

AIR FORCE JROTC
UNIT ASSESSMENT
CHECKLIST AND
ATTACHMENTS
AY-2024

Attachment 1: AFJROTC Unit Assessment Rubric

Attachment 2: AFJROTC Unit Visit Checklist

Attachment 3: Checklist of Documents

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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
Program Enrollment Day of Assessment	PSR Program Enrollment	PSR School Enrollment	Date of Last PSR	Schedule Type	Assessment Type
Principal		Principal Email		Assessment Official	Accompanying Official
System Generated Unit Assessment Score (School/Cadre/Cadets Section 2-7)					
Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards	Not Rated	
Unit Assessment Score (School/Cadre/Cadets Section 2-7)					
Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards	Not Rated	
See AFJROTC Unit Assessment Rubric for instructions on providing assessment ratings					

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 Standards 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 and a course of military instruction of not less than three academic years. (AFJROTCI 36-2010 para 2.5; AF/District MOA)							
II-2	Satellite units are not established. Crosstown agreement in writing if required. (Title 10, USC, Section 2031; DODI 1205.13 (AFJROTCI 36-2010 para 2.6)							
II-3	AFJROTC is a separate academic and administrative department of the school. A. SASI is the department head or equivalent B. SASI is recognized as the Air Force representative in managing the AFJROTC program. (AFJROTCI 36-2010 para 2.7; AF/District MOA)							
II-4	School supports the AFJROTC program with minimum staff level (1 officer and 1 NCO) and complies with instructor/cadet ratios. (AFJROTCI 36-2010 para 2.7 and Ch. 20; AF/District MOA)							
II-5	School District provides minimum 10 month employment contracts. Instructor pay is at least equal to Minimum Instructor Pay. (AF/District MOA; DODI 1205.13; AFJROTCI 36-2010 para 2.7)							

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
II-6	<p>All AFJROTC students must be enrolled voluntarily.</p> <p>Cadets must participate in the full program to include:</p> <p>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.</p> <p>(AFJROTCI 36-2010 para 2.8; AF/District MOA)</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.</p> <p>(AFJROTCI 36-2010 para 2.9; AF/District MOA)</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)</p> <p>(AFJROTCI 36-2010 para 2.10; AF/District MOA)</p>					

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
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 36-2010 para 2.11; AF/District MOA)</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.</p> <p>(AFJROTCI 36-2010 para 2.12; AF/District MOA)</p>					
II-11	<p>School grants appropriate academic credit towards graduation for successful completion of the AFJROTC program.</p> <p>(AFJROTCI 36-2010 para 2.13; AF/District MOA)</p>					
II-12	<p>Instructors, school administrators, and counselors are proactively engaged in unit recruiting and retention to ensure the viability of their program.</p> <p>(AFJROTCI 36-2010 para 7.9; AF/District MOA)</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

Exceeds Standards		Meets Standards	Meets Standards 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	Instructor staff wears an approved uniform daily and presents a professional military image. (AFI 36-2903; AFJROTCI 36-2010 para 3.2; 14.9)							
III-2	Instructors will not have direct/unfettered access to the booster club or unit acct(s) or funds. The unit must ensure school/AFJROTC accounts are reconciled monthly. 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. (AFJROTCI 36-2010 para 3.3.)							
III-3	Expense requests for payment follow HQ AFJROTC guidance. Instructors are utilizing AF funds appropriately. (Ops Sup Ch. 8; AFJROTCI 36-2010 para 3.4)							

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 in Unit programs. (AFJROTCI 36-2010 para 3.9)					
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 3.2, 3.4 and 14.6.4.2)					
III-6	Instructor staff meets weight and/or body fat standards. (AFJROTCI 36-2010 para 3.6; Ch. 22)					
III-7	Instructors use proper support material, create a positive learning environment, demonstrate proper classroom management, and involve students in the learning process. Use of a student engagement system/device is mandatory. (AFJROTCI 36-2010 para 3.8)					
III-8	All instructors have current hands on (American Red Cross or American Heart Association) adult CPR certifications on file. (AFJROTCI 36-2010 para 5.8.6)					

Assessment Items	Exc	Meet	W/ Disc	Not Meet	Not Rated
<p>III-9 Unit Self-Assessment is accomplished prior to Unit Evaluation or NLT 15 March, whichever comes first.</p> <p>A. Include proper height/weight entry by all instructors.</p> <p>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.</p> <p>(AFJROTCI 36-2010 para 8.5.2; 8.5.2.1, .2, .3, .4, .5)</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 Standards 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 4.5)						
IV-2	Unit uses WINGS Logistics Module to account for all Air Force funded property and equipment. NOTE: Replica weapons, swords/sabers, air rifles, and archery bows/arrows that are not AF property are categorized in WINGS as non-AF assets. (AFJROTCI 36-2010 para 4.6)						
IV-3	Unit inventories must be current, and items documented properly in WINGS. Items no longer in service will be written off in WINGS to reflect final disposition. (AFJROTCI 36-2010 para 4.6.1; 4.6.1.5)						
IV-4	Accountable Air Force equipment must be permanently marked as "Air Force Property". (AFJROTCI 36-2010 para 4.8)						
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 4.9)						

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 Standards 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 7.6.3.1.; Ops Sup Ch. 4)						
V-2	Operation and supervision of LDR activities are an equitably shared responsibility between instructors. (AFJROTCI 36-2010 para 7.6.3.1.)						
V-3	Cadet Corps Leadership plans, organizes and executes LDR activities. (AFJROTCI 36-2010 para 7.6.3.1.)						
V-4	Accurate entry into WINGS event module of all AFJROTC LDR activities. (AFJROTCI 36-2010 para 7.6.3)						
V-5	Cadets participate in LDR activities. (AFJROTCI 36-2010 para 6.13; 7.6.3.1.)						

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 Standards w/ Discrepancies	Does Not Meet Standards	Not Rated			
Assessment Items			Exc	Meet	W/ Disc	Not Meet	Not Rated
VI-1	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 6.5; Ops Sup Ch.1, para. 1.8.7; 1.8.8; and Ch.7)						
VI-2	Cadets demonstrate "Excellence in all we do" in the following ways: 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. (AFJROTCI 36-2010 para 6.9)						
VI-3	Cadets demonstrate "service before self" through active participation in school and/or community support events. Community service events are properly loaded in WINGS within one week of event completion. (AFJROTCI 36-2010 para 6.10)						
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 para 6.11 & Ops Sup Ch 1						

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
VI-5	30-command drill sequence led and performed by 2nd year cadets. (AFJROTCI 36-2010 para 6.12)					
VI-6	Cadets demonstrate Corps "ownership". (AFJROTCI 36-2010 para 6.13)					

Section VII – Unit Operations						
Note: Five or more items rated below Meets Standards, 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 Standards w/ Discrepancies		Does Not Meet Standards
						Not Rated
Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
VII-1	The unit uses correct procedures for minimum enrollment counting. A. WINGS cadet enrollment data is kept current. B. WINGS will be updated within 10 calendar days of any change. (AFJROTCI 36-2010 para 7.5)					
VII-2	The unit utilizes WINGS and AFJROTC provided email for current regulatory guidance, forms, news, information, and other operational requirements. All Instructors will log into both systems at least weekly. (AFJROTCI 36-2010 para 7.6)					
VII-3	Unit will keep school, district and unit contact information current in WINGS. (AFJROTCI 36-2010 para 7.4)					

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
VII-4	<p>Unit has appropriate waivers/documentation in WINGS for any uniform deviations.</p> <p>A. All waivers, regardless of subject, must be requested and approved in WINGS.</p> <p>B. Any waiver not approved in WINGS is not a valid waiver.</p> <p>(AFJROTCI 36-2010 para 7.6.2; 7.6.2.1, .2)</p>					
VII-5	<p>The unit complies with AFJROTC Director's guidance regarding not using physical discipline and hazing.</p> <p>(AFJROTCI 36-2010 para 7.7)</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 7.8)</p>					
VII-7	<p>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.</p> <p>(AFJROTCI 36-2010 para 7.9)</p>					

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
VII-8	<p>A wellness program has been established and is conducted in compliance with HQ guidance.</p> <p>A. PFT Events and PFT Mass Assessment will be loaded in WINGS within the first 45 calendar days of SY start, and again no later than 30 calendar days prior to end of SY.</p> <p>B. Maintain current signed parental consent forms, with WINGS updated.</p> <p>C. Cadets not participating in the wellness program must be accounted for in writing.</p> <p>(AFJROTCI 36-2010 para 5.8)</p>					
VII-9	<p>Unit maintains a current cadet guide or unit operating instruction to which all cadets have access. It will outline, as a minimum:</p> <p>A. Cadet appearance (to include detailed cadet uniform appearance, cadet grooming standards, and Unit specific criteria for awards/ribbons).</p> <p>B. Program opportunities.</p> <p>C. Cadet expectations to include cadet promotions.</p> <p>D. Corps operational and functional areas.</p> <p>E. Disenrollment rules and process.</p> <p>F. Hazing and physical discipline prohibitions.</p> <p>G. Reserve cadet participation.</p> <p>(AFJROTCI 36-2010 para 7.10)</p>					

Assessment Items	Exc	Meet	W/ Disc	Not Meet	Not Rated
<p>VII-10</p> <p>Unit meets all required Holm Center and HQ AFJROTC suspenses.</p> <p>A. Both Fall/Spring Enrollment verification/PSRs NLT 10 Oct and 10 Feb respectively.</p> <p>B. Unit Goals Submitted NLT 10 Oct.</p> <p>C. Self-Assessment NLT 15 Mar.</p> <p>D. Events NLT 10 Apr.</p> <p>(AFJROTCI 36-2010 para 7.11)</p>					
<p>VII-11</p> <p>Instructors are teaching from current curriculum material as derived from the current AFJROTC Curriculum Guide.</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 approved via waiver granted by Holm Center/DE and documented in WINGS.</p> <p>(AFJROTCI 36-2010 para 5.4; 5.6; Curriculum Guide)</p>					
<p>VII-12</p> <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 5.5.1; Curriculum Guide)</p>					

Assessment Items		Exc	Meet	W/ Disc	Not Meet	Not Rated
VII-13	The unit uses only current AS and LE curriculum materials. Obsolete curriculum will be donated or disposed of locally. (AFJROTCI 36-2010 para 5.4; 5.5)					
VII-14	Unit must have Military Property Custodian (MPC) letter updated in WINGS with current custodians listed. (AFJROTCI 36-2010 para 4.10)					

Section VIII – Director’s Special Interest Items							
Note: Items in this section do not affect overall ratings. Any item rated above or below Meets Standards requires comments.							
Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards	Not Rated			
Assessment Items			Exc	Meet	W/ Disc	Not Meet	Not Rated
VIII-1	School/District Title IX Coordinator is identified and listed in WINGS/Unit Information/Maintain Unit Data/Unit Details/Contacts.						
VIII-2	School/District officials and Instructors are aware that AFJROTC has partnered with NOCTI to offer a nationally accredited CTE credential available for implementation.						
VIII-3	Unit is actively using the Air Force funded equipment, (e.g., Daisy drill rifles, Marksmanship air rifles, archery gear, robotic kits, drones, etc.), to enhance curriculum and form LDR teams within the Unit.						

AFJROTC Unit Assessment Rubric

Attachment 1

To be used as a guide to possible ratings for AY 2024

SECTION II (Title 10/DODI/AF & District MOA)				
Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancie	Does Not Meet Standards
II-1 Review C/Rosters	N/A	Instructors teach only AFJROTC cadets and a course of military instruction of not less than three academic years.	N/A	Unit 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. Crosstown agreement in place as required.	N/A	Satellite units are established. No crosstown agreement in place
II-3 SASI/Principal discussion	N/A	School meeting standards as stated in the MOA.	N/A	School is not meeting standards as stated in the MOA.
II-4 SASI/Principal /JRI discussion	School is exceeding standards as stated in MOA/ DODI.	School meeting standards as stated in MOA/ 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.
II-5 Ask Instructors	School exceeding standards as stated in MOA/ DODI.	School meeting standards as stated in MOA/ DODI.	N/A	Any area does not meet standards.

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
II-6 Counselors/ Instructor/ Cadets	N/A	School meeting standards as stated in MOA/AFJROTCI 36-2010.	N/A	Any area does not meet standards.
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.
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.

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
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.
II-12 Review Unit's PSR report	N/A	Unit meets enrollment viability requirement.	N/A	Unit does not meet enrollment viability requirement.

SECTION III (Instructor Performance)				
Assessment Items/Data Source	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
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 properly 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.
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 program.

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
III-6	N/A	Instructors meet height/weight or BFM requirements	One instructor does not meet height/weight or BFM requirements	More than one instructor does not meet height/weight or BFM requirements
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 activity based instruction.	Instructors present an effective lesson covering lesson objectives.	Instructors utilizing minimal support material; lack of preparation; lesson objectives not referenced. Minimal cadet engagement	Instructors unprepared; lesson objectives not met; lesson out of sequence; no use of visual aids. No cadet engagement in learning process. Poor classroom management.
III-8 View CPR Cards	N/A	All Instructors are CPR Certified as required.	N/A	One or more instructors are not currently CPR certified or only certified through online CPR course
III-9 Review Self-Assessment; Compare to UE findings.	N/A	Unit has completed self-inspection as required and submitted to HQ no later than 14 calendar days prior to HQ visit.	Minor differences between self-assessment and UE report exist. Not submitted to HQ 14 calendar days prior to HQ visit.	Unit has not completed self-assessment, or major differences between self-assessment and UE report.

SECTION IV (Equipment Management)				
Assessment Items/Data Source	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, Unit inventory is not current.
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 funded or donated equipment is etched with Unit number.	AF furnished equipment is permanently marked (Etched or permanent marker) as "Air Force Property".	Minor discrepancies in marking of AF funded equipment.	Major discrepancies in marking of AF funded equipment.
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 Items/Data Source	Exceeds Standards	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 and at least one from each tier) of LDR activities have been incorporated into AFJROTC program that will appeal to the cadet.	A sufficient variety (3 to 6) of LDR activities have been incorporated into AFJROTC program that will appeal to the cadet.	A limited variety (less than 3 total) of 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
V-3 Cadet Mission Briefing; WINGS Events; Talk to Cadets and Instructors	Cadet Corps plans, organizes and executes multiple (minimum of 7) different LDR activities	Cadet Corps plans, organizes and executes LDR activities (minimum of 3).	Cadet Corps is minimally involved in the planning, organization and execution of LDR activities.	Cadet Corps is not involved in the planning of any LDR activities.
V-4 Review WINGS Events Module. Compare to observation, Cadet Mission Briefing and Cadet Guide	Cadets enter LDR activities into WINGS accurately within 1 week of completion, using Cadet Access	Cadets enter LDR activities in WINGS using Cadet Access.	LDR activities are incomplete in WINGS.	LDR activities are not entered in WINGS.
V-5 Review Cadet Roster in EVENTS Module of WINGS	85% of cadet corps participates in at least one LDR activity.	50% to 84% of cadet corps participates in at least one LDR activity.	20% to 49% of cadet corps participates in at least one LDR activity.	Less than 20% of cadet corps participates in at least one LDR activity.

SECTION VI (Cadet Operations)				
Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
VI-1 Observation throughout visit	All cadets in the same uniform or approved alternate attire; very minor violations of grooming standards; cadets actively enforce uniform standards.	Unit is meeting uniform or approved alternate attire wear requirements as required by HQ guidance	Multiple discrepancies in uniform wear and/or grooming standards	Major discrepancies in uniform wear and/or grooming standards; numerous cadets not in uniform
VI-2 Cadet Mission Briefing; Discuss with Principal	Cadets demonstrate Excellence in all we do by exceeding unit conduct policies, exceeding school academic standards, exceeding PFT goals, involved in recruiting retention efforts, and being involved in school organizations other than AFJROTC.	Cadets are meeting standards in demonstrating Excellence in all we do.	Minor deficiencies in demonstrating Excellence in all we do.	Major deficiencies in demonstrating Excellence in all we do
VI-3 Cadet Mission Brief; Review Cadet Roster in Unit Events module in WINGS	Very robust community service program; 90% or higher cadet participation rate. Community service goals measured/ tracked by cadets.	Unit has an active community and school service program. 50-89% cadet participation rate	Minimal community service program; marginal cadet participation rate of 25- 49%	Cadets not actively involved in community service, or support activities. Less than 25% cadet participation rate

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
VI-4 Cadet Unit Mission Briefing; On-site observation	Cadet Unit Mission Briefing is polished, prepared, presented by cadet staff. A multimedia briefing focusing on unit goals and programs. Unit goals are being measured and tracked by cadets.	Cadet Unit Mission Briefing is meeting HQ guidance.	Minor deficiencies in Cadet Unit Mission Briefing content.	Major deficiency in Cadet Unit Mission Briefing content; Cadets are poorly prepared, briefing is 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
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

Assessment Items/Data Source	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.
VII-2 Observation/interaction with cadets and Instructors	N/A	Unit is meeting HQ guidance and requirements	WINGS and/or AFJROTC provided .edu email use is intermittent; minor errors in meeting operational requirements.	Instructors fail to use WINGS and/or AFJROTC provided .edu email; are not responsive to HQ taskings; major WINGS errors exist.
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 violations of uniform wear (i.e. Unit Patch without approved waiver)	Major violations of uniform wear without required waiver in WINGS
VII-5 Talk with Cadets	N/A	Unit complies with AFJROTC policy prohibiting physical discipline and hazing.	N/A	Unit does not comply with AFJROTC policy prohibiting physical discipline and hazing.

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
VII-6 Review Unit Events in WINGS; Cadet Mission Briefing; Instructor discussions	Unit takes more than one (two for 4X4) CIA trip per Academic Year, and 50% or more of cadets have taken a CIA trip.	Unit takes at least one (two for 4X4) 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 and cadets go above and beyond to positively represent the Air Force in the community.	Instructors and cadets are involved in community outreach.	Limited community involvement/ outreach. Instructors and cadets are not working as a team	No community involvement or outreach efforts evident.
VII-8 Review PT Events/PT Mass Assessment/Parent Consent Forms in WINGS; Unit Mission Brief	Cadet run program; cadets are tracking wellness program activities and making 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

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
VII-9 Review Cadet Guide or Unit Operating Instruction and school /Unit website	Cadets actively involved in developing the Cadet Guide or Unit Operating Instruction, and cadets have access to the guide on-line. Guide includes visual aids and more than minimum items.	Unit is meeting requirements as required by HQ guidance.	Cadet Guide or Unit Operating Instruction is incomplete or outdated.	No Cadet Guide or Unit Operating Instruction.
VII-10 Review WINGS Suspenses and Unit inputs	N/A	Unit has met all major HQ suspenses	Unit has met all but 1 major HQ suspense.	Unit has missed 2 or more major HQ suspenses
VII-11 Review Unit Syllabus against Curriculum Guide requirements; Review curriculum waivers in WINGS	Unit is executing curriculum IAW HQ Guidance and has exceeded the minimum Syllabus content 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. Syllabus does not include units/chapters being taught	Obsolete Curriculum is being used. Curriculum deviations exist without approved curriculum waivers in WINGS. Syllabus not provided.

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards
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.	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 Military Property Custodian (MPC) letter updated in WINGS with current instructor(s) listed.	N/A	Unit does not have Military Property Custodian (MPC) letter updated in WINGS with current instructor(s) listed.

**SECTION VIII (Director's Special Interest Items) Note:
These items do not affect the overall rating**

Assessment Items/Data Source	Exceeds Standards	Meets Standards	Meets Standards w/ Discrepancies	Does Not Meet Standards	Not Rated
VIII-1		School/District Title IX Coordinator is identified and listed in WINGS/Unit Information/ Maintain Unit Data/Unit Details/Contacts		School/District Title IX Coordinator is NOT identified and listed in WINGS/Unit Information/ Maintain Unit Data/Unit Details/Contacts.	
VIII-2		School/District officials and Instructors are aware that AFJROTC has partnered with NOCTI to offer a nationally accredited CTE credential available for implementation		School/District officials and Instructors are NOT aware that AFJROTC has partnered with NOCTI to offer a nationally accredited CTE credential available for implementation	
VIII-3		Unit is actively using the Air Force funded equipment, (e.g., Daisy drill rifles, Marksmanship air rifles, archery gear, robotic kits, drones, etc.), to enhance curriculum and form LDR teams within the Unit.	Unit is actively using 30-50% or more of the Air Force funded equipment, (e.g., Daisy drill rifles, Marksmanship air rifles, archery gear, robotic kits, drones, etc.), to enhance curriculum and form LDR teams within the Unit.	Unit is actively using less than 30% of the Air Force funded equipment, (e.g., Daisy drill rifles, Marksmanship air rifles, archery gear, robotic kits, drones, etc.), to enhance curriculum and form LDR teams within the Unit.	

PRE-VISIT ITEMS:

	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. 			
	Yes	No	N/A

Instructors and cadets should: <ol 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 			
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**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: Your inspection is the 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! However, these visits should not be griping sessions. Significant problems should have been brought up long before the visit. Lastly, the HQ visitor has a lot to accomplish in a very short period of time. Please try to stay on schedule! We are excited to be at your Unit and look forward to spending time with you and your cadets.

CHECKLIST OF DOCUMENTS

Attachment 3

Unit presents to HQ Visitor on arrival

	Yes	No
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		
Unit Inventory Report (Pull report from WINGS 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		
Current school year Grade Book		
Current school year 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

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 DAF Pamphlet 34-1203 dated 13 Sept 22, and will be led and performed by second year cadets.

During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command Fall in. 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
2. Open ranks march
3. Ready front
4. Close ranks march
5. Present arms
6. Order arms
7. Parade rest
8. Attention
9. Left face
10. About face
11. Forward march
12. Right flank march
13. Left flank march
14. Column right march
15. Forward march
16. To the rear march
17. To the rear march
18. Column right march
19. Forward march
20. Eyes right (*salute the evaluator*)
21. Ready Front
22. Column right march
23. Forward march
24. Change step march
25. Column right march
26. Forward march
27. Flight halt
28. Left face
29. Right step 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!

Sample Unit Evaluation Agenda

Attachment 5

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).
School bookkeeper if desired
- 0925-1025 Cadet Unit Mission Briefing
- 1030-1100 Observe AS classroom instruction and cadet discussion
- 1100-1130 Observe LE classroom instruction 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 if required
- 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 desired or necessary. Provide final agenda with specific times to HQ Visitor as directed prior to visit.

Detailed Unit Visit Information

Attachment 6

Assessment Cycle.

New Unit / New Instructor Visits. A HQ AFJROTC representative, normally an RD, will visit all first year units, and established units where every instructor is inexperienced, during their first academic year. While Section II of the Assessment Report will be rated, and instructor height & weight check recorded in Section III, the remainder of the visit will be non-rated.

Second Year Unit Visit. During a new unit's second school year of operation, the unit will receive a formal non-rated visit. Although individual items will be assessed and section ratings will be generated, only Section II of the Assessment Report will be rated and the instructor height weight check will be recorded in section III. However, no overall assessment rating will be given. A HQ Action Plan will be required for any discrepancies noted. Once a Second Year Unit Visit is completed, the unit will receive their first UE the next school year.

Unit Evaluations (UE). These are formal, graded inspections. Units will receive UEs approximately every three years. When warranted, more frequent assessments may be conducted.

SVV. The purpose of this Headquarters-directed visit is to fully discuss AFJROTC cadet enrollment requirements and strategies to improve both enrollment and retention. This will not be an inspection but a formal, documented viability visit designed to help instructors, cadet corps, school and district staff regarding recruiting and retention efforts. The SVV will also ensure that the unit is being properly supported by the school district and to provide assistance as required.

Overall Unit Evaluation Ratings. The overall inspection rating is automatically scored in WINGS. **NOTE:** *Overall* inspection ratings do not include section VIII.

Exceeds Standards. When four or more UE sections are calculated as "Exceeds Standards," (one must be Cadet Operations) and no other section is rated below "Meets Standards," the overall UE is rated as "Exceeds Standard

Meets Standards. When all but one section is calculated as "Meets Standards" and one section is no lower than a "Meets Standards w/Discrepancies," the overall UE is rated as "Meets Standards."

Meets Standards with Discrepancies. When two or more sections are calculated "Meets w/Discrepancies," and there is no section rated "Does Not Meet," then the overall UE is rated "Meets Standards w/Discrepancies."

Does Not Meet Standards. When one or more sections are calculated "Does Not Meet," then the overall UE is rated "Does Not Meet."

Unit Evaluation Section Ratings. Overall section ratings are automatically scored in WINGS.

Calculations within Sections II-VI:

Exceeds Standards. Two or more items marked “Exceeds Standards” with no “Does Not Meet” or “Meets with Discrepancies.”

Meets Standards. No more than one item can be rated “Meets with Discrepancies,” with no

“Does Not Meet” items.

Meets Standards with Discrepancies. More than one item in a section receiving “Meets with Discrepancies” or one “Does Not Meet” will result in a Section rating of “Meets w/ Discrepancies.”

Does Not Meet Standards. Three or more items rated “Meets with Discrepancies” or two or more items receiving a “Does Not Meet,” will result in a Section rating of “Does Not Meet.”

Calculations within Section VII:

Exceeds Standards. Three or more items marked “Exceeds Standards” with no “Does Not Meet” and with no more than one “Meets with Discrepancies.”

Meets Standards. No more than three items can be rated “Meets with Discrepancies,” with no more than one “Does Not Meet” item.

Meets Standards with Discrepancies. No more than four items graded below “Meets Standards” with no more than two “Does Not Meet” items.

Does Not Meet Standards. Five or more items rated below “Meets Standards” or three or more items receiving a “Does Not Meet,” will result in a Section rating of “Does Not Meet.”

Assessing Up or Down.

The overall score of a UE can be raised or lowered when, in the judgment of the evaluator, the automated inspection score has failed to adequately portray the overall state of the unit. If this occurs, the evaluator will recommend to the Director of AFJROTC, that the overall grade be adjusted to reflect the actual state of the unit, as seen by the evaluator.

If a unit believes an item rating or overall inspection rating should be assessed up or down, full justification must be submitted to Holm Center/JRO through their respective RD. The decision authority will be Holm Center/JR. The final decision and any rating changes will be visible in the “HQ Comments” section of the completed assessment report in WINGS no later than 30 days after the date of the feedback letter to the school.

New Unit/New Instructor Visit. The purpose of this visit is to ensure the unit/instructors are getting off to a good start, being properly supported by the school district and provide assistance as required. The visit should normally take place in the first semester of operations. The visit may take an entire school day. The SASI/ASI will schedule all required activities well in advance. The following activities will be performed during the visit:

Units must complete a self-assessment to ensure all items are meeting minimum compliance and submit in WINGS prior to the visit. The evaluator will review the completed self-assessment with the instructors and provide feedback as required.

In-brief with the principal (or designated school official). The purpose of this meeting is to explain the reason for the visit, inquire how startup actions are proceeding, and give the principal an opportunity to ask questions of a HQ representative.

Meet with AFJROTC instructors. Discuss any issues concerning contract compliance by the

school and school district. Separate meetings with individual instructors will be scheduled, if an instructor desires this.

Each instructor will have actual height/weight measurements accomplished by the HQ representative per this instruction.

Meet with cadet leadership, if time allows. This will be an informal discussion on how things are going. This is not a mission briefing.

Visit an ongoing AFJROTC class. Conduct a question and answer session. Determine cadets' impression of AFJROTC up to this point.

Tour of all AFJROTC areas, conducted by SASI/ASI.

SASI/ASI will schedule a meeting with school counselor(s).

Discuss any other topic as needed (e.g., WINGS, operations, CIA trips, etc.).

Out-brief with the principal (or designated school official) and AFJROTC instructors (schedule separate meetings as appropriate).

Meet with superintendent or designated district official (if necessary). SASI/ASI schedules through principal if requested by the HQ representative or Superintendent.

Staff Assistance Visit (SAV). The intent of these visits is to provide assistance and guidance from HQ AFJROTC allowing units to identify and correct any areas of concern prior to a formal "graded" inspection visit. A SAV will evaluate all areas of the Assessment Report, but an overall rating will not be given. Activities will be the same as those outlined in **New Unit/New Instructor Visit** with the addition of the following items:

Units will follow the Unit Pre-Assessment Checklist upon notification of their SAV date.

The Checklist is located in WINGS, at Attachment 1 of the “AFJROTC Assessment Checklist, Rubric and Attachments.” Official notification of unit SAV date will be received via the jrotc@au.af.edu email system.

Units will provide the evaluator all inspection documents and other materials listed in Attachment 2 of the “AFJROTC Assessment Checklist, Rubric and Attachments.” Evaluators may ask for additional documents or information (deliverables) to be provided prior to their arrival. Units will provide deliverables to the evaluator by the date requested.

The evaluator will complete the entire Unit evaluation Report in WINGS. Although individual items will be assessed and section ratings will be generated, no overall assessment rating will be given. A HQ Action Plan will be required for discrepancies.

Units will prepare a 30-command drill sequence, to be performed and led by 2d year cadets.

A Cadet Mission Brief must be provided. See the AFJROTC Operational Supplement and WINGs published files for details and examples.

Staff Viability Visit (SVV). The purpose of this Headquarters-directed visit is to fully discuss AFJROTC cadet enrollment requirements and strategies to improve both enrollment and retention. This will not be an inspection but a formal, documented viability visit designed to help instructors, the cadet corps, school and district staff regarding recruiting and retention efforts. The SVV will also ensure that the unit is being properly supported by the school district and to provide assistance as required. The visit may take an entire school day. The SASI/ASI will schedule all required activities well in advance. The HQ representative will make a recommendation regarding unit continuation, unit closure and or instructor decertification at the end of the next PSR cycle. The following activities will be performed during the visit:

The evaluator will review the completed self-assessment with the instructors and provide feedback as required. (Units must ensure a self-assessment is completed and submitted via WINGS prior to the visit. This self-assessment is to ensure all inspection items are meeting minimum compliance.)

In-brief with the principal (or designated school official). The purpose of this meeting is to explain the reason for the visit, inquire how recruiting and retention actions are proceeding, and give the principal an opportunity to ask questions of a HQ representative. Meet with AFJROTC instructors. Discuss any issues concerning recruiting and retention. Separate meetings with individual instructors will be scheduled, if an instructor desires this.

Meet with cadet leadership, if time allows. This will be an informal discussion on recruiting and retention. This is not a mission briefing.

Tour all AFJROTC areas with SASI/ASI.

Meet with school counselor(s) to discuss AFJROTC enrollment requirements, recruiting and retention.

Discuss any other topic as needed.

Meet with superintendent or designated district official (if necessary). SASI/ASI schedules through principal if requested by the HQ representative or Superintendent.

Out-brief with the principal (or designated school official) and AFJROTC instructors (schedule separate meetings if appropriate).

After the SVV, instructors will work with the principal, counselors, and district personnel to develop an AFJROTC recruiting and retention action plan that details how they will achieve cadet enrollment viability. This written action plan will be forwarded to the unit's Regional Director.

Unit Evaluation (UE). The intent of these visits is to provide a graded assessment as to how the unit is functioning and performing the mission. Each item will be evaluated and each section will receive a rating. The overall inspection will receive one of the ratings as listed in **Unit Evaluation Section Ratings**. The unit will prepare for the UE in the same manner as for the Staff Assistance Visit. The evaluator will debrief all section ratings during the visit out-brief and will discuss the potential overall evaluation rating, which will be assigned by the headquarters following the visit.

HQ-Directed or School-Requested Visits.

The purpose of this visit type is to address specific areas that require the involvement of, or intervention by, HQ AFJROTC. The specific intent determines the approach and focus areas during the visit, but an entire UE may be conducted. These visits can take place anytime during the school year and may take the entire school day to complete. These visits may be with notice or no notice. An in-brief with the principal (or designated school official) will be provided. The purpose of this meeting is to explain the reason for the visit and give the principal an opportunity to ask questions of the HQ representative. Specific areas of concern will be addressed. The Evaluator will complete a Unit Evaluation Report in WINGS. The Unit Evaluation Report is an electronic recording of the items inspected and the overall result. If necessary, the unit will prepare an Action Plan for any noted discrepancies.

Visit Feedback. Following each external evaluation the unit will complete the electronic feedback survey found in WINGS. WINGS will auto generate an email to the unit when the Unit Evaluation Report is submitted to HQ by the evaluator. Units will be directed to go to WINGS | Unit Management | Assessment Feedback/Action Plan to fill out the survey.

Inspection Discrepancies and Action Plans. If a unit is found to be in non-compliance with applicable instructions during a Unit Evaluation, the Principal of the school will be briefed, in full, during the verbal out-brief by the evaluator. Holm Center/JR, will send a formal letter to the Principal and SASI addressing each non-compliance item.

The unit will be required to submit an "Action Plan" for correcting the discrepancies in WINGS. Units will have 30 calendar days from receipt of Holm Center/JR's letter to submit the plan for RD review.

Failure to submit an Action Plan within 30 calendar days will result in an email to the unit notifying them of their late submission. Instructor probation and/or decertification may occur if discrepancies are not adequately addressed in the Action Plan.

If a unit or school fails to correct discrepancies in a timely manner any of the outcome could result in unit/instructor probation or instructor decertification. Failure to correct Section II discrepancies could result in unit probation or closure.

Inspection Revisits. Depending on the overall inspection result and the nature of the discrepancies, Unit Evaluation revisits may be scheduled.

Units that receive an overall rating of “Does Not Meet Standards” during a Unit Evaluation will be placed on probation and will automatically receive a revisit. All instructors will be placed on probation during this timeframe (however, when a specific instructor’s tenure at the unit is deemed to be of insufficient length to have impacted the unit evaluation outcome, that specific instructor may be exempted from probation). When the unit has completed the Action Plan, the Regional Director will schedule the revisit. Revisits will occur no later than the following School Year and will consist of a complete Unit Evaluation. These visits could be scheduled or no-notice, so these units will be prepared at all times. Failure to obtain an overall revisit rating of “Meets Standards” or higher (with no unusual circumstances beyond the instructor’s control) will result in the probationally certified instructor(s) being individually considered for decertification.

A unit that receives a “Meets Standards with Discrepancies” rating during a Unit Evaluation is subject to a revisit based on the nature of the discrepancies. In some cases, discrepancies can be adequately cleared through WINGS or electronic audit. Revisits will be either scheduled or no-notice, and will occur no later than the following school year. While all areas are subject to assessment, a formal Unit Evaluation will not be conducted during the revisit. The visit will focus on those items identified as discrepancies during the Unit Evaluation. If the unit receives a “Meets Standards” rating or better on the revisit, the next external unit evaluation will be approximately three years from the date of that revisit.

Unit Probation. Probation affords the unit an opportunity to correct non-compliance with the Air Force/School Agreement, Public Law, or DOD and Air Force instructions in lieu of deactivation. In addition to the Action Plan required, the Principal will forward plans to correct the deficiency to HQ AFJROTC no later than 30 calendar days after the Unit is placed on probation.

A unit receiving an overall rating below "Meets Standards with Discrepancies" will be placed on probation for a period of one school year. Probation periods may be extended or shortened by Holm Center/JR when there are sufficient mitigating circumstances and strong evidence to support such action.

Extension of probationary periods must be requested in writing by the school district and provide a rationale for the requested extension. Units not correcting deficiencies within the established probationary period will be evaluated for possible closure.