



DEPARTMENT OF THE ARMY
Robert M. Shoemaker High School JROTC
5th Brigade, U.S. Army Cadet Command
3302 S. Clear Creek Road
Killeen, TX 76549



ATCC-EEJ-SHS

31 July 2022

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter - JROTC Letter Jacket Requirements

1. This policy outlines the requirements that must be met in order for a cadet to earn a Robert M. Shoemaker High School JROTC Letter Jacket. These standards are the same for all Killeen Independent School District (KISD) JROTC programs, by direction of the KISD Central Office.
2. JROTC cadets must meet the following district prescribed requirements:
 - a. Cadets must be currently enrolled in at least three years of JROTC at the time that the Letter Jacket is awarded. A maximum of two years credit may be awarded from another JROTC unit. Records will be obtained from the previous school and must indicate that the student was a cadet in good standing.
 - b. Of the three years spent in the JROTC Program, the cadet must participate at least two years on a JROTC co-curricular team and be an active team member at the time of awarding during their 3rd or 4th year of JROTC. Designated Robert M. Shoemaker High School JROTC co-curricular teams are: Color Guard, Drill Team, Physical Training (PT) Team, and Academics Team (AT). Other teams that may be formed included: Orienteering Team, Robotics Team, and Rifle Team.
 - c. Cadets must attend practices and participate in at least 50% of the competitions per year as a member of the JROTC co-curricular team. This requires the cadet to maintain their UIL eligibility by passing all classes. Cadets must also maintain a passing grade in ROTC for all three years.
 - d. In accordance with KISD policy, all students must be in good standing with the campus and the program at the time of the receipt of the award.
3. At the time of fitting, the cadets can choose to customize their Letter Jacket (at own expense) through the vendor. **If a cadet is fitted for a jacket and does not qualify to receive the letter jacket at the time of awarding, the amount spent on additional options is not refundable.**
4. POC is the undersigned, (254) 336-0913.

TOM L. CLADY
Colonel, U.S. Army Retired
Senior Army Instructor