

SUBJ: TELEPHONE USE POLICY

TO: ALL CADETS

1. Personal calls during school hours must be approved by the SASI/ASI. The telephone will be available after all field trips or after school activities to call parents for rides. All emergency calls (sickness, early release, etc.) made during the school day must be made at the school office.

2. When the SASI or ASI are unavailable to answer the phone, the cadet in charge will answer the phone. Cadets answering the phone must use proper military phone etiquette. When answering the phone, always answer by saying:

“Air Force Junior ROTC, Cadet _____, may I help you?”

3. If the caller requests the SASI/ASI, first attempt to find the person the caller requested. If that person is not available, but the other instructor is available, ask the caller if they would like to speak to the other instructor. If both the SASI/ASI are unavailable, take a written message. All messages should include the following:

Name of the cadet taking the message

Date and time of the message

A short and clear message.

**LARRY A. HOFF, Col., USAF (Ret)
Senior Aerospace Science Instructor**