



The Woodlands High School Air Force Junior ROTC
6101 Research Forest Drive, The Woodlands TX 77381

22 September 2021


MEMORANDUM FOR TX-20062

FROM: C/Capt Bellamie Libby, Operations Squadron Commander

SUBJECT: Flight Commander Absence Letter Policy

1. Flight commanders are the **first leader** a cadet looks to and when flight commanders are not actively participating in events, then their flight could potentially reduce their appearance at said activities as well. Our goal should be to get as many cadets involved and socialized as possible and **YOU** are a big part of that!
2. If and when a flight commander is **not able to attend** a Junior ROTC monthly planned event they must submit a letter to the Operations Squadron Commander 48 hours prior to the event detailing why they will not be attending. This letter will have to be in **Military Format**. * However, it does not have to be extremely lengthy, a simple letter explaining why you cannot make it will suffice.
3. If a flight commander does not turn in a letter to the Operations Squadron Commander 48 hours prior to an event, it will result in a dermit at the discretion of the Operation Squadron Commander.


BELLAMIE LIBBY, C/CAPT, AFJROTC
Operations Squadron Commander


DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor



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FROM: C/Capt Bellamie Libby, Operations Squadron Commander

SUBJECT: Outstanding Flight Policy Letter

1. This letter expands on the guidance for Outstanding Flight given in the Cadet Guidebook.
2. To earn Outstanding Flight you may have a combination of, but not limited to, the following:
 - a. *Superior Academics.* Boost your flight's grades throughout the year through Kitty Hawk or other avenues you believe would help improve your flight's academic performance.
 - b. *Dress and Appearance.* Make sure everyone is taking personal responsibility and wearing their uniform on their designated days along with adhering to the uniform wear requirements.
 - c. *Participation in Community Service/ Corps-wide Events.* The number of hours your cadets spend doing community service or a part of a JROTC sponsored activity along with participation in JROTC afterschool activities affects your flight's standings.
 - d. *PT Scores.* Take the class time given for PT to improve your PFT tests! Giving yourself and cadets a more challenging PT will aid in obtaining a higher PT Test score average. Also, consider promoting after-school PT.
 - e. *Motivation.* You are going to get out just as much as you put in. Make sure you actively try to be the first to do things because that shows you are motivated to be the best and are willing to go the extra mile.

BELLAMIE LIBBY, C/CAPT, AFJROTC
Operations Squadron Commander

DAVID C. McMARTIN, Lt Col, USAF (Ret)
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22 September 2022

MEMORANDUM FOR STAFF

FROM: Group Commander, AFJROTC TX-20062

SUBJECT: Academic and Physical Training Merit Policy Letter

1. To improve academic performance of cadets, the cadet staff has decided to encourage good grades. An instructor will pull cadet grades, after they have been finalized, at the end of each 9 weeks. Cadets may earn no more than one merit for academics at each 9 weeks. Cadets will earn a merit for:

- a. Having an 85+ in all classes (including advanced level classes), measured at each 9 weeks
- b. Improving a failing grade to a 75+ from one 9 weeks to the next

2. To increase the value of a merit, the cadet staff has decided that PT merits (such as merits for pushups, situps, run time, ect.) will only be awarded when:

- a. A cadet, while taking the in-flight PT test or its associated make up, meets or exceeds the posted requirements for a merit
- b. A cadet, while taking the CFA (Candidate Fitness Assessment), meets or exceeds the posted requirement for a merit in one of its components
- c. A cadet successfully sets a new unit record for the year in their chosen exercise, however they will not earn a merit if they break their own record
- d. A cadet meets the minimum required for a merit by performing an exercise with instructor supervision, however they will only have the opportunity to earn a merit for this once (unless they are setting a new record)

ANNIE JENKINS, C/Lt Col
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