

- 1) Consider the category that the ribbon is in and maintain that spirit in the new meaning.
- 2) Ensure that no two ribbons are too similar in meaning.
- 3) Ensure that the ribbon can be earned by more than one or two people. Make it pertain to the majority of the regiment; not just a select few individuals.

2-2. List of Ribbons

The list of ribbons for the 2011-2012 school year can be found in Appendix A.

2-3. Request Notes

Accompanying every ribbon description is a request note under the ribbon remarks. The five request notes are: Do Not Request, Company Commander Request, Army Instructor Request, Coaches’ Request, and May Request. Each request note has specific guidelines and criteria.

- a. Do Not Request

When “Do Not Request” appears under the remarks for a ribbon description, only the Regimental S1, Regimental S3, Regimental XO, Regimental CO, SAI, or other authorized personnel may award the ribbon. Ribbons reserved for the end-of-year award ceremony must be awarded by either the Regimental S1 or SAI. The “Do Not Request” ribbons are the following:

N-1-1	Distinguished Cadet Award for Scholastic Excellence
N-1-2	Academic Excellence Ribbon
N-1-3	Academic Achievement Ribbon

N-1-4	Perfect Attendance Ribbon
N-1-5	Student Government Ribbon
N-3-1	Directors of Army Instruction/Senior Army Instructor Leadership Award
N-4-1	Parade Ribbon
N-4-4	Superior Officer Award
N-4-5	Superior Noncommissioned Officer Award
N-4-7	Excellent Staff Performance Ribbon

b. Company Commander Request

When “Company Commander Request” appears under the remarks for a ribbon description, it is each company commander’s duty to apply for the ribbon for someone in his/her company. After reviewing the criteria for the ribbon, the company commander must determine who in his/her company is eligible for receiving it and submit a request to the Battalion S1 with the necessary justification (See “Company Commander Ribbon Request Form” [L. Form 200-2] located in Appendix B). The “Company Commander Request” ribbons are the following:

N-1-6	Leadership Development Service Ribbon
N-1-7	Spirit Ribbon
N-1-10	Advanced Writer’s Award
N-2-2	Physical Fitness Ribbon
N-2-3	ROTC Athletic Ribbon
N-3-2	Personal Appearance Ribbon
N-4-6	Service Learning Ribbon

c. Army Instructor Request

When “Army Instructor Request” appears under the remarks for a ribbon description, the recipient’s primary JROTC Instructor should take the necessary procedures for seeing that the cadet receives the ribbon. See “Army Instructor Ribbon Request Form” (L. Form 200-3) located in Appendix B. The “Army Instructor Request” ribbons are the following:

N-3-3	Proficiency Ribbon
N-3-9	Commendation Ribbon
N-3-10	Good Conduct Ribbon
N-3-11	JCLC Participation Ribbon
N-3-12	Superior Trainer Ribbon

d. Coaches’ Request

When “Coaches’ Request” appears under the remarks for a ribbon description, either the team coach or team captain must request the ribbon for the team member deserving of it. The “Coaches’ Request” ribbons are the following:

N-2-1	Varsity Athletic Ribbon
N-2-5	Raider Challenge Ribbon
N-3-4	Drill Team Ribbon
N-3-5	Orienteering Ribbon
N-3-7	Marksmanship Team Ribbon
N-3-8	Adventure Team Ribbon
N-4-3	Varsity Raider Award

e. May Request

When “May Request” appears under the remarks for a ribbon description, any cadet who feels deserving of the ribbon may request it. The cadet must have justification for receiving the ribbon and

must utilize the Chain of Command properly. See “Ribbon Request Form” [L. Form 200-1] located in Appendix B.) The “May Request” ribbons are the following:

N-1-8	ASVAB Achievement Ribbon
N-1-9	Academic Initiative Ribbon
N-2-4	Army Physical Fitness Test Ribbon
N-3-6	Color/Honor Guard Ribbon
N-3-13	Fundraiser Ribbon
N-3-14	Communications Excellence Ribbon
N-3-15	Community Service Ribbon
N-4-2	Recruiting Ribbon

2-4. Awarded-By Notes

Accompanying every ribbon description is an awarded-by note under the ribbon remarks. The four notes are Battalion Staff, Regimental Staff, end-of-year ceremony, and RXO.

- a. Depending on the magnitude of the award, as well as for practicality, ribbons are divided up between Battalion Staff and Regimental Staff. This simply refers to which S1 should put the orders through for that particular ribbon.
- b. Some awards are reserved for the end-of-year award ceremony and are designated as such. These ribbons are not to be handed out at any other time. Speak with the SAI about which of these awards he/she will put through and which awards the Regimental Staff should put through.
- c. Only for N-4-7 does “Awarded by RXO” appear. The reason for this is because no staff member should put through his/her own award; thus, the RXO should put this award through. If the RXO is deserving of this award, either the Regimental S1 or Regimental Commander can put the orders through.

2-5. Medal of Heroism and Superior Cadet Decoration

(CCR 145-2 sections 11-6 and 11-7)

The Medal of Heroism and Superior Cadet Decoration are described in sections 11-6 and 11-7, respectively, of CCR 145-2.

Quoting CCR 145-2:

11-6. Medal of Heroism (ROTC and NDCC)

- a. Criteria. The Medal of Heroism is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC Cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.
- b. Nominations will be—
 - (1) Initiated by the SAI based on achievements described above. Such acts may have been accomplished while on or off the institution property.
 - (2) Submitted by the SAI to the appropriate subordinate commander concerned for approval or disapproval. A DA Form 638 (Recommendation for Award) or a letter will be used.

Statements of eyewitnesses (preferably in the form of certificates, affidavits, or sworn statements), extracts from official records, sketches, maps, diagrams, or photographs will be attached to support and amplify stated facts. The final approval authority is the Brigade Commander.

- c. Requisitions for the medals may be submitted, through the supporting installation, to Defense Personnel Support Center, ATTN: DPSC-T, 2800 South 20th Street, Philadelphia, PA 19101.
- d. Presentation of this award will be made during an appropriate ceremony by a general officer or other senior officer of the Active Army. Exceptions to this may be approved by the Brigade Commander.

11-7. Superior Cadet Decoration (JROTC)

- a. The Superior Cadet Decoration (JROTC) is awarded by DA and is limited to one outstanding Cadet in each LET level in each JROTC or NDCC unit.
- b. To be considered eligible for this award, an individual must be—
 - (1) A JROTC or NDCC Cadet.
 - (2) In the top 10% of his/her JROTC/NDCC class academically and in the top 50% of his/her class in overall academic standing.
 - (3) Recommended by SAI and principal/head of institution.
- c. Nominations for this award will be made by the SAI based on results of a selection board. The composition of the board will be—
 - (1) Be mutually agreed upon by the SAI and the head of the institution.
 - (2) Provide military and civilian representation.
 - (3) Be sufficiently competent to evaluate the individual, using certain criteria and procedures prescribed by this regulation.
 - (4) Have the SAI as president of the board.
 - (5) Include Active Army members who may be assigned and at least one authorized JROTC or NDCC instructor who has regularly instructed the class in which the Cadet being considered is a member.
 - (6) Include one or more selected civilian school official or faculty member not to exceed one-third of the board members.
- d. The selection board (described in paragraph (c) above) will be constituted at the beginning of the school year and the members will observe the performance of the students in order to make sound selections. The president will convene the board at a date not later than two months before the schedule end of the academic year, to review Cadet records, and select the nominee of the award in each class. The criteria and the point weights for use in selection of recipients will be based on a maximum of 300 points, as follows (table 11-1):

Table 11-1
Selection criteria and point weights

Criteria Points

Military scholarship and grades (grades earned in JROTC or NDCC course) --- 50

Academic scholarship and grades (grades earned in all courses other than JROTC or NDCC) --- 50

Military leadership --- 50

Academic leadership (separate from academic grades attained in JROTC, NDCC, and regular courses. Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.) --- 50

Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of Cadet's performance) --- 100

Total points ---300

- e. Nominations will be forwarded annually to the brigade to be received not later than 45 days before the end of the academic year. Nominations will be typed on a single sheet of bond paper, size 8 ½ by 11 inches, showing the name of

the school, the full name of each nominee, the class-year, and the signature of the SAI. If a multiple-unit selection board is convened, the DAI may endorse the nominations, but will not delay them. The nominations must be submitted by each school to the appropriate subordinate commanders and will not be placed on a consolidated list for forwarding purposes. The SAI will retain nominations of file for 2 years following receipt.

- f. Brigade will approve the nomination by signing the proper certificate (DA Form 1773-1 (JROTC) or DA Form 1773-3 (NDCC)). These forms are available through Brigade channels and will be presented with the award. Approval and signature authority may be delegated to the DAI/SAI via published guidance from the Brigade.
- g. The award consists of the blue pendant ribbon, blue-ribbon bar and clip, lapel button, and case with the appropriate certificate. For subsequent awards see paragraph 11-23d. Requisitions for the medals may be submitted, through the supporting installation, to Defense Personnel Support Center, ATTN: DPSC-T, 2800 South 20th Street, Philadelphia, PA 19101.
- h. The names of the recipients will be announced annually by the SAI at a close-of-the-year ceremony. The SAI will notify appropriate news agencies in order that suitable new release may be given to hometown and local press. It is not necessary to advise HQDA of the names of the recipients of the awards.

2-6. Team Ribbons

a. Ribbons for Team Competitions

Many JROTC competitions, especially district and state meets, award a participation ribbon. The design of each ribbon is subject to change each year and may even have the same design as another ribbon.

b. Other Team Ribbons

Each JROTC team reserves the right to award ribbons (as well as medals and medallions) for unique reasons, e.g., most improved, state champion, etc.

2-7. Wear of Ribbons

a. Precedence of Wear

i. JROTC Ribbons

All JROTC ribbons are to be worn in descending number from the wearer's top right to bottom left. For example, N-1-1 followed by N-1-2 followed by N-1-3, etc., and N-1-X followed by N-2-X followed by N-3-X, etc. The Superior Cadet Ribbon is placed before N-1-1. The Medal for Heroism is placed before the Superior Cadet Ribbon.

ii. Team Ribbons

Team ribbons are to be worn after JROTC ribbons in a non-specific order (unless directed otherwise).

iii. Other Ribbons

For other ribbons, depending on the ribbon's prestige and designation, some will be worn before JROTC ribbons, and some will be worn after JROTC ribbons.

Ribbons on the "Other Ribbons" list in Appendix A are to be worn before JROTC ribbons.

Do not place a ribbon within the set of JROTC ribbons.

b. Alignment of Ribbons

Males will wear ribbons centered 1/8 inch above the left pocket flap. Ribbons will not extend beyond the seam where the front of the blouse meets the back of the blouse.

Females will wear ribbons centered on the left side of the uniform so that the bottom edge of the ribbons is parallel with the bottom edge of the nameplate. Ribbons will not extend beyond the seam where the front of the blouse meets the back of the blouse.

c. Multiple Awards, Lamps

(CCR 145-2 section 11-30d)

“Multiple awards of any ribbon or medal will be designated with a lamp device as follows: 2nd award, bronze lamp; 3rd award, silver lamp; 4th award, gold lamp; 5th award, one gold lamp and one bronze lamp; 6th award, one gold lamp and one silver lamp; 7th award, two gold lamps; and so on. (In no case will more than one of the same ribbon, medal or medallion be worn).”

2-8. Replacement of Ribbons

If a cadet requires a replacement for a ribbon he or she has already earned, the cadet must fill out the Replacement Ribbon Request Form (L. Form 200-3). There is no limit to the number of times a cadet may request a replacement of the same ribbon; however, it is up to the discretion of the Company Commander, the First Sergeant, or the Army Instructor for whether or not the request will be honored.

Chapter 3 Other Awards besides Ribbons

3-1. Shoulder Cords

(CCR 145-2 section 10-19f)

a. About Shoulder Cords

“Shoulder cords may be procured at Government expense (subject to funding availability). Solid, single color, or multi-color shoulder cords may be designed and authorized to designate a host institution, unit, activity, or Cadet position. Shoulder cords must be approved by USACC.”

In short, it is important to note that schools can create their own shoulder cords with the approval of the 6th JROTC Brigade. (See SAI for specifics.)

b. JROTC Shoulder Cords as listed in CCR 145-2

“Shoulder cords will be used to designate participation in integrated-curricular activities including but not limited to:

“(a) Color guard: white (Cable #65005).

“(b) Drill activity: red (Cable #65006).

“(c) Musical activity: blue (Cable #70147).

“(d) Marksmanship activity: tan (Cable #65015).

“(e) Honor organizations, such as national and local honor societies: gold (Cable #70157).

“(f) Orienteering activity: green (Cable #70063).

“(g) Adventure-type activity: black (Cable #65018).

“(h) Honor guard: orange (Cable #65004).”

“Shoulder cords will be awarded only to a bona fide team, squad, or other group members, not Cadets participating in training.”

- c. Shoulder Cords for the Sarasota Military Academy
 - a. Academic Achievement: yellow: awarded for having a cumulative un-weighted GPA of 3.500 or higher: see SAI
 - b. Academic Olympics: purple: awarded for regular participation in Academic Olympics: see Academic Olympics coach
 - c. Best Raider Competition: black and yellow: awarded for participation in the annual Best Raider Competition: see Raider Team coach
 - d. Color Guard: white: awarded for being on a color guard team: see SAI
 - e. Drill Team: red: awarded for being on Drill Team for one complete season: see Drill Team coach
 - f. Drill Team Commander: red and white: awarded for commanding a varsity element on Drill Team for one complete season: see Drill Team coach
 - g. JLAB: dark teal: awarded six varsity members of the leadership team and to the six varsity members of the academic team: Instructor in charge of JLAB
 - h. Mu Alpha Theta: color undetermined: awarded for regular participation in Mu Alpha Theta as determined by its by-laws: see Mu Alpha Theta sponsor
 - i. National Honor Society: gold and blue: awarded for being a member of the National Honor Society: see National Honor Society sponsor
 - j. Raider Team: black: awarded for being a member of the Raider Team: see Raider Team coach
 - k. Raider Team Leadership: black and orange: awarded to Raider Team Commander, First Sergeant, Executive Officer, Male Team Commander and Female Team Commander: see Raider Team coach
 - l. Rifle Team: tan: awarded to members of the Rifle Team: see Rifle Team coach

- d. Wear of Shoulder Cords
 - i. Shoulder cords will be worn only one per shoulder.
 - ii. If wearing two team cords, the precedence of the cords will be directed by the teams' coaches.
 - iii. If wearing an academic cord and a team cord, the team cord will be worn on the left shoulder, and the academic cord will be worn on the right shoulder.
 - iv. A Drill Team cord and a Drill Team Commander cord may not be worn simultaneously.
 - v. A Raider Team cord and a Raider Team Leadership cord may not be worn simultaneously.
 - vi. A National Honor Society cord and an Academic Achievement cord may not be worn simultaneously.

Note: Academic cords are comprised of the Academic Achievement cord and the National Honor Society cord

3-2. Arc Tabs

(CCR 145-2 section 10-19)

- a. List of Arc Tabs
 - a. Band: blue: awarded to members of Music Battalion: see Music Battalion AI
 - b. Bushmaster: black: awarded to those promoted to the rank of Bushmaster: see Raider Team coach
 - c. Color Guard: white: Awarded to members of a varsity Color Guard team and to cadets who have participated in at least five color guards and have commanded at least one color guard: see SAI
 - d. Drill Team: red: awarded for being on Drill Team for one complete season: see Drill Team coach
 - e. Honor Guard: white: awarded to cadets who have participated in at least five honor guards and have commanded at least two honor guards: see SAI or AI

- f. P.T. Excellence: black: awarded to those who complete the P.T. Excellence worksheet: see Raider Team coach
- g. Raider: black: awarded to those promoted to the rank of Raider: see Raider Team coach
- h. Repelling: black: awarded to those who complete the Repelling worksheet and have attained the rank of Bushmaster: see Raider Team coach
- i. Rifle Team: tan: awarded for being on the Rifle Team for one year: see Rifle Team coach
- j. Sabre Guard: yellow: awarded for participation in the annual military ball sabre guard: see sabre guard coordinator or S5
- k. Scout: black: awarded to those promoted to the rank of Scout: see Raider Team coach
- l. Summer Camp: brown: awarded to those who attend JCLC: see SAI

b. Wear of Arc Tabs

Arc tabs will be worn in one line of a non-specific, tasteful order with 1/8-inch spacing between arc tabs.

For males, arc tabs will be worn centered and on the right pocket beginning 1/8 inch below the pocket flap and proceeding downwards. All arc tabs must be fully contained within the pocket; arc tabs may not extend below the pocket.

For females, arc tabs will be worn centered below the nameplate. Depending on figure, arc tabs should begin approximately 1/8 inch below the nameplate and will proceed downwards. The appearance of arc tabs must be tasteful and not excessive. Under no circumstance will the arc tabs extend below the pant line.

Note: Scout, Bushmaster, and Raider arc tabs may not be worn with each other.

3-3. Medals

a. Criteria for Earning a Medal

Each ribbon in JROTC has a corresponding medal; however, at SMA, very few ribbons are given with their accompanying medal. To earn a medal is simply to earn the ribbon it's given with.

b. Medals Awarded with Ribbons

The medals that are awarded with ribbons include, but are not limited to, the following: Medal for Heroism, Superior Cadet, N-1-1, N-1-2, N-3-1, N-4-4, N-4-5, various team ribbons, and ribbons given by outside organizations during the end-of-year award ceremony.

c. Peacock Military Academy Superior Kadet Award

The Peacock Military Academy Superior Kadet Award is a medal lacking an accompanying ribbon.

d. Wear of Medals

For males, medals are to be worn centered 1/8 inch below the top of the left pocket flap.

For females, medals are to be worn centered on the left side of the uniform so that the top edge of the ribbons is parallel with the bottom edge of the nameplate.

Medals are to be worn with the same precedence of wear as ribbons (see 2-7 a).

3-4. Medallions

a. Criteria for Earning a Medallion

Each medallion has its own criteria and method of awarding. Medallions are usually awarded by organizations outside of SMA. The majority of medallions are awarded for the following things: winning a Knock Out competition at a drill meet, winning an individual event at a Raider meet, and winning a prestigious Rifle Team match.

b. Wear of Medallions

(AR 670-1 Sections 29-8 and 29-10)

Medallions may be worn with the class A uniform and will be worn with the neckband ribbon around the neck, outside the shirt collar and inside the coat collar, with the medal hanging over the necktie. An individual may not wear more than two decorations with neck ribbons at one time. The decoration with the highest precedence is worn suspended above the other.

3-5. Marksmanship Badges

(CCR 145-2 section 11-29, Appendix N)

a. Criteria for Earning a Marksmanship Badge

Marksmanship badges are awarded depending on skill when precision shooting with an air rifle on the Rifle Team. The badges are awarded by the Rifle Team coach. Consult CCR 145-2 appendix N for specifics.

b. Different Marksmanship Badges

There are three marksmanship badges which correspond to different skill levels. In order from most prestigious to least, they are the following: Expert, Sharpshooter, Marksman.

c. Wear of Marksmanship Badges

For the class A uniform and Class B uniform, marksmanship badges will be worn centered on the flap of the left breast pocket.

3-6. Grey Berets

a. Criteria for Earning a Grey Beret

The Grey Beret is a Raider Team award. Its criteria are subject to change by the Raider Commander and Raider Coach.

b. About the Grey Beret

As well as being a physical award, Grey Beret (or Raider) is also a rank in Raiders.

c. Wear of Grey Berets

Grey Berets are to be formed in the same fashion as scarlet berets. A Raider arc tab will be placed where the flash would go on a scarlet beret. Grey Berets can be worn in any uniform in which the scarlet beret would be worn.

3-7. Academic Wreaths

(CCR 145-2 section 10-15)

a. Criteria for Earning Academic Wreaths

Academic Wreaths are awarded for the same criteria as the Academic Achievement Ribbon (N-1-3). That is, to cadets with an A average in JROTC and at least a B average in all other subjects.

b. Wear of Academic Wreaths

Academic wreaths are to be worn only during the academic term following the term when the cadet earned it. The wreath is worn centered immediately above the right breast pocket.

3-8. Guidon Streamers

a. List of Guidon Streamers and their Criteria

- a. Service Learning: Blue on Grey: Awarded to the company in each battalion which has the highest participation rate of that battalion.
- b. Spirit: Yellow on Blue: Awarded each month to the company which wins the Spirit competition.
- c. Cadet Challenge: Black on Yellow: Awarded each semester to the company in each battalion with the highest average for the Cadet Challenge.
- d. Parade: White on Purple: Awarded after the Veterans' Day Parade to the company in each battalion which was the most "squared away."
- e. AFI: Black on Tan: Awarded to the company in each battalion which scores the highest during the annual AFI.

b. Display of Guidon Streamers

Guidon Streamers are to be displayed on the guidon of the company which earned them, and fixed just below the spade but above the colors.

Chapter 4 Requesting Awards

Note: In this chapter, the tasks assigned to a Company Commander may be undertaken by a First Sergeant instead.

4-1. Cadets Requesting Ribbons

If a cadet feels deserving of a ribbon, he may request it, granted that it is classified as a "may request ribbon." These ribbons can be found in section 2-3a.

To go about requesting one of these ribbons, the cadet in question will procure the Cadet Ribbon Request Form (L. Form 200-1, Appendix B), fill it out completely, attach any necessary documents to it, and then send it up the Chain of Command to the Company Commander.

If the cadet meets all the requirements for the ribbon and provides all the necessary justification, the Company Commander will sign the request form on the appropriate line. For further verification, the request form will then be given to the cadet's respective Army Instructor.

If the cadet meets all the requirements for the ribbon and provides all the necessary justification, the Army Instructor will sign the request form on the appropriate line. Then, the form will be returned to the Company Commander who will then give the form to the respective battalion S1.

4-2. Company Commanders Requesting Ribbons

If a Company Commander recognizes that one of his cadets has met the requirements for one of the “Company Commander Request” ribbons, he will request the ribbon for the cadet. The “Company Commander Request” ribbons are found in section 2-3b.

To request one of these ribbons, the Company commander will procure the Company Commander Ribbon Request Form (L. Form 200-2, Appendix B), fill it out completely, attach any necessary documents to it, and then, after assuring that all the necessary justification is present, sign on the appropriate line. For further verification, the request form will then be given to the respective Army Instructor.

If the cadet for whom the request is being made has indeed met all the necessary requirements, and if the request form is properly completed, the Army Instructor will sign the appropriate line. Then, the form will be returned to the Company Commander who will then give the form to the respective battalion S1.

4-3. After Turning in a Request Form

After a Company Commander turns in a request, within five business days, he should receive from the S1 either a signed award order or an explanation of why the request was denied. If more than five days elapse without a response from the S1, the Company Commander should then make an inquiry to the S1 about the status of the award.

When a Company Commander receives an award order, he will, if applicable, ensure the Order’s accuracy. The Company Commander will then take the order to Supply where the Supply Officer will provide the appropriate awards. At his discretion and in a timely fashion, the Company Commander will then award it to the cadet.

4-4. Requesting Other Awards

Any award not found on either the Ribbon Request Form or the Company Commander Ribbon Request Form is not to be requested. The remaining ribbons and all other awards will be awarded by the Regimental Staff.

Chapter 5 Processing Awards

5-1. Introduction

a. The Company and Battalion Level

When a battalion S1 receives a ribbon request form, either he, or an authorized assistant, will award the ribbon.

Before awarding the ribbon, the S1 will verify that the appropriate form was used (L. Form 200-1) and that the following items are completely filled out: the cadet’s first and last name, the cadet’s company, the cadet’s battalion, and the date; and that the following signatures are present: the Company Commander or First Sergeant’s signature and the Army Instructor’s signature. If this information is missing or falsified, the S1 will return the request form to the Company Commander and explain why the request could not be accepted.

If all the necessary information is present, the S1 will proceed to enter the award into JUMS. (See following sections.)

After the award is processed and the award order is created, the S1 will give the signed award order to the respective Company Commander.

b. The Regimental Level

At the regimental level, there are no request forms or things of that nature. The S1 will be tasked with entering and processing awards by the Regimental CO, RXO, SAI, or another leader.

c. Categories of Awards

A map of the categories of awards and the awards therein (as found in JUMS) can be found in Appendix C.

5-2. Finding Individual Cadets in JUMS

To locate a cadet using JUMS, use the following procedures:

1. Log onto JUMS by selecting a User and entering the corresponding Password.
2. Click the tab **Cadets** located in the top left.
3. Under the **Cadets** page, click the tab **Find** located in the top left.
4. The **Cadet Selector** window will appear. Double-click on the name of the cadet you desire.

5-3. Entering Awards for Individuals

To enter awards for individuals, use the following procedures:

1. Select the cadet you desire using the procedures described in section 5-1.
2. Click the **History** tab.
3. Click the **Awards** tab.
4. Click **New**.
5. The **New Awards** window will appear; select the **Category** and **Award** from the list boxes.
6. Click **Save**.

5-4. Entering Batch Awards

To enter batch awards, use the following procedures:

1. Log onto JUMS by selecting a User and entering the corresponding Password.
2. Click the tab **Cadets** located in the top left.
3. Click **Batch** located in the top left.
4. The **Cadet Batch Processing** window will appear. Select **Awards** from the **Type of Data** list box, and select **Add** from the **Action** list box. Click **Continue**.
5. The **Select Cadets for Batch Add Awards** window will appear; select the desired cadets. Click **Continue**.
6. The **Batch Add Awards** window will appear; select the **Category** and **Award** from the list boxes.
7. Click **Run**.

5-5. Creating and Printing Award Orders

a. To create orders, use the following procedures:

1. Log onto JUMS by selecting a User and entering the corresponding Password.
2. Click the tab **Reports** located in the top left.
3. Click the tab **Cadet: Activities Awards Events**.
4. Select **Award Orders, Create**.
5. The **Award Orders** window will appear.
6. Select the cadet whom the award order is for. Deselect all others.
7. Click **Save**.

- b. To print orders, use the following procedures:
 8. The **Award Orders Print Selector** will appear; scroll down and select the last order.
 9. Transcribe the last four digits of the order number onto the award log (see section 5-6).
 10. Click **Print**.
 11. Select the proper printer, and print the document.

 12. Sign the award order in the appropriate location, and then give the order to the appropriate Company Commander.

5-6. Award Logs

Each battalion S1 will keep an updated award log on the Regimental X-Drive. When the S1 creates an award order, he will transcribe the last four digits of the order number onto the award log (see section 5-5b). In addition, he will also fill out the other information on the log including the name of the recipient, the date, and the initials of the S1 who awarded it.

Appendix A

(Series 1) ACADEMIC AWARDS

Ribbon Name:	N-1-1 Distinguished Cadet Award for Scholastic Excellence
Criteria for Award:	Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics
Remarks:	Do not request. Awarded at end-of-year ceremony
Ribbon Name:	N-1-2 Academic Excellence Ribbon
Criteria for Award:	Awarded annually to one cadet in each LET level for achieving the highest academic grades
Remarks:	Do not request. Awarded at end-of-year ceremony
Ribbon Name:	N-1-3 Academic Achievement Ribbon
Criteria for Award:	Awarded annually to those cadets who maintain a grade of “A” in JROTC and “B” in the remaining academic subjects
Remarks:	Do not request. Awarded by Regimental Staff
Ribbon Name:	N-1-4 Perfect Attendance Ribbon
Criteria for Award:	Awarded to cadets with no unexcused absences for one semester
Remarks:	Do not request. Awarded by Regimental Staff
Ribbon Name:	N-1-5 Student Government Ribbon
Criteria for Award:	Awarded annually to members of the Student Advisory Council (SAC)
Remarks:	Do not request. Awarded by Regimental Staff
Ribbon Name:	N-1-6 Leadership Development Service Ribbon
Criteria for Award:	Awarded to cadets who successfully complete a semester of JROTC
Remarks:	Company Commander request. Awarded by Battalion Staff
Ribbon Name:	N-1-7 FCAT Excellence Ribbon
Criteria for Award:	Awarded to cadets who score average or above average in all section of the FCAT
Remarks:	Company Commander request; must provide proof of scores. Awarded by Battalion Staff
Ribbon Name:	N-1-8 ASVAB Achievement Ribbon
Criteria for Award:	Awarded to cadets who score a 70 or higher on the Armed Services Vocational Aptitude Battery
Remarks:	May request; must provide proof of scores. Awarded by Battalion Staff
Ribbon Name:	N-1-9 Academic Initiative Ribbon
Criteria for Award:	Awarded to cadets to take the SAT or ACT prior to the start of their senior year
Remarks:	May request; must provide proof of scores. Awarded by Battalion Staff
Ribbon Name:	N-1-10 Spirit Ribbon
Criteria for Award:	Awarded to the participating members of a winning spirit in a battalion spirit competition
Remarks:	Company Commander request. Awarded by Battalion Staff

(Series 2) ATHLETIC AWARDS

Ribbon Name:	N-2-1 Varsity Athletic Ribbon
Criteria for Award:	Awarded to cadets in varsity sports
Remarks:	Coaches’ request. Awarded by Regimental Staff
Ribbon Name:	N-2-2 Physical Fitness Ribbon
Criteria for Award:	Awarded after Cadet Challenge to cadets who receive an 85-percentile rating or better in all five events
Remarks:	Company Commander request; must provide proof of scores. Awarded by Battalion Staff

Appendix A

Ribbon Name: N-2-3 ROTC Athletic Ribbon
Criteria for Award: Awarded after Cadet Challenge to cadets who receive a 50-percentile rating or better in all five events
Remarks: Company Commander request; must provide proof of scores. Awarded by Battalion Staff

Ribbon Name: N-2-4 Army Physical Fitness Test Ribbon
Criteria for Award: Awarded to cadets who earn a 210 or higher on the Army Physical Fitness Test (APFT)
Remarks: May Request; must provide proof of scores. Awarded by Battalion Staff

Ribbon Name: N-2-5 Raider Challenge Ribbon
Criteria for Award: Awarded to cadets who successfully complete a Raider Challenge
Remarks: Coaches' request. Awarded by Regimental Staff

(Series 3) MILITARY AWARDS

Ribbon Name: N-3-1 Directors of Army Instruction/Senior Army Instructor Leadership Award
Criteria for Award: Awarded annually to one cadet in each LET level who displays the highest degree of leadership
Remarks: Do not request. Awarded at end-of-year ceremony

Ribbon Name: N-3-2 Personal Appearance Ribbon
Criteria for Award: Awarded to cadets who consistently present an outstanding appearance
Remarks: Company Commander request. Awarded by Battalion Staff

Ribbon Name: N-3-3 Proficiency Ribbon
Criteria for Award: Awarded to cadets who have demonstrated an exceptional degree of leadership, academic achievement, and performance of duty
Remarks: Army Instructor request. Awarded by Battalion Staff

Ribbon Name: N-3-4 Drill Team Ribbon
Criteria for Award: Awarded annually to members of the Drill Team
Remarks: Coaches' request. Awarded by Regimental Staff

Ribbon Name: N-3-5 Orienteering Ribbon
Criteria for Award: Awarded annually to members of the Orienteering Team
Remarks: Coaches' request. Awarded by Regimental Staff

Ribbon Name: N-3-6 Color/Honor Guard Ribbons
Criteria for Award: Awarded to: members of a varsity Color Guard team, cadets who have participated in at least five Color Guards and have commanded at least one Color Guard, and to cadets who have participated in at least five Honor Guards and have commanded at least two Honor Guards.
Remarks: May request; must provide proof that criteria has been met. Awarded by Battalion Staff

Ribbon Name: N-3-7 Marksmanship Team Ribbon
Criteria for Award: Awarded annually to members of the Marksmanship/Rifle Team
Remarks: Coaches' request. Awarded by Regimental Staff

Ribbon Name: N-3-8 Adventure Team Ribbon
Criteria for Award: Awarded annually to members of the Adventure/Raider Team
Remarks: Coaches' request. Awarded by Regimental Staff

Ribbon Name: N-3-9 Commendation Ribbon
Criteria for Award: Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience
Remarks: Army Instructor request. Awarded by Regimental Staff

Appendix A

Ribbon Name: N-3-10 Good Conduct Ribbon
Criteria for Award: Awarded to cadets who have demonstrated outstanding conduct throughout the school
Remarks: Army Instructor request. Awarded by Battalion Staff

Ribbon Name: N-3-11 JCLC Participation Ribbon
Criteria for Award: Awarded to cadets for JCLC participation
Remarks: Army Instructor request. Awarded by Regimental Staff

Ribbon Name: N-3-12 Superior Trainer Ribbon
Criteria for Award: Awarded to cadets who have demonstrated superior methods of training in JROTC
Remarks: Army Instructor request. Awarded at end-of-year ceremony

Ribbon Name: N-3-13 Fundraiser Ribbon
Criteria for Award: Awarded to cadets who have raised \$100 or more in a fundraiser for SMA
Remarks: May request; must provide proof of sales. Awarded by Regimental Staff

Ribbon Name: N-3-14 Communications Excellence Ribbon
Criteria for Award: Awarded to cadets who have had their original works published in a public medium
Remarks: May request; must provide proof. Awarded by Battalion Staff

Ribbon Name: N-3-15 Community Service Ribbon
Criteria for Award: Awarded to cadets for every 75 hours of documented community service they attain
Remarks: May request; must provide proof of hours. Awarded by Battalion Staff

(Series 4) MISCELLANEOUS AWARDS

Ribbon Name: N-4-1 Parade Ribbon
Criteria for Award: Awarded to cadets who participate in the Veterans' Day or Memorial Day Parades
Remarks: Do not request. Awarded by Regimental Staff

Ribbon Name: N-4-2 Recruiting Ribbon
Criteria for Award: Awarded to cadets who recruit students into the JROTC program
Remarks: May request; must provide proof. Awarded by Battalion Staff

Ribbon Name: N-4-3 Varsity Raider Award
Criteria for Award: Awarded to Grey Beret Raiders
Remarks: Coaches' request. Awarded by Regimental Staff

Ribbon Name: N-4-4 Superior Officer Award
Criteria for Award: Awarded annually to one or more cadet officers at request of their respective Army Instructors
Remarks: Do not request. Awarded at the end-of-year ceremony

Ribbon Name: N-4-5 Superior Noncommissioned Officer Award
Criteria for Award: Awarded annually to one or more cadet noncommissioned officers at request of their respective Army Instructors
Remarks: Do not request. Awarded at the end-of-year ceremony

Ribbon Name: N-4-6 Service Learning Ribbon
Criteria for Award: Awarded to cadets who participate in service learning projects
Remarks: Company Commander request. Awarded by Battalion Staff

Ribbon Name: N-4-7 Excellent Staff Performance Ribbon
Criteria for Award: Awarded to Cadet Staff Officers for excellent performance
Remarks: Do not request. Awarded by RXO

Appendix A

Other Ribbons

Legion of Valor Bronze Cross for Achievement

The Army JROTC George C. Marshall Award

The Army JROTC MacArthur Leadership Award

Sons of the American Revolution (SAR) Award

The Military Order of the World Wars (MOWW) Award

Daughters of the American Revolution (DAR) Award

Association of Military Colleges and School (AMCSUS) President's Medal

American Legion Awards

The National Sojourners Awards

Scottish Rite of Freemasonry JROTC Award

U.S. Army Recruiting Command (USAREC) Award for JROTC

Noncommissioned Officers Association (NCOA) Awards for JROTC

Association of United States Army (AUSA) Medal

Military Officers Association (MOAA) JROTC Medal

Reserve Officers Association (ROA) Award

Military Order of the Purple Heart (MOPH) Award

Veterans of Foreign Wars (VFW) Award

American Veterans (AMVETS) Award

The Retired Enlisted Association (TREA) Award

Daedalian JROTC Achievement Award

Celebrate Freedom Foundation/Embry- Riddle Aeronautical University JROTC Award

Ribbon Request Form

Name: _____

Company: _____

Date: _____

Battalion: _____

- N-1-8 ASVAB Achievement Ribbon

Justification: _____

- N-1-9 Academic Initiative Ribbon

Justification: _____

- N-2-4 Army Physical Fitness Test Ribbon

Justification: _____

- N-3-6 Color/Honor Guard Ribbon

Justification: _____

- N-3-13 Fundraiser Ribbon

Justification: _____

- N-3-14 Communications Excellence Ribbon

Justification: _____

- N-3-15 Community Service Ribbon

Justification: _____

- N-4-2 Recruiting Ribbon

Justification: _____

Company Commander/First Sergeant Signature: _____

Battalion Staff Signature: _____

Company Commander Ribbon Request Form

Requesting ribbon(s) on behalf of: _____

Company: _____ Battalion: _____ Date: _____

- N-1-6 Leadership Development Service Ribbon
Justification: _____
- N-1-7 FCAT Excellence Ribbon
Justification: _____
- N-1-10 Spirit Ribbon
Justification: _____
- N-2-2 Physical Fitness Ribbon
Justification: _____
- N-2-3 ROTC Athletic Ribbon
Justification: _____
- N-3-2 Personal Appearance Ribbon
Justification: _____
- N-4-6 Service Learning Ribbon
Justification: _____

Company Commander/First Sergeant Signature: _____

Army Instructor Signature: _____

Battalion Staff Signature: _____

Replacement Ribbon Request Form

Name: _____

Company: _____

Date: _____

Battalion: _____

1. Cadet Section

Ribbon name and number: _____

Reason for replacing ribbon (check one):

Lost ribbon Ribbon is unserviceable Other: _____

2. C.O./1SG/AI Section

Company Commander/First Sergeant Signature: _____

Army Instructor Signature: _____

3. Battalion S1 Section

Verify that ribbon is on cadet record. Yes No

Battalion S1 Signature: _____

4. C.O. /1SG Section

Sign to confirm that ribbon has been replaced: _____

Place this form in cadet record.

Appendix C

Map of Categories and Awards

(Series 1) Academic Awards

- N-1-1 Distinguished Cadet Award for Scholastic Excellence
- N-1-2 Academic Excellence Ribbon
- N-1-3 Academic Achievement Ribbon
- N-1-4 Perfect Attendance Ribbon
- N-1-5 Student Government Ribbon
- N-1-6 Leadership Development Service Ribbon
- N-1-7 FCAT Excellence Award
- N-1-8 ASVAB Achievement Ribbon
- N-1-9 Academic Initiative Ribbon
- N-1-10 Spirit Ribbon

(Series 2) Athletic Awards

- N-2-1 Varsity Athletic Ribbon
- N-2-2 Physical Fitness Ribbon
- N-2-3 ROTC Athletic Ribbon
- N-2-4 Army Physical Fitness Test Ribbon
- N-2-5 Raider Challenge Ribbon

(Series 3) Military Awards

- N-3-1 DAI/SAI Leadership Award
- N-3-2 Personal Appearance Ribbon
- N-3-3 Proficiency Ribbon
- N-3-4 Drill Team Ribbon
- N-3-5 Orienteering Ribbon
- N-3-6 Color/Honor Guard Ribbon
- N-3-7 Marksmanship Team Ribbon
- N-3-8 Adventure Team Ribbon
- N-3-9 Commendation Ribbon
- N-3-10 Good Conduct Ribbon
- N-3-11 JCLC Participation Ribbon
- N-3-12 Superior Trainer Ribbon
- N-3-13 Fundraiser Ribbon
- N-3-14 Communications Excellence Ribbon
- N-3-15 Community Service Ribbon

(Series 4) Miscellaneous Awards

- N-4-1 Parade Ribbon
- N-4-2 Recruiting Ribbon
- N-4-3 Varsity Raider Award
- N-4-4 Superior Officer Award
- N-4-5 Superior Noncommissioned Officer Award
- N-4-6 Service Learning Ribbon
- N-4-7 Excellent Staff Performance Ribbon

Team Ribbons

- (Drill Team)
- (Raider Team)
- (Rifle Team)

Other Ribbons

- Medal of Heroism
- Superior Cadet Decoration
- Legion of Valor Bronze Cross for Achievement

Appendix C

The Army JROTC George C. Marshall Award
The Army JROTC MacArthur Leadership Award
Sons of the American Revolution (SAR) Award
The Military Order of the World Wars (MOWW) Award
Daughters of the American Revolution (DAR) Award
Association of Military Colleges and School President's Medal
American Legion Awards
The National Sojourners Awards
Scottish Rite of Freemasonry JROTC Award
U.S. Army Recruiting
Command (USAREC) Award for JROTC
Noncommissioned Officers Association (NCOA) Awards for JROTC
Association of United States Army (AUSA) Medal
Military Officers Association (MOAA) JROTC Medal
Reserve Officers Association (ROA) Award
Military Order of the Purple Heart (MOPH) Award
Veterans of Foreign Wars (VFW) Award
American Veterans (AMVETS) Award
The Retired Enlisted Association (TREA) Award
Daedalian JROTC Achievement Award
Celebrate Freedom Foundation/Embry- Riddle Aeronautical University

Cords

Academic Achievement
Academic Olympics
Best Raider Competition
Color Guard
Drill Team
Drill Team Commander
JLAB
Mu Alpha Theta
National Honor Society
Raider Team
Raider Team Leadership
Rifle Team

Arc Tabs

Band
Bushmaster
Color Guard
Drill Team
Honor Guard
P.T. Excellence
Raider
Repelling
Rifle Team
Sabre Guard
Scout
Summer Camp

Marksmanship Badges

Expert
Sharpshooter
Marksman

Appendix C

JUNIOR ROTC DEPARTMENT
LUTHER L WRIGHT HIGH SCHOOL
PHOENIX, AZ 85019

Effective Date: 2008.03.10

Order Number: A-2008-0000000009

Reason: The Senior Army Instructor has reposed special trust and confidence in the patriotism, fidelity and abilities of the following cadets. In view of this special trust and confidence and the demonstrated potential of these cadets, the following award(s) are announced:

Presented

CLASS PERIOD: 04 LET LEVEL: 03

EVELYN E. ENGLISH 7892 LET Level: 03 Class Period: 04

AMERICAN VETERANS (AMVETS) (1st Award)

1

CLASS PERIOD: 12 LET LEVEL: 03

BRENDA B. BROWN 5666 LET Level: 03 Class Period: 12

N-1-1 DISTINGUISHED CADET AWARD FOR SCHOLASTIC EXCELLENCE 1 BRONZE LAMP (2nd Award)

1

N-4-6 SERVICE LEARNING (1st Award)

1

AMERICAN VETERANS (AMVETS) (1st Award)

1

Authority: AR 145-2 and Unit SOP/Handbook

Approved:

SAI Initial

AI Initial

JOHNNY CADET

1LT

CADET ADJUTANT

Glossary

Abbreviations

ACT

American College Test

AMCSUS

Association of Military Colleges and School

AMVETS

American Veterans

APFT

Army Physical Fitness Test

AR

Army Regulation

ASVAB

Armed Services Vocational Aptitude Battery

AUSA

Association of United States Army

CCR

Cadet Command Regulation

CO

Commanding Officer

DA

Department of Army

DAI

Directors of Army Instruction

DAR

Daughters of the American Revolution

FCAT

Florida Comprehensive Assessment Test

HQDA

Headquarters, Department of the Army

JCLC

JROTC Cadet Leadership Challenge

JLAB

JROTC Leadership Symposium and Academic Bowl

JROTC

Junior Reserve Officers' Training Corps

JUMS

JROTC Unit Management System

LET

Leadership Education and Training

MOAA

Military Officers Association

MOPH

Military Order of the Purple Heart

MOWW

Military Order of the World Wars

NCOA

Noncommissioned Officers Association

NCOIC

Noncommissioned Officer in Command

NDCC

National Defense Cadet Corps

OIC

Officer in Command

ROA

Reserve Officers Association

ROTC

Reserve Officers' Training Corps

RXO

Regimental Executive Officer

SAC

Student Advisory Council

SAI

Senior Army Instructor

SAR

Sons of the American Revolution

SAT

Scholastic Assessment Test

SMA

Sarasota Military Academy

TREA

The Retired Enlisted Association

USAREC

U.S. Army Recruiting Command

VFW

Veterans of Foreign Wars

XO

Executive Officer