

AIR FORCE JUNIOR RESERVE OFFICER
TRAINING CORPS
ASSESSMENTS CHECKLIST, RUBRIC AND
ATTACHMENTS
AY-2017

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:		Principalemail:		Assessment Official:	Accompanying Official:

System Generated Overall Unit Assessment Score

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

Overall Unit Assessment Score

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

See AFJROTC Assessment Guide for instructions on providing Overall Assessment rating.

Section II – Compliance (Title 10/DODI/AF Instructions/School Agreement)

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 36-2001 para 2.1), AF/School agreement)					

II-2	<p>Satellite units are not established. (Title 10, USC, Section 2031, Para(a)(1) (AFJROTCI 36-2001 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 36-2001 para 2.3), AF/School agreement)</p>					
II-4	<p>School supports the AFJROTC program with minimum staff level (1 officer and 1 NCO); complies with instructor/cadet ratios. (AFJROTCI 36-2001 para 2.3), AF/School agreement</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/School agreement - MOA)</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 36-2001 para 2.4.1.1.), AF/School agreement</p>					

II-7	<p>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 36-2001 para 2.5), AF/School agreement</p>					
II-8	<p>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 36-2001 para 2.6), AF/School agreement</p>					
II-9	<p>Storage Facilities:</p> <p>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.</p> <p>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.</p> <p>Note: Additional storage space will be required as unit enrollment grows.</p> <p>(AFJROTCI 36-2001 para 2.7), AF/School agreement</p>					
II-10	<p>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 36-2001 para 2.8), AF/School Agreement</p>					
II-11	<p>School grants appropriate academic credit towards graduation for participation in AFJROTC program. (AFJROTCI 36-2001 para 2.9), AF/School Agreement)</p>					
<p>Comments:</p>						

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.

Exceeds Standards		Meets Standard		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

Assessment Items	Exc	Meet	W / Dis	Not Meet	Not Rated
------------------	-----	------	---------	----------	-----------

III-1	<p>Instructor staff wears service uniform daily and presents a professional military image. (AFJROTCI 36-2001 para 3.1)</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 funds 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 36-2001 para 3.2.)</p>					
III-3	<p>Expense reimbursements or credit card request for payments follow Holm Center Instruction 65-103 and HQ AFJROTC supplemental direction (Ops Sup 8). (AFJROTCI 36-2001 para 3.3)</p>					

III-4	<p>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 36-2001 para 3.8)</p>					
III-5	<p>Workload is equitably distributed between instructors.</p> <p>Appropriate professional relationships exist between the instructors, cadets, faculty, and school administration.</p> <p>(AFJROTCI 36-2001 para 3.4.)</p>					
III-6	<p>Instructor staff meets weight and/or body fat standards.</p> <p>(AFJROTCI 36-2001 para 3.5)</p>					
III-7	<p>Instructors are teaching from current curriculum material as derived from the current AFJROTC Curriculum Guide and CMPF.</p> <p>Unit provides Cadet Course Syllabus that identifies units/chapters being taught.</p> <p>The AFJROTC curriculum is executed IAW Holm Center guidance; any deviations from prescribed curriculum are documented and approved via waiver granted by Holm Center/DE (formerly CR).</p> <p>(AFJROTCI 36-2001 para 5.2. and 5.3., Curriculum Guide)</p>					

III-8	<p>Each unit must develop and have on file a current and complete seven-year curriculum plan that depicts and describes the past, present and future courses to be taught.</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">B. Plan will include units/chapters being taught.</p> <p>(AFJROTCI 36-2001 para 5.4)</p>					
III-9	<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 36-2001 para 3.6)</p>					
III-10	<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 36-2001 para 3.7)</p>					
III-11	<p>All instructors have current hands on adult CPR certifications on file.</p> <p>(AFJROTCI 36-2001 para 5.6.6.)</p>					
Comments:						

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 Standard s		Meets Stds w/ Discrepanci es		Does Not Meet Standards		Not Rated			
Assessment Items							Exc	Meet	W/ Disc	Not Mee	Not Rated
IV-1	<p>1903 Daisy Drill Rifles, CMP Air Rifles, other replica weapons, and ceremonial sabers are stored as required. (AFJROTCI 36-2001 para 4.1.1)</p>										
IV-2	<p>Unit uses WINGS Logistics Module to account for all Air Force funded Non ADPE equipment. NOTE: All air rifles, drill rifles, wooden replica rifles and swords will be listed in WINGS regardless of funding. (AFJROTCI 36-2001 para 4.2.1.)</p>										
IV-3	<p>AIM inventories must be current, and documents uploaded in WINGS. Items no longer in service will be appropriately turned in to DRMO. (AFJROTCI 36-2001 para 4.3.1.)</p>										
IV-4	<p>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 36-2001 para 4.3.6. and 4.4)</p>										

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 36-2001 para 4.5.1)					
IV-6	The unit uses WINGS to maintain accountability for all curriculum materials, with only current AS and LE materials on hand. (AFJROTCI 36-2001 para 5.1)					
IV-7	Unit must have current Military Property Custodian (MPC) and Holm Center ADPE Equipment Custodian (EC) letters updated in WINGS. (AFJROTCI 36-2001 para 4.6.1.2.)					
Comments:						

Section V -- Co-Curricular

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	Co-Curricular activities have been incorporated into AFJROTC program that offer a variety of opportunities for cadets. (AFJROTCI 36-2001 para 7.2.3.1.)						
V-2	Operation and supervision of Co-curricular activities are an equitably shared responsibility between instructors. (AFJROTCI 36-2001 para 7.2.3.1.)						
V-3	Cadet Corps Leadership plans, organizes and executes Co-Curricular activities. (AFJROTCI 36-2001 para 7.2.3.1.)						
V-4	Accurate entry into WINGS event module of all AFJROTC community service hours and Co-Curricular activities. (AFJROTCI 36-2001 para 7.2.3.)						
V-5	Cadets participate in Co-Curricular activities. (AFJROTCI 36-2001 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. (AFI36-2903, AFJROTCI 36-2001)</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 co-curricular activities and interaction with other school organizations and programs. <p>(AFJROTCI 36-2001 para 6.3.1. and 7.2.3.1. and 7.2.3.2.)</p>						

VI-3	<p>Cadets demonstrate "service before self" through active participation in school and/or community support events.</p> <p>Events must be properly loaded in WINGS within one week of event completion.</p> <p>(AFJROTCI 36-2001 para 6.4.1.)</p>					
VI-4	<p>Cadets demonstrate discipline, teamwork, and unit cohesion by developing a cadet prepared unit mission briefing that must include all items listed in AFJROTCI-36-2001.</p> <p>(AFJROTCI 2001 para 6.5.1.)</p>					
VI-5	<p>30-step drill sequence led and performed by 2nd year cadets.</p> <p>(AFJROTCI 36-2001 para 6.6.2.)</p>					
VI-6	<p>Cadets demonstrate Corps "ownership."</p> <p>(AFJROTCI 36-2001 para 6.7.2.)</p>					

Comments:

Section VII – Unit 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	No t Rate
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 36-2001 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 36-2001 para 7.2.)</p>						
VII-3	<p>Unit will keep school, district and unit contact information current.</p> <p>(AFJROTCI 36-2001 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 residing in WINGS is not a valid waiver.</p> <p>(AFJROTCI 36- 2001 para 6.1.1.4 and para 7.2.2)</p>						
VII-5	<p>The unit complies with AFJROTC Director’s guidance regarding not using physical discipline.</p> <p>(AFJROTCI 36- 2001 para 7.3.)</p>						
VII-6	<p>Unit must take a minimum of one CIA trip per Academic Year (per term for 4x4).</p> <p>(AFJROTCI 36- 2001 para 7.4.1.)</p>						

<p>VII-7</p>	<p>Instructors and school administrators are actively engaged in unit recruiting and retention.</p>					
<p>VII-8</p>	<p>Instructors and cadets are positive AFJROTC ambassadors and perform AFJROTC program outreach to school leadership, school boards, school district leadership and community organizations and leaders.</p> <p>(AFJROTCI 36-2001 para 7.5.)</p> <p>A wellness program has been established and is conducted in compliance with HQ guidance.</p> <ul style="list-style-type: none"> 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. <p>(AFJROTCI 36-2001 para 5.6.2. / 5.6.3.)</p>					

<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> <ul style="list-style-type: none"> A. Cadet appearance (to include detailed cadet uniform appearance, cadet grooming standards). B. Program opportunities. C. Cadet Expectations to include cadet promotions. D. Corps operational and functional areas. E. Disenrollment rules. F. Hazing and Physical discipline prohibitions. G. Reserve cadet participation. <p>(AFJROTCI 36-2001 para 7.6.)</p>					
<p>VII-10</p>	<p>Unit meets all required Holm Center/JR suspense's. (AFJROTCI 36-2001 para 7.7)</p>					
<p>VII-11</p>	<p>Unit Self-Assessment is accomplished prior to Unit Evaluation or NLT 15 March, whichever comes first.</p> <ul style="list-style-type: none"> A. Include proper height/weight entry by all instructors. B. Instructors will input comments in comment section for all items that are not marked "Meets Standard." <p>Note: Unit identified findings must be consistent with findings identified during HQ UE when applicable.</p> <p>(AFJROTCI 36-2001 para 8.2.2)</p>					

Comments:

Section VIII – Director’s Special Interest Items

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	<p>Instructors are utilizing and appropriately spending AF Funds IAW Finance Guide & in support of Cadet Ops (O&M/MILPER approved purchases). Goal is to fully utilize HQ funds provided to the unit as early in FY as possible.</p> <p>Reimbursement Requests are being submitted in a timely manner IAW Finance Guide instructions (Submitted to HQ in 30 day increments).</p>										
VIII-2	<p>CIA Field Trips are being conducted such that cadet participation rate is fair and equitably dispersed throughout the corps.</p>										
VIII-3	<p>Units have met the following critical suspense’s:</p> <ul style="list-style-type: none"> A. Both Fall/Spring Enrollment verification/PSRs on <u>10 Oct</u> and <u>10 Feb</u>. B. Unit Goals Submitted NLT 10 Oct. C. ADPE Verification NLT 10 Feb. D. Self-Assessment NLT 15 Mar. E. Events NLT 10 Apr. 										
<p>Comments:</p>											

Attachment 2

To be used as a Guide to Possible Rating

SECTION II (Title 10/DODI/School Agreement)				
Assessment Items	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does not Meet Standards
II-1	N/A	Instructors teach only AFJROTC students 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	N/A	Satellite units are not established	N/A	Satellite units are established
II-3	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	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-5	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	N/A	School meeting standards as stated in agreement/ DODI	N/A	Any area does not meet standard
II-7	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	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

II-9	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	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	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	Instructors present a highly professional image; wears uniform IAW AFJROTCI 36-2002	Instructors meet requirements in all areas; uniform is current	Minor grooming standard violations; uniform in disrepair and/or does not fit	Instructors do not wear uniform in compliance with AFI 36-2903 and AFJROTCI 36-2002

Receipts should be looked at based on the instructor tenure. Instructors should not be held accountable for what a prior instructor did or did not keep.

III-2	Accounts are reconciled monthly, audited more often than annually	Audit procedures meet HQ guidance	N/A	Audit/Reconciliation procedures are not in place; Instructors have direct access to funds
III-3	N/A	Expense Reimbursements and Credit Card Requests are	Minor discrepancy in following Holm Center Instructions	Expense Reimbursements or Credit Card Request are not
		following Criteria found in Holm Center Instructions		following Criteria found in Holm Center Instruction
III-4	N/A	Instructors have identified compliance issues to school, and up channeled to HQ	N/A	Instructors have not identified compliance issues to school, nor up channeled to HQ

III-5	N/A	Instructors meet requirements in all areas, workload is equitably distributed and professional relationship between instructors exists	N/A	Breakdown of professional relationships exist; evidence of strained relations between instructors and/or school officials effecting the program
III-6	N/A	Instructors meet BFM requirements	One instructor does not meet BFM requirements	More than one instructor does not meet BFM requirements
III-7	Unit has exceeded the minimum Syllabus contents requirements	Unit is executing curriculum IAW HQ Guidance, Syllabus is accessible to cadets at start of school with units/chapters being taught.	Minor deviations in delivery of curriculum; slight variations in 40/40/20; Syllabus does not include units being taught.	Obsolete Curriculum is being used. Curriculum deviations exist without approved Curriculum waivers in WINGS; major variations 40/40/20 not adhered to. Syllabus not provided.

III-8	N/A	Unit has a seven 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 curriculum plan loaded in WINGS Manage Academic Year or Hard Copy available
III-9	Instructors clearly at ease with the curriculum; present an interesting and dynamic lesson; exceptional use of visual and other aids to instruction including CPS	Instructors present an effective lesson covering lesson objectives using CPS	Instructors utilizing minimal support material; lack of preparation; lesson objectives not referenced and/or displayed ineffective use of CPS	Instructors unprepared; lesson objectives not met; lesson out of sequence; no use of visual aids; CPS not used.

III-10	Instructors 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-11	N/A	All Instructors are CPR Certified.	N/A	One or more instructors are not currently CPR Certified

Section IV (Equipment Management)				
Assessment Items	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
IV-1	Unit storage exceeds requirements (i.e. gun safe, using a SF702)	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	Tracking more than required; cadets are involved with use of WINGS Logistics Module	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	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.
IV-4	AF Equipment is permanently marked (Etched or permanent marker as “Air Force Property Unit Number”	Unit is meeting requirements as required by HQ guidance	Minor discrepancies in marking of AF Equipment and Holm Center ADPE Labels	Major discrepancies in marking of AF Equipment and Holm Center ADPE Labels

IV-5	Cadet Managed and Run; Tracking more than required; cadets involved with use of WINGS Logistics	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 with hand receipts
IV-6	Cadet managed and run. Tracking more than required	Unit is meeting requirements as required by HQ guidance	Minor inaccuracies in accounting	Major inaccuracies in accounting
IV-7	N/A	Unit has a current Military Property Custodian (MPC) and Holm Center ADPE letter on file and updated in WINGS	N/A	Unit does not have a current Military Property Custodian (MPC) or Holm Center ADPE letter on file and updated in WINGS

Section V (Co-Curricular)

Assessment Item	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does not Meet Standards
V-1	Extensive variety (7 or more) Co-Curricular activities have been incorporated into AFJROTC program that will appeal to the cadet	A sufficient variety (3 to 6) Co-Curricular activities have been incorporated into AFJROTC program that will appeal to the cadet	A limited variety (less than 3) Co-Curricular activities have been incorporated into AFJROTC program.	Co-Curricular activities have not been incorporated into AFJROTC program.
V-2	N/A	Operation and supervision of co-curricular activities are equitably shared between instructors	N/A	Operation and supervision of co-curricular activities are not equitably shared between instructors

<p>V-3</p>	<p>Cadet Corps plans, organizes and executes multiple (7 or more) different Co-Curricular activities.</p>	<p>Cadet Corps plans, organizes and executes Co-Curricular activities (3 to 6) as required.</p>	<p>Cadets are minimally involved in the planning, organization and execution of Co-Curricular activities (less than 3)</p>	<p>Cadet Corps is not involved in the planning of any Co-Curricular activities.</p>
<p>V-4</p>	<p>Cadets enter Co-Curricular activities properly into WINGS.</p>	<p>Co-Curricular activities are properly loaded in WINGS.</p>	<p>Co-Curricular activities entries are incomplete in WINGS.</p>	<p>Co-Curricular activities are not entered in WINGS.</p>

V-5	90% of cadet corps participates in at least one Co-Curricular activity.	50% to 89% of cadet corps participate in at least one Co-Curricular activity.	25% to 49% of cadet corps participates in at least one Co-Curricular activity.	Less than 25% of cadet corps participate in at least one Co-Curricular activity.
------------	--	--	---	---

Section VI (Cadet Operations)

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

<p>VI-2</p>	<p>Cadets demonstrate Excellence in all we do by exceeding unit conduct policies, exceeding school academic standards, heavily involved in recruiting retention efforts, and heavily involved in other school organizations other than AFJROTC. Meaningful goals are being measured and tracked by cadets</p>	<p>Cadets are meeting standards in demonstration of Excellence in all we do.</p>	<p>Minor Deficiencies in demonstration of Excellence in all we do.</p>	<p>Major Deficiencies in demonstrating corps value of excellence in all we do</p>
--------------------	--	---	---	--

<p>VI-3</p>	<p>Very Robust Community Service Program; very high participation rate by cadets. Meaningful goals are being measured and tracked by cadets.</p>	<p>Unit has an active community and school service program</p>	<p>Minimal; lack luster community service program; marginal cadet participation rate exists</p>	<p>Cadets are not actively involved in community service, or support activities.</p>
<p>VI-4</p>	<p>Polished; prepared and presented by cadet staff, multimedia briefing focusing on unit goals and unit programs.</p>	<p>Unit is meeting HQ guidance</p>	<p>Minor deficiencies in briefing content</p>	<p>Major deficiency in briefing content; ill prepared, poorly presented</p>
<p>VI-5</p>	<p>Highly proficient Drill Sequence. Near perfect performance</p>	<p>30 Step Drill Sequence proficient drill performance</p>	<p>Minor discrepancies noted</p>	<p>Major Discrepancies noted</p>

VI-6	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
-------------	--	--	---	--

Section VII (Unit Operations)

Assessment Item	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does not Meet Standards
VII-1	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 affected viability, instructor manning or funding

VII-2	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	N/A	Unit is keeping school and unit contact up to date.	N/A	Unit is not keeping school and unit contact information up to date
VII-4	N/A	Unit is meeting requirement and have uniform waivers loaded in WINGS	Expired Waivers; other minor variations of uniform wear (IE Unit Patch without waiver	Major Variation of uniform wear without waiver
VII-5	N/A	Unit complies with AFJROTC policy regarding physical discipline	N/A	Unit does not comply with AFJROTC policy regarding physical discipline

VII-6	Unit takes more than one CIA trip Per Academic Year	Unit takes the minimum of one CIA trip per Academic Year	N/A	Unit does not take the minimum of one CIA trip per Academic Year
VII-7	Instructors/School administrators go above and beyond to recruit/retain cadets	Instructors and 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	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

<p>VII-9</p>	<p>Cadets actively involved in developing the cadet guide or operating procedures; unit has access to guide on web page; contains more than minimum items</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</p>	<p>N/A</p>	<p>Unit has met all suspensions</p>	<p>Unit has met all but 1 suspension.</p>	<p>Unit has missed 2 or more suspensions.</p>
<p>VII-11</p>	<p>N/A</p>	<p>Unit has completed self inspection as required</p>	<p>Minor inconsistencies with HQ UE findings</p>	<p>Unit has not completed self inspection; or major inconsistencies with HQ UE findings.</p>

Section VIII (Director Special Interest Items)

Assessment Item	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does not Meet Standards
VIII-1	N/A	Instructors have followed Finance Guide and only submitted requests for approved items. Instructors have notified HQ if AF Funds will not be used.	N/A	Instructors have not followed Finance Guide and have not submitted requests for approved items. Instructors have not notified HQ if AF Funds will not be used
VIII-2	50% or more of corps has taken a CIA Trip (Exceeds)	49-25 % of corps has taken a CIA Trip (Meets),	24-10% has taken a CIA Trip (MWD),	Less than 10% taken a CIA Trip (DNMS)

VIII-3	N/A	Unit has met all Critical Suspense's	N/A	Unit has not met all Critical Suspense's
---------------	------------	---	------------	---

AFJROTC Unit Pre-Assessment Checklist
PRE-VISIT ITEMS: (30 days in advance)

When notified, confirm the following:	Yes	No	NA
Suggest special attention items via email to your Regional Director (e.g., Positive or negative situations of which the HQ needs to be aware)			
Nominate your "Top Performers"/ "Best Practices" and provide a proposed "Agenda" via email to your Regional Director for consideration.			
Attendance is a mandatory formation for all instructors			
Accomplish an internal self - assessment prior to Unit Evaluation.			
Personally confirm adequacy: (NLT 2 weeks prior)	Yes	No	NA
Parking space at school			
Meal requirements, if any			
Meeting Space/AV Requirements			
In-Brief / Out-Brief to Principal and/or Superintendent			
Cadet Leadership Mission Briefing to Administrator(s)			
Counselors, etc.			
Personal Workspace for Inspector(s)			
RD received your submission for 'Top Performer,' 'Best Practices,' and 'Agenda'			
Ensure cadets are briefed on:	Yes	No	NA
Protocol (saluting, terms of address, do not stop class for an administrator, etc.)			
Uniform wear			
Reason for visit			
Cadet introductions, have cadets: State name Class (sophomore, junior, senior) Job in cadet corps			

Instructors and cadets should:

Yes No NA

Review recommended agenda (remember time for visit is very short!)			
Ensure facilities are clean and neat			
Prepare any items worthy of display			
Ensure haircuts are well within standards			
Ensure uniforms are clean and well fitted			
Practice briefings			
Practice 30-step drill sequence by 2nd year cadets			
Appointments confirmed with: (NLT 1 week prior)	Yes	No	N/A
Principal			
Counselor(s) (if applicable)			
Other school/local officials, Bookkeeper/Comptroller (as needed)			

NOTE: 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!

DURING VISIT:

Yes No NA

If pickup is required, arrive 15 minutes early (SASI and cadet corps commander meet the Inspector)			
If Evaluator(s) is/are driving, provide parking space(s), with reserved sign(s), and post a key cadet with clear instructions			
Instructors and Cadets will be in uniform during visit (type determined by SASI)			
Provide coffee, water, soft drinks / Advise of break areas			
Provide all requested documentation at In-Brief (see Document Checklist in Assessment Guide)			
Provide transportation and directions as required			
Provide top Performer Certificates for presentation			

NOTE: Visits by evaluators are not griping sessions; however, significant problems may be raised, if appropriate. Likewise, this is a perfect opportunity to showcase your successes! Additionally, the evaluator has a lot to accomplish in a very short period of time. Please try stay on schedule!

OPTIONAL ITEMS:

	Yes	No	NA
Welcome package (in addition to agenda)			
Media coverage--TV and newspaper (local and school), and/or radio – After Action			
Publicize visit throughout the school (marquee, bulletin board signs, school newsletter, etc.)			

Post Visit:

	Yes	No	NA
Complete a Feedback form on how the visit went, problems encountered , anticipated tasking, etc., upon receipt of the email from HQ Inspections			

CHECKLIST OF DOCUMENTS
Unit presents to Evaluator at In-Briefing

Equipment/Resource Compliance Items

	Yes	No
<i>Documentation of auxiliary account, financial audits and account reconciliation records.</i>		
Receipt Copies of all Expenditures not Paid/Complete		
System in place for Fund Raising Money Management and account audit		
Cadet Management Inventory Report (Pull report within 24 hours of visit)		
Cadet Hand Receipts for Uniform Issues are available for review		
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)	Yes	No
Course syllabus		
Copy of the seven-Year Curriculum Plan		

Grade Book
Copy of Cadet Guide
Copies of the Parent Fitness Program Consent forms

Copies of instructor CPR card qualifications
Copy of School Cadet Drop/Add List

Hard copy of Cadet Mission Brief		
---	--	--

Instructors Items

Ensure a scale for measuring height and weight of instructor staff is available		
--	--	--

FLIGHT DRILL SEQUENCE

Note: The drill sequence 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-step drill sequence.

Request permission to use your drill area, Sir/Ma'am!

- | | |
|------------------------|--|
| 1. Fall in | 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!

Attachment 6

Unit Evaluation (Sample Agenda)

0700-0715 Arrive

0720-0725 Weigh In

0725-0745 In-Brief Principal

0750-0810 Counselor(s) (head, and as many as possible--at least one that deals with freshman)

0815-0900 Cadet Mission Briefing and Top Performer Awards

0905-0915 30-Step drill sequence (led and performed by 2nd year cadets)

0915-0945 Observe AS Classroom Instruction/Cadet Discussion

1015-1055 Observe LE Classroom Instruction/Cadet Discussion

1100-1130 Working Lunch

1130-1400 Run Assessment Checklist

- **Instructors will have C/ Logistics Officer available to go over Supply Room**
- **Instructors will have C/ PT Officer available to go over PT program**
- **Cadets will demonstrate sign on within Cadet Access module**

1400-1500 Debrief SASI and ASI

1500-1530 Out-Brief Principal with SASI/ASI

1530 Depart

This is for planning purposes only.