



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

16 November 2023

MEMORANDUM FOR ALL AFJROTC UNITS

FROM: HQ AFJROTC

SUBJECT: AFJROTC Unit Award Criteria for Academic Year (AY) 2024

1. Purpose: Unit awards recognize outstanding achievements and contributions to the school and community.

2. **Minimum Criteria:** A unit will earn a unit award for AY-2024 (Outstanding Organization Award (OOA), Distinguished Unit Award (DUA), the Distinguished Unit Award with Merit (DUA w/Merit), Silver Star Community Service with Excellence Award) as applicable, if it meets the following criteria:

- a. The unit cannot be on probation. This does not include instructor-specific probation.
- b. The unit has had a rated Unit Evaluation. Newly established units are excluded from consideration until a rated evaluation is completed.
- c. The unit has completed their Self-Assessment and achieved an overall “Meets Standards” rating on their Unit Self-Assessment.
- d. The unit achieved at least a “Meets Standards” rating on the most recent Unit Evaluation. (Note: A unit with an overall “Meets Standards with Discrepancies” rating on the most recent Unit Evaluation will regain eligibility consideration for an OOA the AY after it was rated if the unit (1) submitted an action plan and it was approved by the unit’s Regional Director (RD), and (2) completes all required actions or has had an inspection revisit resulting in at least an overall “Meets Standards” rating).
- e. The unit met all required suspenses listed in paragraph 7.
- f. The Senior Aerospace Science Instructor (SASI) concurs with the unit award consideration. (Note: A unit that has had a rated Unit Evaluation will automatically be considered for a unit award. However, a SASI may make a written request to his or her RD, NLT 20 April 2024, to withdraw the Unit from consideration for a unit award.

3. **Outstanding Organization Award (OOA):** A unit will earn the OOA if it meets the minimum criteria, and the unit completed an average (based on number of cadets on Unit PSR) of 8 hours of community service per cadet.

4. **Distinguished Unit Award (DUA):** A unit will earn the DUA if it meets the minimum criteria, and the unit completed an average (based on number of cadets on Unit PSR) of 12 hours of community service per cadet.

5. **Distinguished Unit Award with Merit (DUA w/Merit):** A unit will earn the DUA w/Merit if it meets the minimum DUA criteria and achieved an overall “Exceeds Standards” rating during the School Year (SY) 2023/24.

**6. Silver Star Community Service with Excellence Award:** A unit can earn the Silver Star award if it is in the top 5% of all AFJROTC units (approximately 45 units) who have the highest "per cadet average" of community service hours from 11 April 2023 to 10 April 2024. Reference paragraph 8 for qualifying hours.

**7. Required Suspenses (Deadlines):**

a. Program Status Reports (PSR): Saved and Submitted in WINGS NLT 10 October 2023 and 10 February 2024 for all units. **All units are required to submit a 10 February 2024 PSR regardless of schedule type.**

b. Unit Goals: **Saved and Submitted** in WINGS NLT 10 October 2023.

c. Self-Assessment: **Completed, Saved, and Submitted** to HQ AFJROTC in WINGS NLT 15 March 2024 (or prior to a scheduled HQ Unit Visit, whichever comes first).

**8. Community Service Hours:** Units will claim in WINGS Events Module, only those community service activities which meet the following criteria:

a. The event is planned by the cadet staff.

b. The event is executed by the cadet corps.

c. The event is supervised by a certified AFJROTC instructor.

d. Travel time for any event will **not exceed 2 hours** total.

e. Any community service hours earned from 11 April 2023 to 10 April 2024 will be used to calculate the average community service hours per cadet. The per cadet average will be determined by using the total reported enrollment (**PSR viability number**) divided into the total hours. To be included in the AY-24 observation period, all community service hours must be entered in WINGS NLT 10 April 2024. During the HQ AFJROTC award selection process, RDs will review the community service hours from their top qualifying units to ensure only "countable" hours have been logged/submitted. Units with inaccurate community service hours in WINGS may be removed from consideration for any/all unit awards.

**9. Exceptions:** SASIs may request their unit be considered for an applicable unit award by exception if the unit does not meet the prescribed criteria listed above. **The SASI may submit clear and compelling justification to their RD NLT 10 April 2024. The justification must be based on the unit's accomplishments during the current AY. Additionally, the justification must clearly document the Unit's impact on school and community.**

10. Please contact your RD with any questions or concerns.

  
JOHNNY R. MCGONIGAL, Colonel, USAF  
Director, HQ Air Force JROTC