

# JROTC Operations & Training Officer (S3) RUBRIC

Name: \_\_\_\_\_ Date \_\_\_\_\_

**Instructions: Place a check mark in the appropriate box indicating score awarded.**

1 = Unacceptable; 2 = Needs Improvement; 3 = Acceptable; 4 = Recognized; 5= Exemplary

<b>Leadership Characteristics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Assumes S3 responsibility.					
Plans & coordinates actions with Cadet Battalion Command and Staff to accomplish all S3 tasks.					
Exhibits a positive attitude toward the School and the JROTC Program.					
Works to create a functional battalion that operates effectively.					
Demonstrates initiative by operating independently to execute the duties of the S3.					
Executes his/her duties and responsibilities in accordance with (IAW) the appropriate rules, policies, and unit SOP's.					
<b>Overall Rating</b>					
<b>Training Schedules</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Utilizes the Program of Instruction (POI), DJROTC Master Training Schedule, and Texas Essential Knowledge & Skills (TEKS) to develop unit training schedules.					
Training schedules are submitted on time IAW DJROTC Memorandum of Instruction (MOI).					
Training schedules are accurate and aligned with POI.					
Training schedules are posted IAW DJROTC SOP.					
Electronic and hard copy of all training schedules are maintained on file IAW DJROTC SOP.					
<b>Overall Rating</b>					
<b>Plans and Operations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Effectively creates unit operation orders, tasking letters, memorandum of instructions, and unit reports IAW DJROTC SOP.					
Ensures that training and operations is executed IAW unit SOP.					
Monitors all training and operations to ensure training objectives are met.					
Conduct a Risk Management Assessment of all training and operations IAW Cadet Command Regulation 385-10.					
Complete a Composite Risk Management Worksheet (CDTCMD Form 385-1-R-E) for all training and operations.					
<b>Overall Rating</b>					

<b>Coordination</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Coordinates with the school administrators, communities and other agencies for offices, facilities or support for training activity support.					
Coordinates with the battalion staff to ensure that training standards are met.					
Completes all administrative requirements to include permission slips, bus request, and principle approval,					
<b>Overall Rating</b>					
<b>Training Management (Cadet Challenge/Training)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Maintain the cadet challenge and training data in JUMS IAW with DJROTC SOP.					
Monitors training to ensure POI hours are completed.					
Ensure training schedule do not conflict with other activities or events.					
Act as point of contact for any event planned or scheduled for the battalion					
<b>S2 - Security</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Provides security updates regarding threats or events that may that will affect scheduled training and operations.					
Maintain current and up-to-date unit bulletin boards.					
Conduct security checks and properly annotate check on appropriate form.					
Conduct monthly sensitive item check and document findings on appropriate form.					
<b>Overall Rating</b>					
<b>Overall rating for Event and Activity Record</b>					

**Additional Comments** \_\_\_\_\_

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\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cadet Signature

\_\_\_\_\_  
Date