

Dinwiddie High School  
Army JROTC Department  
Dinwiddie, Virginia 23841

Policy Letter 3-8

1 September 2012

CADET RECORDS

1. PURPOSE: This policy letter establishes uniform procedures for preparation and maintenance of the Cadet Record.

2. REFERENCES:

- a. AR 145-2.
- b. CCR 145-2.
- c. JROTC Unit Management System

3. RESPONSIBILITIES:

a. Senior Army Instructors are assigned primary responsibility for:

- (1) The continuous preparation, maintenance and close out of records.
- (2) The review of cadet grades and counseling of cadets.
- (3) Ensure that all enrolled cadets meet the requirements set forth in CCR 145-2.

b. Army Instructors will:

- (1) Prepare and maintain a cadet record for each cadet enrolled in The JROTC program as outlined in the JROTC Unit Management System (JUMS).
- (2) Request student records for JROTC transfer students from other JROTC.

4. PROCEDURES:

a. Cadet records will be maintained in the JUMS application program for each cadet enrolled in JROTC, and for a period of 4 years after leaving the program and 1 year after graduation.

b. When a student transfers, drops out of the program or graduates the cadet record:

- (1) will be completed and forwarded to the gaining unit, upon request.
- (2) will be completed and filed with **Inactive Records** for a period of four

years.

c. Training Certificates – SAIs will:

(1) Issue CC Form 226-R, 1 Jan 03 (Certificate of Training) to each cadet who successfully completes at least 2 years of the program. Instruct the S-3 to update cadet training record in JUMS to show training was completed.

(2) Provide students completing JROTC training and not enrolled as cadets a Certificate of Participation, without recommendations, and make an entry on the JUMS automated Cadet Record.

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