



SQUADRON OFFICE REGS

The purpose of the Squadron office is for Squadron Commanders to work in peace in a secluded room, the Squadron Office is **NOT** a room for gossiping or congregating, and it should never be used as a room for your squadron meetings **UNLESS** it is a last resort. **IF** you have to use the Squadron Office for a meeting, it should span **20 MINUTES AT MOST** because the Squadron Office is for Squadron Commanders to work in peace.

ONLY Squadron Commanders can eat in the room, **BUT** you will have to be out of the way of other Squadron Commanders using the room to WORK. **SQUADRON COMMANDERS** can permit a **Commander OR Cadet** to be in the Squadron Office, BUT if a cadet causes a disruption or makes a mess in the room it's the Squadron commander's fault. If the Squadron Commander who gave the Cadet permission leaves the Squadron Office, the Cadet or Commander will also have to leave. **The lights should be kept on if anybody is in the office, and the door window should not be fully covered, even in meetings.**

The office should be kept in a clean condition at **all times**. Before, during, or after your time in the Squadron Commander Office, it should be kept clean, meaning papers shouldn't be scattered, chairs are pushed in, bags aren't taking up space, trash/wrappers should be thrown away, and you must leave the office cleaner than you found it.

People outside our JROTC unit will not enter the Squadron Office. Failing to adhere to all rules listed above will result in a 341 and or being kicked from the Squadron Commander Office.



Work Room Regulations

The Work Room is a privilege for everyone inside the unit and can be taken away by your... **SASI, ASI, and STAFF** so please be mindful of your actions inside this room.

The Work Room can be used to study, eat, have meetings, and hang out. Disruptive behavior will not be tolerated in this room. Be mindful that other people use this room to **WORK** (as its intended purpose). You must **CLEAN** up the mess you made in this room (if you leave your mess for someone else to clean up you will be given a **341**). **You must push in your chairs after use. Throw away your trash.** If you're being disruptive in the Work Room, you will be kicked out by a Staff Member or Instructors.

In the Work Room, you are welcome to use the computers to play games but if a person needs to work on the computer you will have to move (if you lie about your intentions on the computer you will be given a **341**). If a cadet enters the Work Room with the intention to work, you must remain quiet and respectful to those working around you.

ABSOLUTELY NO horse playing/roughhousing, throwing anything, standing on tables/chairs, and chasing cadets inside the room. Any of these actions will result in an immediate 341, and you being **temporarily or permanently** kicked out of the Work Room.

Non-ROTC members are **NOT ALLOWED** in the workroom or the ROTC Unit unless approved by a Group Staff Member or Instructor. The door windows should **not be covered.** The lights **must remain on** while people are in there. If not the lights should be off.



Squadron Office

Cadets Allowed:

Squadron Commanders

Chief Stan Eval

Cadets with authorization from

our:

**SASI, ASI, STAFF, OR Squadron
Commanders**

People who are not a part of our
unit are NOT allowed in the
Squadron Office.



Rules Of The Hallway

To prevent further congestion in the hallways, and interrupting meetings please refrain from the following:

1. Lingering in front of classrooms and office doors.
2. Standing in the middle of the hallway.
3. Yelling and shouting in the hallway.

Refraining from doing the following will prevent congestion in the hallway, and will allow cadets to get to different classrooms without any hindrance.

If you do not follow the rules of the hallway you will be given a 341.