



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

13 December 2022

MEMORANDUM FOR AFJROTC TX-20062

FROM: SENIOR AEROSPACE SCIENCE INSTRUCTOR

SUBJECT: Cadet Lounge Snack Fund Procedures

1. This is a cadet-run snack bar. Neither instructors nor cadets have unfettered access to the funds. This is ensured through a "dual authentication" system as described below:
 - a. There is a cash box in the lounge where cadets wishing to purchase food/drink items place their money. There are two keys to this cash box—one is in the locked money pouch; the other is maintained offsite by a non-CISD-employee Booster Club member.
 - b. There is a locked money pouch kept in the safe bolted to the floor the corner of the Aerospace Science Instructors' office (currently Chief Gilleo). Inside this pouch is one of the keys to the lounge cash box, as well as the cash collected from that box. There are two keys to this money pouch—the designated cadet that year (typically the Group Commander) has one; the other is maintained offsite by the non-CISD-employee Booster Club member who has the cash box key.
 - c. Only one instructor at a time in the JROTC program has the combination to the safe (currently Lt Col McMartin). No other person has the combination to the safe.
 - d. Because the money pouch is in the safe, no cadet can access it without the instructor having the safe combination being present. Because the key for the money pouch is in possession of a cadet, no instructor can directly access the contents of the money pouch (including the key for the cash box in the Cadet Lounge). The two keys maintained by the Booster Club are intended solely as backups; no Booster Club involvement in the processes described below are required or expected.
2. Periodically (usually every two weeks), the designated cadet will coordinate with the instructors to open the safe and gain access to the money pouch under supervision of the instructors. The cadet will retrieve accumulated cash from the Cadet Lounge cash box. Two cadets (or a cadet and an instructor) will count the money, report the amount to the instructors for record-keeping, and place the money into the money pouch along with the cash box key. The money pouch will be returned to the safe and the safe secured.
3. Cadets who purchase items for restocking the Cadet Lounge food/drink items will present the receipt for the purchase, at which time the instructor and the designated cadet will access the money pouch in the safe to withdraw funds for reimbursement. Receipts will be maintained in the safe.
4. Any other purchases using the accumulated cash must have the approval of the instructors. Examples are monthly social event supplies which cannot be obtained through official school funds (*e.g.*, vendors not on the approved list, short-notice requirements) and the senior "class gift" to the Corps (*e.g.*, refrigerators, couches for the Cadet Lounge). The instructor and the designated cadet will access the money pouch in the safe to withdraw funds for the purchase, and receipts will be maintained in the safe.

DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor
AF JROTC TX-20062, The Woodlands High School



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

17 October 2022


MEMORANDUM FOR TX-20062

FROM: C/1st Lt. Bailey Henwood

SUBJECT: Policy Letter Regarding NCO of the Quarter

1. This letter describes the creation of NCO of the Quarter, and the necessary steps to carry out the process.
2. Application Process
 - a. All NCO ranked cadets (staff sergeant to master sergeant) are eligible for consideration for NCO of the Quarter.
 - b. To be eligible for NCO of the Quarter, NCOs must have a brief letter of recommendation submitted by the officer for their NCO position or their flight commander.
 - c. The instructors will initiate a records-only review process at the end of the school's nine-week marking period to determine the winner of NCO of the Quarter.
3. Review Process
 - a. The records-only review of the cadet will take the following into consideration: community service hours, PFT scores, passing/failing rate of cadet in other academic classes, involvement in corps activities, amount of merits, after school activity participation, and any other criteria listed in the *Cadet Guidebook* that would define a cadet in "good standing" with the corps.
 - b. Unlike Airman of the Quarter, there will be no board interview process necessary.
4. Awards
 - a. The selected NCO of the Quarter is coined by their flight commander after the announcement of their selection. The selected NCO of the Quarter is also awarded a merit by their flight commander. Finally, the winner of NCO of the Quarter will earn the Achievement Ribbon for being selected as the winner.
 - b. The operations squadron commander must announce the winner of NCO of the Quarter in the unit-wide announcements.


BAILEY HENWOOD, C/1st Lt, AFJROTC
Personnel officer


DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor
AF JROTC TX-20062, The Woodlands High School



The Woodlands High School Air Force Junior ROTC
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20 October 2022

MEMORANDUM FOR TX-20062

FROM: C/Capt. Lucy Hoff, Support Squadron Commander
SUBJECT: Pugil Sticks

I. Prior to Bout

- a. Cadets must arrange to use pugil sticks at least a day prior to use.
- b. An instructor and a cadet officer must be present in order to assure that proper safety measures are met.
- c. Pugil sticks will only be used for their intended use in bouts. Any other activity including but not limited to jousting with pugil sticks is prohibited.
- d. Bouts may be held indoors in the marksmanship range if the wall is opened, in a gym, or outdoors on the tennis court or grass.
- e. The instructor will review how to score points and all safety rules.
- f. The instructor and the cadet officer must confirm that protective gear is being worn protector. Safety gear must be worn in ALL pugil stick bouts. This includes both the helmets and chest protector. Glasses will NOT be worn under the helmet, but contacts are allowed.

LUCY HOFF, C/ Captain
Support Squadron Commander
AF JROTC TX-20062, The Woodlands High School

DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor
AF JROTC TX-20062, The Woodlands High School



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12 January 2023

MEMORANDUM FOR TX-20062

FROM: C/ Captain Katie Pepper, Operations Squadron Commander

SUBJECT: Flight Commander of the Quarter Requirements and Procedures

1. Procedures for nominating Flight Commander of the Quarter:
 - a. Operations Squadron Commander will nominate a maximum of three flight commanders and/or deputies each 9 weeks.
 - b. The Operations Squadron Commander will fill out a designated packet for each nominee and turn it into the Group Commander.
2. Requirements for Flight Commander of the Quarter:
 - a. Criteria includes but are not limited to:
 - i. Their participation during flight class time (activities, PT, etc.).
 - ii. Their attendance at after school and monthly activities.
 - iii. Flight's overall performance.
 - iv. The quality and upkeep of their flight binders.
 - v. Willingness to involve themselves when needed.
 - vi. Whether or not they are passing their classes.
3. Board for Flight Commander of the Quarter will be the instructors and Group Commander.
4. Upon winning Flight Commander of the Quarter they will receive:
 - a. A promotion (can only receive one promotion a year via FCoQ).
 - b. Will help improve the flights standing and count towards Outstanding Flight.

KATIE PEPPER, C/ Captain
Operations Squadron Commander
AFJROTC TX-20062, The Woodlands High School

DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor
AFJROTC TX-20062, The Woodlands High School



The Woodlands High School Air Force Junior ROTC
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18 October 2022

MEMORANDUM FOR ALL CADETS

FROM: C/1st Lt. Gabrianna Roa, Logistics Officer

SUBJECT: Eligibility for Corps Activities

1. In Good standing:

- a. The number of merits a cadet has must be greater than or equal to the number of standing Demerits (Demerit which have not been "worked off") at the time of an activity in order for them to participate as an eligible cadet.
- b. Standing Demerits must be "worked off" (but are to remain on the cadet's Merit / Demerit report). Refer to the Merit / Demerit policy letter for more information.
- c. Cadets who are failing classes are unable to participate in **all** afterschool activities, corps-organized community service, competitions etc.

GABRIANNA ROA, C/1st Lt.
Logistics Officer
AF JROTC TX-20062, The Woodlands High School

DAVID C. McMARTIN, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor
AF JROTC TX-20062, The Woodlands High School



THE WOODLANDS HIGH SCHOOL
AFJROTC TX-20062

MEMORANDUM FOR TX-20062

6 February 2023

FROM: C/Major Jonathan Yost, Performance Squadron Commander

SUBJECT: Beret/Shoulder Cord Policy

1. All berets distributed by this unit will be dark blue.
2. Berets and ropes will be awarded to qualified cadets through the team in which they have earned it.
3. In the situation that a cadet qualifies through multiple programs, they will receive one beret and a rope for each team they qualify through.
4. The Performance Squadron Commander, with the approval of the Group Commander or their deputy, has the authority to revoke a beret or rope at any time.
5. By being on a competition team, a cadet earns a beret and the rope corresponding to the team they are on.
 - a. Drill Team: White
 - b. Raider Team: Green
 - c. Marksmanship Team: Green + Red
 - d. Academic Team: Blue
 - e. Aerospace Team: Red
6. If a cadet quits or is removed from a competition team, their permission to wear that team's rope (and beret if on no other team) is revoked.
7. This policy letter is effective immediately for marksmanship; all others take effect for AY 23-24.

Jonathan Yost, C/Major, AFJROTC
Performance Squadron Commander

David C. McMartin, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor



THE WOODLANDS HIGH SCHOOL
AFJROTC TX-20062

MEMORANDUM FOR TX-20062

6 February 2023


FROM: C/Major Jonathan Yost, Performance Squadron Commander

SUBJECT: AY 2023-2024 After School Activities Policy

1. Academic, Aerospace, Drill, and Marksmanship LDRs will remain consistent with the Cadet Guidebook.
2. Raider Team
 - a. The Raider Team Commander position will be held by a senior in the Corps.
 - b. The Raider Team Commander is responsible for the following:
 - i. Ensuring that Raider Team practices are run as needed.
 - ii. Selecting cadets to be on the Raider competition team.
 - iii. Preparing Raider cadets for competition.
 - iv. Maintaining Raider Team equipment.
 - c. Raider Team members will be issued OCP pants and boots.
3. Physical Training
 - a. The PT Commander position will be held by a senior in the Corps.
 - b. The PT Commander will report to the Raider Team Commander.
 - c. The PT Commander is responsible for the following:
 - i. Ensuring that after school PT is run as needed.
 - ii. Preparing cadets to be potential Raider Team members.
4. Orienteering
 - a. The Orienteering Commander position will be held by a senior in the Corps.
 - b. The Orienteering Commander will report to the Raider Team Commander.
 - c. The Orienteering Commander is responsible for the following:
 - i. Preparing cadets for orienteering competitions.
 - ii. Preparing Raider Team cadets with orienteering skills to be used in Raider competitions.

- iii. Maintaining orienteering equipment.
- iv. Learning and using orienteering specific software on the orienteering laptop.
- v. Creating and conducting practice orienteering maps for the school grounds.

Jonathan Yost, C/Major, AFJROTC
Performance Squadron Commander



David C. McMartin, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor