

**AIR FORCE JUNIOR RESERVE OFFICER
TRAINING CORPS
UNIT ASSESSMENT CHECKLIST
AND ATTACHMENTS
AY-2019**

Attachment 1: AFJROTC Unit Assessment Rubric

Attachment 2: AFJROTC Unit Visit Checklist

Attachment 3: Checklist of Documents

Attachment 4: 30-Command Drill Sequence

Attachment 5: Sample Unit Evaluation Agenda

AFJROTC Unit Assessment Report

Section I - Administrative

| | | | | | |
|--|-----------------------------|---------------------------------|--------------------------------|-----------------------------|-------------------------------|
| Unit Number: | School Name: | Unit Status: | Unit Address and Phone: | | |
| | | | | | |
| Superintendent: | | Supt. Address and Phone: | | School District: | Assessment Date: |
| | | | | | |
| Prog Enrlmnt Day of Assessment: | PSR Prog Enrollment: | PSR School Enrollment: | Date of Last PSR: | Schedule Type: | Assessment Type: |
| | | | | | |
| Principal: | | Principal email: | | Assessment Official: | Accompanying Official: |
| | | | | | |

System Generated Unit Assessment Score (Cadre & Cadets Section 2-7)

| | | | | | | | | | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|
| Exceeds Standards | | Meets Standards | | Meets Stds w/ Discrepancies | | Does Not Meet Standards | | Not Rated | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|

Unit Assessment Score (Cadre & Cadets Section 2-7)

| | | | | | | | | | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|
| Exceeds Standards | | Meets Standards | | Meets Stds w/ Discrepancies | | Does Not Meet Standards | | Not Rated | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|

See AFJROTC Unit Assessment Rubric for instructions on providing Assessment rating.

Section II –School/District Compliance Assessment Score (Title 10/DODI/AF Instructions/AF & District MOA)

Note: Failure to meet standards in any two items requires a “Does Not Meet Standards” for this section. All “Exceeds Standards” ratings and any rating below “Meets Standards” require comments.

| | | | | | | | | | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|
| Exceeds Standards | | Meets Standards | | Meets Stds w/ Discrepancies | | Does Not Meet Standards | | Not Rated | |
|-------------------|--|-----------------|--|-----------------------------|--|-------------------------|--|-----------|--|

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|---|-----|------|---------|----------|-----------|
| II-1 Instructors teach only AFJROTC students who are in grades 9-12 and a course of military instruction of not less than three academic years. (AFJROTCI 36-2010 para 2.1; AF/District MOA) | | | | | |

| Assessment Items | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|------------------|---|-----|------|------------|-------------|--------------|
| II-2 | <p>Satellite units are not established. (Title 10, USC, Section 2031, Para(a)(1) (AFJROTCI 36-2010 para 2.2.1)</p> | | | | | |
| II-3 | <p>AFJROTC is a separate academic and administrative department of the school.</p> <p style="padding-left: 40px;">A. SASI is the department head or equivalent B. SASI is recognized as the Air Force representative in managing the AFJROTC program.</p> <p>(AFJROTCI 36-2010 para 2.3; AF/District MOA)</p> | | | | | |
| II-4 | <p>School supports the AFJROTC program with minimum staff level (1 officer and 1 NCO); complies with instructor/cadet ratios. (AFJROTCI 36-2010 para 2.3 and Ch. 20; AF/District MOA)</p> | | | | | |
| II-5 | <p>School District provides minimum 10 month employment contracts.</p> <p>Instructor pay is at least equal to Minimum Instructor Pay. (AF/District MOA; DODI 1205.13)</p> | | | | | |
| II-6 | <p>All AFJROTC students must be enrolled voluntarily.</p> <p>Cadets must participate in the full program to include:</p> <p style="padding-left: 40px;">A. Taking AFJROTC academic courses. B. Complying with personal conduct standards. C. Wearing the prescribed uniform. D. Maintaining all grooming standards.</p> <p>The SASI must approve all enrollment and disenrollment decisions and can do so at any time with proper cause. (AFJROTCI 36-2010 para 2.4; AF/District MOA)</p> | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|--|-----|------|------------|-------------|--------------|
| II-7 The school will make available and will maintain the necessary classroom facilities and office space for the efficient and effective management of the program. (AFJROTCI 36-2010 para 2.5; AF/District MOA) | | | | | |
| II-8 The institution provides and maintains adequate drill area(s) in the immediate or near vicinity of the AFJROTC unit. (At least 2,500 square feet of flat, unobstructed space free of vehicular or pedestrian traffic) (AFJROTCI 36-2010 para 2.6; AF/District MOA) | | | | | |
| II-9 Storage Facilities: The institution provides and maintains climatically controlled storage facilities (minimum of 400 square feet) for the protection and care of uniforms, supplies, and equipment used in the AFJROTC program. Storage facilities must be reserved for the exclusive use of the AFJROTC program and must be constructed so that access can be denied to unauthorized personnel. Note: Additional storage space will be required as unit enrollment grows. (AFJROTCI 36-2010 para 2.7; AF/District MOA) | | | | | |
| II-10 AFJROTC class scheduling is arranged so that it is equally convenient for students to participate in Aerospace Science classes as in other courses offered by the school. (AFJROTCI 36-2010 para 2.8; AF/District MOA) | | | | | |
| II-11 School grants appropriate academic credit towards graduation for successful completion of the AFJROTC program. (AFJROTCI 36-2010 para 2.9; AF/District MOA) | | | | | |

Section III – Instructor Performance

Note: Failure to meet standards in any two items requires a “Does Not Meet Standards” for this section. All “Exceeds Standards” ratings and any rating below “Meets Standards” require comments.

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|--------------------------|--|------------------------|--|------------------------------------|--|--------------------------------|--|------------------|--|
| Exceeds Standards | | Meets Standards | | Meets Stds w/ Discrepancies | | Does Not Meet Standards | | Not Rated | |
|--------------------------|--|------------------------|--|------------------------------------|--|--------------------------------|--|------------------|--|

Instructor Weight Information *(BFM not required if instructor is within weight standards)*

| Instructor Rank/Name | Instructor Status | Height | Weight | Max Weight | Neck | Waist | Hips | %Body Fat |
|----------------------|-------------------|--------|--------|------------|------|-------|------|-----------|
| | | | | | | | | |
| | | | | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|------------------|-----|------|---------|----------|-----------|
|------------------|-----|------|---------|----------|-----------|

| | | | | | | |
|--------------|---|--|--|--|--|--|
| III-1 | <p>Instructor staff wears an approved uniform daily and presents a professional military image. (AFI 36-2903; AFJROTCI 36-2010 para 3.1 and 13.7)</p> | | | | | |
| III-2 | <p>Instructors will not have direct/unfettered access to the booster club or unit acct(s) or funds.</p> <p>The unit must ensure school / AFJROTC accounts are regularly reconciled.</p> <p>AFJROTC Unit funds (i.e., Booster Club) held outside of school control must be audited at least annually and fully documented by a responsible School / District Bookkeeper, CPA or equivalent.</p> <p>(AFJROTCI 36-2010 para 3.2.)</p> | | | | | |
| III-3 | <p>Goal is to fully utilize HQ funds as early in the FY as possible. Expense reimbursements or credit card request for payments follow HQ AFJROTC direction. Instructors are utilizing AF funds appropriately. (Ops Sup Ch. 8; AFJROTCI 36-2010 para 3.3)</p> | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|---|-----|------|------------|-------------|--------------|
| III-4 The SASI identifies & informs the chain of command (School and HQ) of all unresolved Section II non-compliance issues at the school or unit's JR program. (AFJROTCI 36-2010 para 3.8) | | | | | |
| III-5 Appropriate professional relationships exist between the instructors, cadets, faculty, and school administration. SASI will ensure workload is equitably distributed between instructors. (AFJROTCI 36-2010 para 3.4 and 13.6) | | | | | |
| III-6 Instructor staff meets weight and/or body fat standards. (AFJROTCI 36-2010 para 3.5, Ch. 19) | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated | |
|------------------|---|------|------------|-------------|--------------|--|
| III-7 | <p>Instructors use the interactive features of CPS/TPC to present lessons that demonstrate detailed planning and organization, and use of proper support material and organization.</p> <p>(AFJROTCI 36-2010 para 3.6)</p> | | | | | |
| III-8 | <p>Instructors create a positive learning environment.</p> <p>Instructors demonstrate proper classroom management.</p> <p>Instructors involve students in the learning process.</p> <p>(AFJROTCI 36-2010 para 3.7)</p> | | | | | |
| III-9 | <p>All instructors have current hands on (American Red Cross or American Heart Association) adult CPR certifications on file.</p> <p>(AFJROTCI 36-2010 para 5.6.6)</p> | | | | | |
| III-10 | <p>Unit Self-Assessment is accomplished prior to Unit Evaluation or NLT 15 March, whichever comes first.</p> <p style="padding-left: 40px;">A. Include proper height/weight entry by all instructors.</p> <p style="padding-left: 40px;">B. Instructors will input comments in comment section for all items that are not marked "Meets Standard."</p> <p>Note: Unit identified findings must be consistent with findings identified during HQ UE when applicable.</p> <p>(AFJROTCI 36-2010 para 8.2.2)</p> | | | | | |

Section IV – Equipment Management

Note: Failure to meet standards in any two items requires a “Does Not Meet Standards” for this section. All “Exceeds Standards” ratings and any rating below “Meets Standards” require comments.

| Exceeds Standards | Meets Standards | Meets Stds w/ Discrepancies | Does Not Meet Standards | Not Rated | | | |
|-------------------|---|-----------------------------|-------------------------|-----------|---------|----------|-----------|
| Assessment Items | | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
| IV-1 | 1903 Daisy Drill Rifles, CMP Air Rifles, other replica weapons, and ceremonial sabers/swords are stored as required. (AFJROTCI 36-2010 para 4.1) | | | | | | |
| IV-2 | Unit uses WINGS Logistics Module to account for all Air Force funded Non ADPE equipment. NOTE: All air rifles, drill rifles, replica weapons and swords/sabers will be listed in WINGS regardless of funding. (AFJROTCI 36-2010 para 4.2.1) | | | | | | |
| IV-3 | AIM inventories must be current, and documents uploaded in WINGS. Items no longer in service will be appropriately turned in to DRMO. (AFJROTCI 36-2010 para 4.3.1) | | | | | | |
| IV-4 | Accountable Air Force equipment must be permanently marked as " <u>Air Force Property</u> ". ADPE equipment must also exhibit the Holm Center accountability label. (AFJROTCI 36-2010 para 4.3.6 and 4.4) | | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | No Rated |
|------------------|--|------|------------|-------------|-------------|
| IV-5 | Uniform Inventory: A . All accountable uniform items must be managed, issued, and inventoried via WINGS by individual size and quantity. B . Update WINGS weekly with any changes. C . The unit maintains an active file of signed hand receipts for items in cadets' possession. (AFJROTCI 36-2010 para 4.5) | | | | |
| Comments: | | | | | |

Section V -- Leadership Development Requirements (LDR)

Note: Failure to meet standards in any two items requires a "Does Not Meet Standards" for this section. All "Exceeds Standards" ratings and any rating below "Meets Standards" require comments.

| Exceeds Standards | Meets Standards | Meets Stds w/ Discrepancies | Does Not Meet Standards | | Not Rated | | | |
|-------------------|---|--------------------------------|-------------------------|-----|-----------|------------|----------|-----------|
| Assessment Items | | | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
| V-1 | LDR activities have been incorporated into AFJROTC program that offer a sufficient variety of opportunities for cadets. (AFJROTCI 36-2010 para 7.2.3.1.) | | | | | | | |
| V-2 | Operation and supervision of LDR activities are an equitably shared responsibility between instructors. (AFJROTCI 36-2010 para 7.2.3.1.) | | | | | | | |
| V-3 | Cadet Corps Leadership plans, organizes and executes LDR activities. (AFJROTCI 36-2010 para 7.2.3.1.) | | | | | | | |
| V-4 | Accurate entry into WINGS event module of all AFJROTC community service and LDR activities. (AFJROTCI 36-2010 para 7.2.3.) | | | | | | | |
| V-5 | Cadets participate in LDR activities. (AFJROTCI 36-2010 para 7.2.3.1.) | | | | | | | |
| Comments: | | | | | | | | |

Section VI – Cadet Operations

Note: Failure to meet standards in any two items requires a "Does Not Meet Standards" for this section. All "Exceeds Standards" ratings and any rating below "Meets Standards" require comments.

| Exceeds Standards | Meets Standards | Meets Stds w/ Discrepancies | Does Not Meet Standards | Not Rated | | | |
|-------------------|--|-----------------------------|-------------------------|-----------|------------|----------|-----------|
| Assessment Items | | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
| VI-1 | <p>Cadets comply with the basic uniform wear, personal appearance, and grooming standards prescribed by AFI 36-2903, Dress and Personal Appearance of Air Force Personnel and AFJROTC guidance. (AFI 36-2903; AFJROTCI 36-2010 para 6.1, Ops Sup Ch. 7)</p> | | | | | | |
| VI-2 | <p>Cadets demonstrate "Excellence in all we do" in the following ways:</p> <ul style="list-style-type: none"> A. Through compliance with school and unit conduct policies. B. Academic performance. C. Physical fitness. D. Recruiting/retention efforts E. Success of unit programs to include LDR activities and interaction with other school organizations and programs. <p>(AFJROTCI 36-2010 para 6.2)</p> | | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | No Rated | |
|------------------|--|------|------------|-------------|-------------|--|
| VI-3 | Cadets demonstrate "service before self" through active participation in school and/or community support events. Events must be properly loaded in WINGS within one week of event completion. (AFJROTCI 36-2010 para 6.3) | | | | | |
| VI-4 | Cadets demonstrate discipline, teamwork, and unit cohesion by developing a cadet prepared unit mission briefing that must include all items listed in AFJROTCI-36-2010. (AFJROTCI 2001 para 6.4) | | | | | |
| VI-5 | 30-command drill sequence led and performed by 2nd year cadets. (AFJROTCI 36-2010 para 6.5) | | | | | |
| VI-6 | Cadets demonstrate Corps "ownership". (AFJROTCI 36-2010 para 6.6.2) | | | | | |

Comments:

Section VII – Unit Operations

Note: Failure to meet standards in five or more items or three or more items receiving "Does Not Meet Standards" requires a "Does Not Meet Standards" for this section. All "Exceeds Standards" ratings and any rating below "Meets Standards" require comments

| | Exceeds Standards | Meets Standards | Meets Stds w/ Discrepancies | Does Not Meet Standards | | Not Rated | | | |
|------------------|---|-----------------|-----------------------------|-------------------------|-----|-----------|---------|----------|-----------|
| Assessment Items | | | | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
| VII-1 | <p>The unit uses correct procedures for minimum enrollment counting.</p> <p style="margin-left: 40px;">A. WINGS cadet enrollment data is kept current.</p> <p style="margin-left: 40px;">B. WINGS will be updated within 10 calendar days of any change.</p> <p>(AFJROTCI 36-2010 para 7.1.)</p> | | | | | | | | |
| VII-2 | <p>The unit utilizes WINGS for current regulatory guidance, forms, news, information, and other operational requirements.</p> <p>(AFJROTCI 36-2010 para 7.2.)</p> | | | | | | | | |
| VII-3 | <p>Unit will keep school, district and unit contact information current.</p> <p>(AFJROTCI 36-2010 para 7.2.4.)</p> | | | | | | | | |
| VII-4 | <p>Unit has appropriate waivers/documentation in WINGS for any uniform deviations.</p> <p style="margin-left: 40px;">A. All waivers, regardless of subject, must be requested and approved in WINGS.</p> <p style="margin-left: 40px;">B. Any waiver not in WINGS is not a valid waiver.</p> <p>(AFJROTCI 36-2010 para 6.1.1.4 and 7.2.2)</p> | | | | | | | | |
| VII-5 | <p>The unit complies with AFJROTC Director's guidance regarding not using physical discipline.</p> <p>(AFJROTCI 36-2010 para 7.3)</p> | | | | | | | | |
| VII-6 | <p>Unit must take a minimum of one CIA trip per Academic Year (two per year for 4x4 and Trimester schedules).</p> <p>(AFJROTCI 36-2010 para 7.4.1)</p> | | | | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated | |
|------------------|--|------|------------|-------------|--------------|--|
| VII-7 | Instructors and school administrators are proactively engaged in unit recruiting and retention to ensure the viability of their program. Instructors and cadets are positive AFJROTC ambassadors and perform AFJROTC program outreach to feeder schools, school leadership, school boards, school district leadership and community organizations and leaders. (AFJROTCI 36-2010 para 7.5) | | | | | |
| VII-8 | A wellness program has been established and is conducted in compliance with HQ guidance. A. PFT Events and PFT Mass Assessment will be loaded in WINGS within the first 45 calendar days of SY, and loaded again 30 calendar days prior to end of SY. B. Maintains current/signed parental consent forms, with WINGS updated. C. Cadets not participating in the wellness program must be accounted for in writing. (AFJROTCI 36-2010 para 5.6) | | | | | |

| Assessment Items | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|--|-----|------|------------|-------------|--------------|
| <p>VII-9</p> <p>Unit maintains a current cadet guide or unit operating instruction to which all cadets have access. It should outline, as a minimum:</p> <p><i>A. Cadet appearance (to include detailed cadet uniform appearance, cadet grooming standards).</i></p> <p><i>B. Program opportunities.</i></p> <p><i>C. Cadet expectations to include cadet promotions.</i></p> <p><i>D. Corps operational and functional areas.</i></p> <p><i>E. Disenrollment rules and process.</i></p> <p><i>F. Hazing and physical discipline prohibitions.</i></p> <p><i>G. Reserve cadet participation.</i></p> <p><i>(AFJROTCI 36-2010 para 7.6.)</i></p> | | | | | |
| <p>VII-10</p> <p>Unit meets all required Holm Center and JR suspenses.</p> <p><i>A. Both Fall/Spring Enrollment verification/PSRs NLT 10 Oct <u>and</u> 10 Feb respectively.</i></p> <p><i>B. Unit Goals Submitted NLT 10 Oct.</i></p> <p><i>C. ADPE Verification NLT 10 Feb.</i></p> <p><i>D. Self-Assessment NLT 15 Mar.</i></p> <p><i>E. Events NLT 10 Apr.</i></p> <p><i>(AFJROTCI 36-2010 para 7.7)</i></p> | | | | | |
| <p>VII-11</p> <p>Instructors are teaching from current curriculum material as derived from the current AFJROTC Curriculum Guide and CMPF. Unit provides Cadet Course Syllabus that identifies units/chapters being taught. The AFJROTC curriculum is executed IAW Holm Center guidance; any deviations from prescribed curriculum are approved via waiver granted by Holm Center/DE and documented in WINGS.</p> <p><i>(AFJROTCI 36-2010 para 5.2.-5.3.; Curriculum Guide)</i></p> | | | | | |

| Assessment Items | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
|------------------|--|-----|------|------------|-------------|--------------|
| VII-12 | <p>Each unit must develop and have on file a current and complete seven-year curriculum plan that visually depicts and describes the past, present and future courses to be taught.</p> <p>A. Plan will reveal how the unit ensures a student does not repeat the same course content over the period of their enrollment.</p> <p>B. Plan will include units/chapters being taught.</p> <p>(AFJROTCI 36-2010 para 5.4)</p> | | | | | |
| VII-13 | <p>The unit uses WINGS to maintain accountability for all curriculum materials, with only current AS and LE materials on hand.</p> <p>(AFJROTCI 36-2010 para 5.1)</p> | | | | | |
| VII-14 | <p>Unit must have current Military Property Custodian (MPC) and Holm Center ADPE Equipment Custodian (EC) letters updated in WINGS.</p> <p>(AFJROTCI 36-2010 para 4.6)</p> | | | | | |

Section VIII – Director’s Special Interest Items

Note: Items in this section do not affect overall ratings. Any item rated below Meets Standards requires comments.

| Exceeds Standards | | Meets Standards | | Meets Stds w/ Discrepancies | | Does Not Meet Standards | | Not Rated | | |
|--------------------------|--|------------------------|--|------------------------------------|--|--------------------------------|-------------|------------------|-----------------|------------------|
| Assessment Items | | | | | | Exc | Meet | W/ Disc | Not Meet | Not Rated |
| VIII-1 | Unit LDRs by category (STEM; Activity; Unit) and total number of LDRs. | | | | | | | | | |
| VIII-2 | Unit retention rates for cadets from 1st-2nd year in the program. | | | | | | | | | |

To be used as a Guide to Possible Rating

| SECTION II (Title 10/DODI/AF & District MOA) | | | | |
|---|---|---|--|--|
| Assessment Items/Data Source | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standards |
| II-1 Review C/Rosters | N/A | Instructors teach only AFJROTC cadets who are in grades 9-12 and a course of military instruction of not less than three academic years. | N/A | Unit has cadets who are not in grades 9-12 and/or teaches courses not approved for AFJROTC and/or does not have a three year academic program |
| II-2 SASI/Principal discussion | N/A | Satellite units are not established | N/A | Satellite units are established |
| II-3 SASI/Principal discussion | N/A | School meeting standards as stated in agreement/ DODI | N/A | School is not meeting standards as stated in the agreement/ DODI |
| II-4 SASI/Principal/ JRI discussion | School is exceeding standards as stated in agreement/ DODI | School meeting standards as stated in agreement/ DODI | School is making every attempt to hire instructor. At time of UE Unit is missing one or more instructor | Any area does not meet standards |

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|--|--|--|------------|--|
| II-5 Ask Instructors | School is exceeding standards as stated in agreement/ DODI | School meeting standards as stated in agreement/ DODI | N/A | Any area does not meet standards |
| II-6 Counselors/ Instructor/ Cadets | N/A | School meeting standards as stated in agreement/ DODI | N/A | Any area does not meet standard |
| II-7 Observe facilities | Above the norm classroom and instructor office facilities provided for AFJROTC | Adequate facilities have been provided for AFJROTC purposes | N/A | Adequate facilities have not been provided for AFJROTC purposes |
| II-8 Observe drill area(s) | School provides above the required minimum drill space. Consideration should be given to indoor drill facilities in areas where inclement weather prohibits outside drill for extended periods of time. | School provides and maintains adequate drill space | N/A | School does not provide or maintain the required drill space |

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|---|--|--|------------|---|
| II-9 Observe and measure as necessary. | School provides more than the required 400 square feet of climatically controlled storage | School provides 400 square feet of adequate climatically controlled storage | N/A | School does not provide 400 square feet of climatically controlled storage |
| II-10 Ask Counselors/ SASI | AFJROTC is given preference in course scheduling | Scheduling provides ample opportunities for students to enroll | N/A | School is restrictive in their scheduling of AFJROTC classes |
| II-11 Ask Counselors/ SASI | School provides more than general elective credit | School is providing academic credit | N/A | School does not provide academic credit for AFJROTC courses |

SECTION III (Instructor Performance)

| Assessment Items | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standards |
|--|---|---|--|--|
| III-1 Observe Instructors. Ask Cadets/Principal | Instructors meet requirements in all areas and present a highly professional image | Instructors wear uniform IAW AFJROTCI 36-2010 & AFI 36-2903 and present a professional image | Minor grooming standard violations; uniform in disrepair and/or does not fit; does not present professional image | Instructors do not wear uniform in compliance with AFI 36-2903 and AFJROTCI 36-2010 |

Records should be looked at based on the instructor tenure. Instructors should not be held accountable for what prior instructor(s) did or did not keep.

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|---|--|---|---|---|
| III-2 Ask Bookkeeper/ Booster Club Treasurer | School accounts reconciled monthly, out of school accounts audited more often than annually | Reconciliation and audit procedures meet HQ guidance | N/A | Reconciliation/audit procedures are not in place; instructors have direct access to funds |
| III-3 Check WINGS | N/A | Expense reimbursements and credit card requests follow criteria found in HQ Instructions; AF funds are fully utilized. | Minor discrepancy in following HQ Instructions | Expense reimbursements or credit card requests are not following criteria found in HQ instructions |
| III-4 Observe. Review Unit self assessment. Discuss with principal | N/A | Instructors have identified compliance issues to school administration and to HQ AFJROTC | N/A | Instructors have not identified compliance issues to school nor to HQ AFJROTC |

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|--|------------|---|---|--|
| III-5 Ask Instructors/ Principal/Cadets | N/A | Instructors meet requirements in all areas, workload is equitably distributed and professional relationship between instructors exists | N/A | Breakdown of professional relationships exists; evidence of strained relations between instructors and/or school officials is affecting the program |
| III-6 Height and Weight check | N/A | Instructors meet height and weight or BFM requirements | One instructor does not meet height and weight or BFM requirements | More than one instructor does not meet height and weight or BFM requirements |

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|--|--|---|--|--|
| III-7 Observation of instructors teaching class | Instructors clearly at ease with the curriculum; present an interesting and dynamic lesson; exceptional use of visual and other aids to instruction including TPC/CPS | Instructors present an effective lesson covering lesson objectives using TPC/CPS | Instructors utilizing minimal support material; lack of preparation; lesson objectives not referenced; ineffective use of TPC/CPS | Instructors unprepared; lesson objectives not met; lesson out of sequence; no use of visual aids; TPC/CPS not used. |
| III-8 Observe instructors teaching class | Instructor fully involve students; handouts provided; activity based instruction | Instructors meet requirements in all areas | Instructors do not engage all students; largely just lecture. | Instructors do not have proper classroom management students and or instructors not treated with respect |
| III-9 View CPR Cards | N/A | All Instructors are CPR Certified. | N/A | One or more instructors are not currently CPR Certified |
| III-10 Review Self- Assessment; Compare to UE findings. | N/A | Unit has completed self- inspection as required | Minor differences between self- assessment and UE report | Unit has not completed self- assessment, or major differences between self- assessment and UE report |

Section IV (Equipment Management)

| Assessment Items | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does Not Meet Standards |
|--|---|--|---|--|
| IV-1 Visual Inspection | Unit storage exceeds requirements (i.e. gun safe, using a SF 702) | Unit is meeting requirements as required by HQ guidance | Unit has minor discrepancy with meeting storage requirement. | Unit has major discrepancy with meeting storage requirement |
| IV-2 Check WINGS Inventory against on-shelf inventory | No discrepancies noted. Tracking more than required and cadets are using Cadet Access for inventory updates. | Unit is meeting requirements as required by HQ guidance | Unit is using Wings Logistics Module with minor discrepancies | Unit is not using Wings Logistics Module and/or has major discrepancies |
| IV-3 Observation during inspection. Review IT Asset Mgmt. in WINGS. | N/A | Unit is meeting requirements as required by HQ guidance | Unit has minor inventory discrepancies Obsolete equipment is on hand | Unit is not IT compliant, AIM inventory is not current. |

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|---|---|---|--|---|
| IV-4 Review WINGS inventories and compare with physical Inspection | Unit is meeting requirements in all areas and has permanently etched AF purchased equipment. Unit/school funded or donated equipment is etched with Unit number. | AF furnished equipment is permanently marked (Etched or permanent marker) as “Air Force Property”. ADPE labels attached. | Minor discrepancies in marking of AF Equipment and attaching Holm Center ADPE Labels | Major discrepancies in marking of AF Equipment and attaching Holm Center ADPE Labels |
| IV-5 Check current Cadets w/Issued Items report; Current Wings Inventory; Prior Cadet w/Issued Items Report; Shelf Inventory; Review Hand Receipts | No discrepancies noted Cadet Managed and Run; Tracking more than required; cadets using WINGS cadet access Logistics Module. | Unit is meeting requirements as required by HQ guidance | Minor discrepancies in accounting of uniform items in WINGS. Minor discrepancies with hand receipts | Major discrepancies in accounting of uniform items in WINGS. Major discrepancies or no hand receipts |

Section V (Leadership Development Requirements)

| Assessment Item | Exceeds Standard | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standards |
|---|---|---|--|---|
| V-1 Cadet Mission Briefing; WINGS Events; Talk to Cadets and Instructors | Extensive variety (7 or more) LDR activities have been incorporated into AFJROTC program that will appeal to the cadet | A sufficient variety (3 to 6) LDR activities have been incorporated into AFJROTC program that will appeal to the cadet | A limited variety (less than 3) LDR activities have been incorporated into AFJROTC program. | LDR activities have not been incorporated into AFJROTC program. |
| V-2 Cadet Mission Briefing; WINGS Events; Talk to Cadets and Instructors | N/A | Operation and supervision of LDR activities are equitably shared between instructors | N/A | Operation and supervision of LDR activities are not equitably shared between instructors |

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| <p>V-3</p> <p>Cadet Mission Briefing; WINGS Events; Talk to Cadets and Instructors</p> | <p>Cadet Corps plans, organizes and executes multiple (minimum of 7) different LDR activities.</p> | <p>Cadet Corps plans, organizes and executes LDR activities (minimum of 3).</p> | <p>Cadet Corps is minimally involved in the planning, organization and execution of LDR activities.</p> | <p>Cadet Corps is not involved in the planning of any LDR activities.</p> |
| <p>V-4</p> <p>Review WINGS Events Module. Compare to observation, Cadet Mission Briefing and Cadet Guide</p> | <p>Cadets enter LDR activities properly into WINGS.</p> | <p>LDR activities are properly loaded in WINGS.</p> | <p>LDR activities are incomplete in WINGS.</p> | <p>LDR activities are not entered in WINGS.</p> |
| <p>V-5</p> <p>Review Cadet Roster in EVENTS Module of WINGS</p> | <p>90% of cadet corps participates in at least one LDR activity.</p> | <p>50% to 89% of cadet corps participates in at least one LDR activity.</p> | <p>25% to 49% of cadet corps participates in at least one LDR activity.</p> | <p>Less than 25% of cadet corps participates in at least one LDR activity.</p> |

Section VI (Cadet Operations)

| Assessment Items | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standards |
|---|--|---|--|--|
| VI-1 Observation throughout visit. | All cadets in the same uniform; very minor violations of grooming standards; cadets actively enforce uniform standards. | Unit is meeting uniform wear requirements as required by HQ guidance | Minor discrepancies in uniform wear and/or grooming standards | Major discrepancies in uniform wear and/or grooming standards; numerous cadets not in uniform |

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| <p>VI-2 Cadet Mission Briefing; Discuss with Principal</p> | <p>Cadets demonstrate Excellence in all we do by exceeding unit conduct policies, exceeding school academic standards, exceeding PFT goals, heavily involved in recruiting retention efforts, and being heavily involved in school organizations other than AFJROTC.</p> | <p>Cadets are meeting standards in demonstrating Excellence in all we do.</p> | <p>Minor Deficiencies in demonstrating Excellence in all we do.</p> | <p>Major Deficiencies in demonstrating core value of Excellence in all we do</p> |
| <p>VI-3 Cadet Mission Brief; Review Cadet Roster in Unit Events module in WINGS</p> | <p>Very robust community service program; 90% or higher cadet participation rate. Unit goals are measured/tracked by cadets.</p> | <p>Unit has an active community and school service program. 50-89% cadet participation rate</p> | <p>Minimal community service program; marginal cadet participation rate exists; 25- 49% cadet participation rate</p> | <p>Cadets are not actively involved in community service, or support activities. Less than 25% cadet participation rate</p> |

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| VI-4 Cadet Mission Briefing; On-site observation | Polished, prepared, presented by cadet staff. Multimedia briefing focusing on unit goals and programs. Unit goals are being measured and tracked by cadets. | Unit is meeting HQ guidance | Minor deficiencies in briefing content | Major deficiency in briefing content; ill prepared, poorly presented |
| VI-5 Visual Observation | Highly proficient 30-Command drill sequence. Near perfect performance. | Proficient 30-Command Drill Sequence. | Minor discrepancies noted | Major discrepancies noted |

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| VI-6 Observation; Cadet Mission Briefing; Cadet discussion throughout visit. | Cadet ownership of unit programs clearly evident; unit goals emphasized; continuity programs exist. | Unit has a functioning cadet staff; some cadet ownership exists | Low functioning cadet staff; excessive instructor guidance | Instructors are running program |
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Section VII (Unit Operations)

| Assessment Item | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standards |
|--|------------------------------|--|--|--|
| VII-1 Review current Unit Roster and PSR in WINGS | N/A | Unit is meeting requirements as required by HQ guidance | Minor errors that did not affect viability, instructor manning or funding | Major errors that affect viability, instructor manning or funding |

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| VII-2 Observation/ Interaction with cadets and Instructors | N/A | Unit is meeting HQ guidance requirements | WINGS use is intermittent; minor errors in meeting operational requirements | Instructors fail to use WINGS regularly; not responsive to HQ tasking's; major WINGS errors |
| VII-3 Observation/ interaction with Instructors; Review Unit Data in WINGS | N/A | Unit is keeping school and Unit contact information up to date. | N/A | Unit is not keeping school and unit contact information up to date |
| VII-4 Review WINGS Waivers; Observation during visit. | N/A | Unit is meeting requirement and has required uniform waivers loaded in WINGS | Expired waivers and other minor variations of uniform wear (i.e. Unit Patch without waiver) | Major variation of uniform wear without required waiver in WINGS |
| VII-5 Talk with Cadets | N/A | Unit complies with AFJROTC policy regarding physical discipline. | N/A | Unit does not comply with AFJROTC policy regarding physical discipline. |

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| VII-6 Review Unit Events in WINGS; Cadet Mission Briefing; Instructor discussions | Unit takes more than one CIA trip per Academic Year; 50% or more of cadets have taken a CIA trip. | Unit takes at least one CIA trip per Academic Year and 25- 49% of cadets have taken a CIA trip. | Unit takes one CIA trip and 10-24% of cadets have taken a CIA trip. | Unit does not take the minimum number of CIA trips per Academic Year or less than 10% of cadets have taken a CIA trip. |
| VII-7 Review enrollment history in WINGS; Discuss with Principal and Counselors | Instructors/ school administrators go above and beyond to recruit/retain cadets | Instructors/ school administrators recruit and retain cadets | Some recruiting and retention is being done however, instructors and school administrators are not working together | No recruiting or retention efforts evident |
| VII-8 Review PT Events/PT Mass Assessment/Par ent Consent Forms in WINGS; Unit Mission Brief | Cadet run program; cadets are tracking recording keeping of wellness program activities and WINGS update of PFT Events/Mass Assessment | Unit is meeting requirements as required by HQ Guidance | Minor Discrepancies in meeting Wellness Program Requirements | Wellness program requirements are not being accomplished |

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| <p>VII-9 Review Cadet Guide and School/Unit Website</p> | <p>Cadets actively involved in developing the cadet guide or operating procedures; unit has access to guide on-line; guide includes visual aids and more than minimum</p> | <p>Unit is meeting requirements as required by HQ guidance</p> | <p>Cadet guide or operating instructions are incomplete or out of date</p> | <p>No cadet guide or operating instructions</p> |
| <p>VII-10 Review WINGS Suspenses and Unit inputs.</p> | <p>N/A</p> | <p>Unit has met all major HQ suspense's</p> | <p>Unit has met all but 1 major HQ suspense.</p> | <p>Unit has missed 2 or more major HQ suspense's.</p> |
| <p>VII-11 Review Unit Syllabus against Curriculum Guide requirements; Review curriculum waivers in WINGS.</p> | <p>Unit is executing curriculum IAW HQ Guidance and has exceeded the minimum Syllabus content requirements.</p> | <p>Unit is executing curriculum IAW HQ Guidance, Syllabus is accessible to cadets at start of school with units/ chapters being taught.</p> | <p>Minor deviations in delivery of curriculum; slight variations in 40/40/20; Syllabus does not include units/ chapters being taught.</p> | <p>Obsolete Curriculum is being used. Curriculum deviations exist without approved curriculum waivers in WINGS; 40/40/20 not adhered to. Syllabus not provided.</p> |

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| VII-12 Review 7-year Curriculum Plan against Curriculum Guide requirements; Review Prior Year(s) in WINGS; | N/A | Unit has a 7-year curriculum plan developed and on file showing that cadets are not repeating classes. | Poorly written, incomplete, or inaccurate curriculum plan. Cadets could repeat classes. | Unit does not have a 7-year curriculum plan on file. |
| VII-13 Speak with Cadets; Review WINGS Inventory vs. on-shelf inventory; Review CMPF to ensure current curriculum on hand | No discrepancies noted. Cadets manage/run curriculum inventory and are tracking more than required | Unit is meeting requirements per HQ guidance | Minor inaccuracies in curriculum inventory | Major inaccuracies in curriculum inventory |
| VII-14 Review Letters in WINGS | N/A | Unit has a current Military Property Custodian (MPC) and Holm Center ADPE (EC) letter on file and updated in WINGS | N/A | Unit does not have a current Military Property Custodian (MPC) or Holm Center ADPE (EC) letter on file and updated in WINGS |

Section VIII (Director's Special Interest Items)

Note: These items do not effect overall rating

| Assessment Item | Exceeds Standards | Meets Standards | Meets Standards w/ Discrepancies | Does not Meet Standard |
|------------------------|---|---|---|---|
| VIII-1 | Unit has a minimum of 1 LDR in each category (STEM/Activity/Unit) and an overall total of 7 or more LDRs. | Unit has a minimum of at least 1 LDR in each category, and a total of 3 to 6 LDRs. | Unit has 3 LDRs, However the unit does not have 1 in each category. | Unit has less than 3 LDR's |
| VIII-2 | Unit has a retention rate for 1 st -2 nd year cadets of 60% or higher. | Unit has a retention rate for 1 st -2 nd year cadets of 50-59%. | Unit has a retention rate for 1 st -2 nd year cadets of 40-49%. | Unit has a retention rate for 1 st -2 nd year cadets below 40%. |

PRE-VISIT ITEMS:

| <u>No later than two weeks prior to the scheduled visit:</u> | Yes | No | N/A |
|---|------------|-----------|------------|
| Accomplish the required Self – Assessment and ensure it is loaded properly into WINGS. | | | |
| Forward your “Draft Agenda” via email to the HQ Visitor visiting your unit for consideration/coordination. See “Sample Agenda” in attachment 5 of this document. | | | |
| Forward your “Top Performer” nominations via email to the HQ Visitor visiting your unit for consideration/coordination. | | | |
| Forward your “Best Practices” (if any) nominations via email to the HQ Visitor visiting your unit for consideration/coordination. | | | |
| Forward any “Special Attention” (if any) items via email to the HQ Visitor visiting your unit (positive or negative situations the HQ needs to be aware of). | | | |
| Ensure all instructors are aware that attendance during the Unit Visit is mandatory. | | | |
| Verify previously planned In-Brief / Out-Brief times and locations with Principal and/or Superintendent. | | | |
| Verify previously planned “meeting” time and location with Counselors, Bookkeeper, etc. | | | |
| Verify that the HQ Visitor has received submissions for: <ul style="list-style-type: none"> a. Agenda b. Top Performers c. Best Practices d. Special Attention Items | | | |
| Review the Cadet Mission Briefing to ensure all requirements are met. | | | |
| Ensure a parking space for the HQ Visitor is available for the scheduled date. | | | |
| Forward to the HQ Visitor any special directions/maps to the school/unit/parking space. | | | |
| Prepare Top Performer Certificates for presentation during the visit. | | | |
| Ensure cadets are briefed on: <ul style="list-style-type: none"> a. Uniform Wear during the HQ visit. b. Reason for HQ visit. c. Cadet introductions—have cadets state their name, grade and job in the cadet corps. | | | |

| No later than two weeks prior to the scheduled visit: | Yes | No | N/A |
|---|------------|-----------|------------|
| Instructors and cadets should: <ul style="list-style-type: none"> a. Review the agenda for the scheduled visit b. Ensure facilities are clean and neat c. Prepare any items worthy of display d. Continue ensuring that cadet grooming is well within standards e. Continue practicing the Cadet Mission Brief and any other briefings f. Continue practicing the 30-step drill sequence | | | |

| **Day of the scheduled visit: | Yes | No | N/A |
|---|------------|-----------|------------|
| Provide all requested documentation to the HQ Visitor upon their arrival—see “Checklist of Documents” in Attachment 3 of this document). | | | |

NOTE: Visits by HQ are not griping sessions; significant problems should have been brought up long before the visit. Also, this is a perfect opportunity to showcase your successes! Put your best foot forward! This may be the only opportunity your cadets will have to be involved in a HQ AFJROTC Assessment. Look Sharp! Feel Sharp! Be Sharp!

Additionally, the evaluator has a lot to accomplish in a very short period of time. **Please try to stay on schedule!**

CHECKLIST OF DOCUMENTS

Attachment 3

Unit presents to HQ Visitor at In-Briefing

Yes No

| | | |
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| Documentation of auxiliary account (booster club), financial audits and account reconciliation records. | | |
| Copies of all Expenditures not Paid/Complete in WINGS | | |
| Description of system/process in place for Fund Raising Money Management and account auditing | | |
| Cadet Management Inventory Report (Pull report within 24 hours of visit) | | |
| Cadet Hand Receipts for Uniform items Issued | | |
| Current copy of the Holm Center ADPE Inventory list | | |
| Current school system generated class roster(s) | | |
| Lesson Plans (what will be taught on assessment day) | | |
| Course syllabus for all classes | | |
| Copy of Unit's seven-Year Curriculum Plan | | |
| Grade Book | | |
| Cadet Guide | | |
| Access to all Fitness Program Parent Consent forms | | |
| Instructor CPR qualifications | | |
| Copy of School Cadet Drop/Add List | | |
| Hard copy of Cadet Mission Brief | | |

Instructor specific items

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| Ensure a scale for measuring height and weight of instructor staff is available | | |
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30-COMMAND DRILL SEQUENCE

Attachment 4

Performance of the 30-Command Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-command drill sequence. Request permission to use your drill area, Sir/Ma'am!

- | | |
|---|--|
| 1. *Fall in (Sizing of flight is not required) | 16. To the rear march |
| 2. Open ranks march | 17. To the rear march |
| 3. Ready front | 18. Column right march |
| 4. Close ranks march | 19. Forward march |
| 5. Present arms | 20. Eyes right (<i>salute the evaluator</i>) |
| 6. Order arms | 21. Ready Front |
| 7. Parade rest | 22. Column right march |
| 8. Attention | 23. Forward march |
| 9. Left face | 24. Change step march |
| 10. About face | 25. Column right march |
| 11. Forward march | 26. Forward march |
| 12. Right flank march | 27. Flight halt |
| 13. Left flank march | 28. Left face |
| 14. Column right march | 29. Right step march |
| 15. Forward march | 30. Flight halt |

Cadet Commander will report out after the command flight halt is given. Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command*

UNIT NUMBER AND SCHOOL NAME

Unit Evaluation Agenda

- 0645-0700 Arrive – Met by _____
- 0705-0715 Height/weight check (utilizing school scale)
- 0720-0740 In-Brief Principal with SASI/ASI
- 0745-0845 Cadet Mass Formation
 - Uniform Inspection
 - 30-Command Drill Sequence (led by 2nd year cadet)
 - Present Top Performer Awards (instructors provide certificates)
- 0850-0920 Meet with Counselors (prefer all, but as many as possible)
- 0925-1025 Cadet Unit Mission Briefing
- 1030-1100 Observe AS classroom instruction, w/TPC/CPS and cadet discussion
- 1100-1130 Observe LE classroom instruction, w/TPC/CPS and cadet discussion
- 1130-1200 Working Lunch
- 1200-1330 Run Assessment Checklist (cadets will need to be available with WINGS Access-- Cadet Logistic officer(s); Cadet PFT officer(s); Cadet(s) who enter EVENTS into WINGS; Cadet(s) to help inventory drill rifles, sabers, air rifles, etc.)
 - Have ADPE inventory items available for easy access
- 1330-1400 Debrief SASI and ASI
- 1400-1430 Out-Brief Principal with SASI/ASI
- 1445 Depart

This sample agenda is for planning purposes only, times and sequence may be adjusted as necessary. Provide final agenda with specific times to HQ Visitor at least 2 weeks (or earlier as directed) prior to visit.