

**Operations Worksheet 16 – JROTC Liaison Officer**  
(Reviewed and Revised – March 2013)

The JROTC Liaison Officer is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month

To encourage promising young men and women to participate in and excel in the JROTC Program, the Chapter awards a MOAA medal and certificate annually to an outstanding cadet at the JROTC units at Admiral Farragut Academy; Boca Ciega H.S.; Gibbs H.S. and Dixie Hollins H.S. To accomplish this, the JROTC Liaison Officer is guided by the following:

1. Contact the principal or headmaster of each of the concerned schools and the Commander of each JROTC unit, and maintain liaison throughout each school year.
2. Obtain MOAA medals and certificates early in the school year from MOAA ([www.moaa.org](http://www.moaa.org) or 1-800-245-8762).
  - a. Ensure arrangements for engraving on the medals and preparation of frames for the certificates.
  - b. The medals should be presented at the end of the Cadet Junior Year so that they may be worn through the senior year.
  - c. Ask the JROTC Commander in each unit to arrange for presentation of the medals.
  - d. The medals should be presented by Chapter President or the JROTC Liaison Officer.
3. Criteria for the awards.
  - a. Ask each JROTC Commander to select an outstanding Cadet who demonstrates Military and Academic excellence, exceptional potential for military leadership, high moral character and a definite aptitude for military service.
  - b. Cadets in High School JROTC units should also indicate a desire to continue the ROTC Program in college, although this is not a firm requirement.