

Dinwiddie High School
Army JROTC Department
Dinwiddie, Virginia 23841

Policy Letter 1-8

1 September 2012

Administration

1. PURPOSE

To establish administrative policy and procedures for JROTC personnel in the operations of the Dinwiddie High School JROTC Department.

2. REFERENCES

- a. AR 145-2
- b. CCR 145-2
- c. JROTC Instructor Handbook

3. PROCEDURES

a. Normal hours for JROTC instructors will be the same Dinwiddie High School teachers.

b. Instructor Uniforms – The Class B uniform is the primary uniform to be worn by all JROTC instructors during school hours. Exceptions are as follows:

- (1) Instructors will wear physical training uniforms on Friday in order to conduct physical training with cadets.
- (2) The SAI may authorize the wear of ACUs for an activity that warrants it (confidence course, rappel tower etc).
- (3) When the principal designates a school spirit day and requires faculty and staff to wear school shirts, it is at the discretion of the SAI if JROTC instructors will participate.
- (4) Appropriate civilian attire is to be worn on days when students are

officially excused from school (teacher work days, flex days etc) but faculty and staff are required to work.

(5) Personal appearance and neatness must be of such a nature that they reflect favorably on the JROTC program, the U.S. Army and the civilian community with which we have daily contact.

c. Standards of Conduct (The following is an extracted form AR 145-2):

"All instructors employed to conduct JROTC/NDCC programs and school authorities granted authority under this regulation will adhere to the standard of conduct prescribed by laws applicable to all Department of Defense personnel and by AR 600-50, for Department of the Army personnel..."

"Conduct prejudicial to the JROTC/NDCC programs will be cause for immediate disassociation of the individual concerned from the program".

d. Instructor Management – all matters relating to instructor records, evaluations, eligibility, weight control will be in accordance with CCR 145-2

e. Filing. All matters to be filed will be in accordance with DA PAM 25-400-2. See paragraph 5.

f. Cadet Records: Pertinent information relating to each cadet will be posted to his/her cadet service record in accordance with JUMS. Paper copies of cadet records and all pertinent documents pertaining to individual cadets will be stored in a secured container.

g. Cadet Uniform wear will be in accordance with (IAW) CCR 145-2, chapter 10.

h. Cadet Discipline: Explanation of the merit and demerit system is found in the JROTC Instructor Handbook Section VII.

i. Awards: Awards are given to reward and recognize those cadets that excelled and displayed qualities of leadership and citizenship. Guidelines for available awards and applicable criteria for presenting the awards are conducted in accordance with CCR 145-2 Chptr 11. All awards presented to cadets will be supported by JROTC Unit Management System generated orders.

4. Responsibilities

a. Senior Army Instructor

(1) Directs, coordinates, supervises, and teaches cadets within the Army Junior ROTC Program.

(2) Primary instructor for Let levels 3 and above.

- (3) Department head of each JROTC department in the school.
- (4) JROTC advisor to school officials within the school.
- (5). Encourages and assists cadets in applying for scholarships and submits recommendations.
- (6) Prepares evaluation reports for the Army Instructor (AI).
- (7) Primary safety officer for the JROTC Department.
- (8) Accompanies cadets on trips
- (9) Attend school meetings as directed by school officials
- (10) Oversees the S-5 in establishing and maintaining a public affairs program
- (11) Coordinates cadet activities with the principal/designated staff
- (12) Develops and submits a proposed JROTC budget to the principal
- (13) Coordinates enrollment of students into JROTC with school counselors
- (14) Develops in coordination with the principal appropriate implementation of department policies on JROTC at the school level.
- (15) Approving official for the government purchase card.
- (16) Maintain weekly training schedules

b. Army Instructor (AI):

- (1) Primary instructor for Let levels 1 and 2.
- (2) Designated Military Property Custodian (MPC)
- (3) Primary hand receipt holder
- (4) Prepares and maintains transportation requests
- (5) Holder of the government purchase card
- (6) Orders supplies, clothing and/or equipment using either OMA or MPA funds

- (7) Certifies credit card purchases on C.A.R.E as directed in SOP 006
- (8) Prepares report of surveys when applicable
- (9) Post incoming and outgoing property transactions to register and property book records.
- (10) Attends school meetings when applicable
- (11) Coordinates with outside agencies for JROTC related events (confidence courses, rappel tower, etc)
- (12) Accompanies cadets on trips.
- (13) Prepares correspondence and necessary operating procedures necessary to administer the supply.
- (12) Disposes of unserviceable property
- (13) Maintain weekly training schedules

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