**JROTC**

**Cadet SOP & Handbook**

(January 2010 Revision)



**Fountain Fort Carson High School**

**900 Jimmy Camp Road**

**Fountain, Colorado 80817**

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**INSPECTION**

**Forward**

Welcome to the Fountain Fort Carson High School Junior Reserve Officers’ Training Corps (JROTC). The JROTC program offers you an opportunity to improve yourself and provide you with training for a wide variety of career paths.

Your enrollment in JROTC is voluntary. That means that you have accepted the program, its conditions and obligations. **Our objective is to motivate young people to become citizens.** You are in no way obligated toward the military or any other career. We are committed to enhancing your high school educational experience by giving you instruction in a wide variety of subjects: leadership, decision making, communications, first aid, map reading, financial planning and college preparation. Learning these “life skills” as a young adult will undoubtedly make you more competitive as you pursue higher education or employment in the work force.

The JROTC program, like academic courses in English, History, and Mathematics offers students credit toward a high school diploma. JROTC cadets receive instruction in a variety of worthwhile subjects not available in other aspects of the standard high school curriculum. Cadets have the challenge and accompanying satisfaction of assuming responsibility early during their formative high school years.

We are unbending in our commitment to citizenship, scholarship and leadership. We congratulate you on your decision to become a JROTC cadet! We wish you a highly successful school year!

Herbert Maison Thomas Oetjen

SGM, USA (RET) LTC, USA (RET)

Army Instructor Senior Army Instructor

**Purpose**

The purpose of the JROTC Cadet Standing Operating Procedures (SOP) is to provide the information and guidance to JROTC cadets and all persons associated with Army JROTC at Fountain Fort Carson High School.

The SOP includes general information concerning the organization and objectives of JROTC and specific administrative personnel matters governing the Corps of Cadets.

Some of the military term herein may not be clear to the cadets entering JROTC of the first year. These terms will be clarified during classroom or drill instruction. Cadets should make sure they have good understanding of the terms and conditions in this document since they will be held accountable for knowing this material as a member of the Corps of Cadets.

**JROTC History**

* The first military training class at a civilian school was taught at Norwich University in 1819 by Captain Alden Partridge who as a former Superintendent of West Point.
* The United States Congress passed the Morrill Act in 1862 because they saw the need for military training in colleges. The Morrill act gave land and money to colleges if they would offer military training at their schools.
* The Junior Reserve Officers’ Training Corps has a long and proud tradition of service to the nation through the betterment of its youth. Founded as part of the National Defense Act of 1916, the Secretary of War was authorized to issue equipment to those secondary schools desiring military training programs.
* Subsequent legislation revalidated the JROTC concept, made it an integral part of the school’s curriculum and most recently in 1993 undertook an expansion program to increase the number of JROTC units from 856 to its current level.
* JROTC now has programs in all 50 states, the District of Columbia, Panama, Puerto Rico, The Virgin Islands, Guam, American Samoa, Japan, Korea and Germany. JROTC employs about 3,200 instructors and 205,000 cadets.
* Fountain Fort Carson High School Army JROTC was organized July 1st,1995 by COL Edward Fisher and 1SG Leroy Bogan.

**JROTC MISSION**

**To Motivate Young People to Become Better Citizens**

**Army JROTC Cadet Creed**

***I* am an Army Junior ROTC Cadet, *I* will always conduct myself to bring credit to my Family, Country, School and the Corps of Cadets.**

***I* am Loyal and patriotic. I am the Future of the United States of America.**

***I* do not lie, cheat or steal and will always be accountable for my actions and deeds.**

***I* will always practice good citizenship and patriotism.**

***I* will work hard to improve my mind and strengthen my body.**

***I* will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.**

***M*ay God Grant me the strength to always live by this creed.**

**Desired Learning Outcomes**

* Appreciation of the ethical values and principles that underlie good citizenship which include integrity, responsibility and respect for constituted authority.
* Development of leadership potential with the abilities to live and work cooperatively with others.
* Ability to think logically and to communicate effectively both orally and in writing.
* Appreciation of the importance of physical fitness in maintaining good health.
* Knowledge of the effects and dangers of substance abuse; to resist pressures to experiment with drugs and how to help others to avoid becoming dependent on dangerous substances.
* Development of mental management abilities including goal setting, visualization and positive self-talk.
* Familiarity with the history, purpose, structure of military services with emphasis on the accomplishments of the United States Army.
* Knowledge of educational and vocational opportunities and the development of basic skills necessary to work effectively as a member of a military or civilian team.
* Understanding the importance of high school graduation and the need to seek educational opportunities beyond the high school level.

**How JROTC Benefits Cadets**

* Graduation credit is awarded for each equivalent year of JROTC a cadet successfully completes.
* JROTC can help those who wish to compete for an Army ROTC Scholarship. Army ROTC scholarships pay tuition, lab fees, books, and provide a monthly living allowance.
* At many colleges, advanced placement in Senior ROTC is possible for students who have successfully completed JROTC in high school.
* Competitive nominations to all of the Service Academies are available through participation in JROTC. These nominations are in addition to the regular sources of nomination.
* Students who have successfully completed JROTC are entitled to enter the Armed Forces at a higher grade than other enlistees upon entering active duty or joining the National Guard or reserves.

**Instructor Staff**

Experienced Army officers and noncommissioned officers (NCO’s) are the primary JROTC instructors. JROTC instructors are retired Army officers and NCO’s. They must pass a rigorous screening process before being certified as JROTC Instructors by the U.S. Army Cadet Command. These instructors possess outstanding records of achievement and have a genuine desire to aid in the development of young Americans. The titles of the instructors cadets will interface with are as follows:

* The Senior Army Instructor (SAI) is the senior ranking instructor assigned to the JROTC Department. He/ She are responsible to the school principal for all JROTC activities conducted at the school.
* Army Instructor(s) are noncommissioned officers who assist the SAI in the conduct JROTC activities at the school.

**Grading Policy**

* *Guidelines.* Grades are used to indicate student progress in classroom assignments and practical exercises. Grades will be given at the end of every nine weeks of instruction and final grades at the end of each semester. Cadets will receive a briefing on the grading system at the beginning of each semester or upon entering JROTC, if they enter JROTC other than at the beginning of the semester. Cadet awareness of the grading system is important and is a point of inquiry during most inspections.
* Course Grade Allocation (by category):
* 60% Academics: Examinations, workbook assignments, written and verbal quizzes and class work.
* 30% Inspections: Proper wear and maintenance of the JROTC uniform. Application of classroom knowledge and proficiency in regulation drill.
* 10% Daily Participation: Class discussion, demonstrations, cooperation and punctuality.
* Grading Scale:

**100-90 A OUTSTANDING**

**89-80 B ABOVE AVERAGE**

**79-70 C AVERAGE**

**69-60 D BELOW AVERAGE**

**59-0 F FAILURE**

* ***Excused Absences.*** Cadets will be allowed one school day for each school day absent plus one additional school day to do make-up work and / or examination missed. It is the cadet’s responsibility to coordinate with the SAI / AI to make up all work missed.

**Organization and Curriculum Description**

**JROTC is a progressive program beginning with familiarization subjects during the first year, leading to more intricate military science studies and practical applications in the following years. To gain maximum benefit, cadets are encouraged to enroll in JROTS their freshman year and to remain in the program throughout their senior year.**

**Scope**

JROTC is offered as an elective at Fountain Fort Carson High School during each of the four academic years. The program of instructions consists of approximately 180 hours of each semester (Note: a cadet will complete a year of JROTC in one semester) and is developed around the following broad class headings:

-First year Introduction to leadership Education and Training (LET 1)

-Second year Intermediate Leadership Education and Training (LET 2)

-Third year Applied Leadership Education and Training (LET 3)

-Fourth year Advanced Leadership Education and Training (LET 4)

The JROTC course of study is part of the school’s overall curriculum. Its flexibility permits it to be adapted to the needs of both the students and the school; the courses presented in each of the four years are as follows.

**First year: Introduction to leadership Education and Training**

*The Spirit of American Citizenship and Army JROTC.* This course provides an appreciation of our American heritage and JROTC.

*Leadership*. Cadets learn what it takes to be a good follower.

*Leadership Lab.* Cadets apply management and leadership skills learned in the classroom during practical drill sessions.

*First Aid.* Provides training for handling common medical emergencies.

*Cadet Challenge.* This unit tests a cadet’s physical fitness.

*Map Reading.* Teaches cadets how to read maps and legends.

*Techniques of Communication.* Essential techniques of effective speaking, reading, writing, listening, study methods and test-taking.

*Overview of Citizenship through American History*. Highlights significant people, places and events that have shaped the basic ideas and philosophy of our constitutional democracy.

*Your American Citizenship.* This unit reviews the rights, responsibilities, and privileges of an American citizen.

*Marksmanship and Firearm Safety.* This unit with emphasizes the safe use of firearms in a supervised setting.

*How to Study.* Cadets will become familiar with how to form good study skills.

*Career Awareness.* This unit introduces the cadet to multiple career options and the importance of early planning and preparation for attaining career objectives.

*Drug Awareness.* The cadet will be taught the adverse effects of drugs on individuals and society.

*Unlocking Your Potential.* And introduction to self-motivation designed to assist cadets to work at their full potential.

*Winning Colors.* Cadets participate in personality assessment exercises to learn more about themselves and the value of teamwork.

**Second Year: Intermediate Leadership Education and Training**

During the second year of JROTC, build upon the foundation they established during their first year of training.

*Techniques of Communication*. This unit teaches how to convey a message to others through writing and individual instruction.

*Leadership.* This unit concentrates on leadership, good judgment, and basic management skills.

*Cadet Challenge.* This unit stresses physical exercise and conditioning.

*Leadership Lab.* Cadets demonstrate their knowledge of drill and ceremony at the squad and platoon levels.

*Map Reading.* Instruction and practical exercises which assist in determining direction, location, and distance on a map.

*Military History*. This unite concentrates on U.S. military strategies since WWII.

*Your American Citizenship.* A comparative study of basic American rights vs. the rights of personnel serving in the U.S. military.

*Career Opportunities.* This unit explores both civilian and military career opportunities.

*Role of the U.S. Army*. This unit emphasizes the role and accomplishments of the U.S. Army and its components.

*Technology Awareness.* An introduction to how technology is changing our lives on a daily basis.

*Marksmanship and Firearm Safety.* This unit expands on basic marksmanship and firearm safety.

*Winning Colors.* A practical application of how individual strengths can be used to build effective teams.

**Third Year: Applied Leadership Education and Training**

During the third year of JROTC, cadets take on leadership roles with greater responsibility and serve as assistant instructors during classroom presentations.

*Leadership.* This unit teaches problem solving and how to be a cadet supervisor in various situations.

*Drug Awareness.* This unit is a continuation of the first year instruction addressing types of drugs and their effects.

*Unlocking Your Potential.* This course is designed to motivate cadets to recognize their potential and expand their efforts to achieve higher goals.

*Teen Pregnancy.* This instruction introduces cadets to physical, emotional, financial, and social impact of teen pregnancy.

*Techniques of Communication.* This unit teaches a cadet to communicate as a leader and a counselor.

*Cadet Challenge.* The importance of physical fitness continues to be emphasized by teaching cadets the components of an effective individual exercise program.

*Leadership Lab.* Third Year cadets perform the duties of the company and battalion leaders are during battalion drill sessions.

**Fourth year: Advanced Leadership Education and Training**

* The fourth year if **JROTC** is a culmination of three years of formalized training and instruction. Cadets who remain in **JROTC** for four years will usually be in a key leadership position as a cadet officer or non-commissioned officer.
* The formal course of study will vary based on a cadet’s interest. Most of a cadet’s time will be dedicated to solving real-world leadership problems within the Corps of Cadets and preparing for either entering the job market or continuing their education after high school graduation.

**Leadership Education Aptitude Drills- A Curriculum Enhancement**

* *What is L.E.A.D?* Leadership Education Aptitude Drill **(L.E.A.D.)** is an educational curriculum designed for use by **JROTC** cadets. The curriculum contains material which cadets are expected to master and uses as its source materials from **JROTC** Manuals Army FieldManual 3-21.5 (D&C)
* *Why L.E.A.D.?* **L.E.A.D.** is designed to challenge cadets to master the subject material in the **JROTC** texts, and to apply small group leadership skills learned in **JROTC** in an active learning process.
* *L.E.A.D. Details.* The **L.E.A.D** material consists of one hundred question and answer cards for each LET level. Each card contains one question and one answer for each of six basic subject categories. **(NOTE: The cards have been reproduced and assembled in an L.E.A.D. booklet for ease of use by cadets.)**
* *L.E.A.D. Categories.* Basic subject categories are: **Character and Leadership Development, Leadership Theory and Application, Foundations for Success, Wellness, Fitness and First Aid, Geography and Earth Science, Citizenship and American History.** One hundred optional cards for Marksmanship and Safety are also included, for those **JROTC** programs which offer it. A total of five hundred cards are included in the curriculum with a total two thousand five hundred questions and two thousand five hundred answers.
* *L.E.A.D. Assignments.* Upon enrolling in **JROTC**, each cadet will receive a Leadership Education Aptitude Drill **(L.E.A.D.)** Booklet which corresponds to his/her LET level.
* **As much as 50% of every grade exam will be taken from the L.E.A.D. Booklet. It is imperative for you to diligently study you L.E.A.D. Booklet if you want to make a good to outstanding grade in JROTC.** Cadets will be required to know various questions and answers from their L.E.A.D. Booklets all throughout the year; Cadets should strive to master the L.E.A.D. material contained their respective booklet each year.

**JROTC Cadet Leadership Challenge (JCLC):** *A Unique Experience Your Can’t Afford to Miss*

* *JCLC =Fun in the Sun.* Mention the word “JCLC or Summer Camp” in the presence of any cadet who has attended the five day camp and their personal experiences at summer camp.
* *Purpose.* The purpose of **JCLC** is to provide cadets with an opportunity to practice their leadership and citizenship skill in a safe environment and have fun meeting cadets from other schools.
* *Meet Other Cadets.* Fountain Fort Carson cadets attend a five-day event (usually during June each year) at Peaceful Valley Boy Scout Camp (Kiowa, **CO**-about 30 miles east of Colorado Springs.) More than 20 schools are represented and about 190 cadets attend camp each year. The cost is under $50 for the five-day event.
* *Skills Acquired.* During **JCLC**, receive instruction in rappelling, canoeing, orienteering, science and technology and a host of other “hands-on” areas. Cadets are then organized into small units and must use teamwork and the newly acquired skills to solve various problems encountered on obstacle and leadership reaction courses.
* *Relax.* After a grueling training day, cadets change into civilian clothes and have the evening to socialize with other cadets and enjoying the picturesque Colorado countryside.
* *Slots Fill Quickly.* Cadets are selected to attend **JCLC** based on performance throughout the year. Cadets mustsuccessfully pass a swim test and a routine physical examination. Because there are so many cadets who want to attend or return to **JCLC** you should let the **SAI** know as soon as possible if you are interested in attending the next **JCLC!**

**Uniform Guidelines**

**General**

* The army JROTC uniform is more than a mere suit of clothes. It is a symbol of honor, tradition, and great achievement, and should be worn proudly and properly.
* Smart appearance and proper conduct in uniform are indications of self-respect, pride, alertness, and sense of responsibility.

**Accountability for Uniform Items**

* Each cadet is issued a complete Class “A” uniform. If the uniform items do not fit properly, contact your instructor to exchange the items which do not fit properly.
* You are responsible for keeping your uniform clean and in good repair. If you should lose or damage any part of your uniform or the uniform attachments, you will be required to pay for the damage or loss.
* Before a cadet can be issued a uniform, his/her parents or guardian must assume financial responsibility for loss or damage of issued items. This is accomplished by having parents/guardians sign a statement of responsibility, which is issued to each cadet and which becomes part of the unit supply records.
* Great care must be exercised by each cadet when drawing or turning in JROTC clothing and equipment. Before placing your signature on the supply records, check carefully to be sure you are issued the items recorded on your supply records. Once you sign the supply record you are responsible for those items reflected on the record.
* Uniforms will be returned to the **JROTC Department:**
  + After a cadet completes one semester of JROTC.
  + At the end of the school year.
  + If a cadet withdraws from the JROTC program.
  + Uniforms are not required to be cleaned prior to turning them in.

**Uniform Wear Policy**

* Cadets are required to wear the uniform on “Leadership Lab” days (usually on Wednesday each week) and other occasions as designed by the SAI.
* **Failure to wear the uniform on designated days is disobeying an order from the SAI and is punishable with demerits, reduction in grade or both.** There are a myriad of excuses (unacceptable) and only a handful of valid reasons for not wearing your uniform as scheduled. The SAI is the final authority in determining whether or not a cadet will be excused from wearing his/her uniform.
* **If a cadet is absent the day of an inspection, then the uniform must be worn the very next day the student returns to class. Failure to do so will result in a failing grade for that inspection.**

**Uniform Completeness**

* The uniform must be complete at all times. Mixing of uniform items with civilian attire is prohibited with one exception; **a civilian coat may be worn over the uniform coat during extremely cold weather. Upon entering the school building the civilian coat will be removed.**
* When outdoors in uniform, the cap must be worn at all times. CADETS WILL NOT WORK AT CIVILIAN JOBS IN THE JROTC UNIFORM. Cadets who work after school on “Leadership Lab” days must change into civilian clothes prior to reporting to work.
* If a cadet changes out of the uniform during the school day intentionally without the permission of the SAI, that cadet will be immediately be removed from their leadership positions and jeopardize keeping their rank.

**Personal Appearance Standards (Amplification)**

The JROTC Program is a uniformed program where discipline is judged, in part, by the manner in which a cadet wears a prescribed uniform, as well as by the individual’s personal appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to the JROTC Program and contributes to building the pride and esprit essential to an effective Corps of Cadets.

1. **Hair Styles:** Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance.
2. **Males-** Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shave, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks, (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.
3. **Females-** Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, and clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Braids will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible.
4. **Fingernails-** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring, such as purple, gold, blue, or white while in uniform.

***UNIT 1: THE SPIRIT OF AMERICAN CITIZENSHIP AND ARMY JROTC***

**Key Words**

*Align*

*Battle dress uniforms*

*Bisecting*

*Blouse*

*Chevron*

*Class A and B uniforms*

*Fads*

*Ferrule*

*Fitted*

*Formal inspection*

*Garrison cap*

*Gig line*

*Hemmed*

*Insignia*

*Neck tab*

*Precedence*

*Shoulder marks*

*Sized*

**YOUR PERSONAL APPEARANCE AND UNIFORM**

**PURPOSE**

As a JROTC cadet, other people will often indentify and judge you on your personal appearance. This lesson introduces the three categories of Army JROTC uniforms, how to properly wear and maintain them, and how to prepare for a uniform inspection. To assist you in this effort, the text graphically portrays the proper placement for the awards, decorations, and insignia that you will be required to wear on your uniform. Plus, this lesson presents four factors that you can use to assess your personal appearance, reinforce the importance of a neat and clean appearance, and explains how those factors relate to your appearance in uniform.

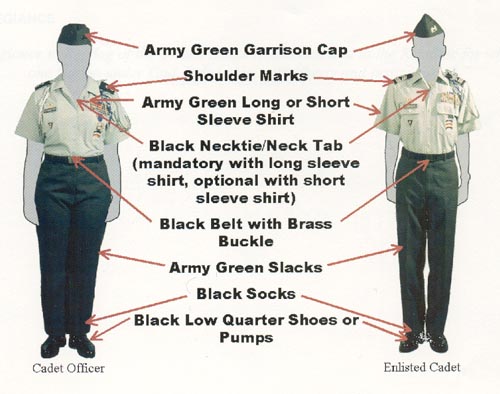
INTRODUCTION

We often form opinions of others based on their personal appearances. A good personal appearance compliments the wearing of your uniform. A neatly pressed and clean uniform, with properly placed ribbons, awards, and insignia, shows that JROTC cadets have pride in themselves as well as in their unit and they use self-discipline to get things done.

ARMY JROTC UNIFORMS

The word uniform comes from the two Latin words, *unus* and *forma,* which means, “one form.” Your JROTC uniform sets you apart from others. It tells others who and what you are. Uniforms date back to ancient times such as when the Romans wore togas. Today society has uniforms to identify jobs and groups. Policemen, firefighters, athletic teams, and school bands all have uniforms.

These illustrations of the **Class B uniforms** for men and women. These uniforms are worn during all occasions except field training and formal social occasions. The Class B uniforms are also worn at other times as required by your instructors.

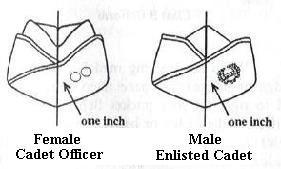


These are illustrations of the **Army Combat Uniforms** (ACU’s) for men and women. They are worn at summer camp and for participation on special teams.



**PROPER PLACEMENT OF INSIGNIA**

*THE ARMY GARRISON CAP*

 Before positioning the appropriate cadet officer or cadet enlisted insignia on the garrison cap, you should first know how to wear it. Place it on top of your head with the front vertical crease of the cap centered on your forehead in a straight line with your nose. Tilt the cap slightly to your right, but do not let it touch or rest on the top of your ear. Do not crush or shape the garrison cap to form peaks at the top or top rear of it.

As shown above, cadet officers wear grade insignia on the garrison cap while enlisted cadets wear the ROTC insignia. Position either insignia on the left side of the cap one inch from the crease and centered vertically between the top braid and the bottom of the cap.

**CLASS A AND CLASS B UNIFORMS**

*Insignia of Grade*

To wear the grade insignia on long or short sleeve JROTC shirts, you normally wear **shoulder marks.** For cadet officers, place the narrow, pointed end toward the collar and the flat end toward the edge of the shoulder; for enlisted cadets, place the side with the pointed **chevron** toward the collar.

The area of both shirt pockets is where you place your nameplate, honor unit insignia, and personal awards. For female cadets, the pocket area (since those shirts do not have pockets) is where you also position these items. First, imagine a horizontal line even with the second button on your shirt. This imaginary line allows you to properly align your awards, insignia, and nameplate in the same manner as male cadets do.

*Namplate*

Center the nameplate on the righ pocket between the top pocket seam and the top of the pocket buttonhole.

*Honor Unit Insignia*

Center the Honor Unit Star one-fourth of an inch (1/4”) above the top seam of right pocket. You can wear the Honor Unit Star either by itself or joined with the Academic Achievement Wreath. In either case, you center them as described. The distinctive unit insignia (DUI or Trojan Head) will be worn 1/8” above the star.

*Awards and Decorations*

Position individual awards for academic, athletic, and military excellence on the left pocket (or left pocket area). However, you cannot wear both the ribbon and the medal for the same award at the same time.

Center your ribbons on the pocket button one-eighth of an inch (1/8”) above the top seam of the left pocket (centered above the horizontal line for female cadets). Place awards of this type no more than three across. Do not start a second row until you have three ribbons. Plus, the first and second rows must have the same number before you can start a third row. Center the top row on the row beneath it. Wear your ribbons in order of precedence from top to bottom and from your (or wearer’s) right to left in one or more rows. Rows of ribbons should be flush with each other or they may be spaced 1/8” apart.

Wear medals and/or place badges for excellence in marksmanship one-eighth of an inch (1/8”) below the top seam on the left pocket flap (or in similar position for female uniforms), again in the order of precedence from your right to left.

When not wearing medals, center your badge or badges, or space them equally from left to right on your pocket flap. The upper portion of the badge or badges should be one-eighth of an inch (1/8”) below the top seam of the left pocket. If you only have one medal or badge, center it from left to right on your left pocket flap. Place the top of it one-eighth of an inch (1/8”) below the top seam of the pocket.

Wear two medals or badges equally spaced from left to right on the left pocket flap. Keep the top portion of them one-eighth of an inch (1/8”) below the seam, at least one inch between them, and special skill badges to the right.

If you are wearing a special medal with one or more marksmanship badges, equally space all awards (but not more than three) from left to the right on the left pocket flap. Place the upper portion of the medals one-eighth of an inch (1/8”) below the top pocket seam. Wear the special medal to your right of any marksmanship badges.

*Miscellaneous Uniform Accessories*

Certain units may authorize the wearing of approved unit crests. At the discretion of the Senior Army Instructor, you may wear scholar or service program insignia, such as national or local military honor socities, centered on the left pocket between the bottom of the pocket flap and the bottom pocket seam. The instructor staff may authorize you to wear shoulder cords for participation in certain JROTC activities, including the Raider Team, color guard, honor guard, drill team, and rifle team. Wear one cord by itself on the left shoulder, and any other cord on the right shoulder. When wearing cords with a ferrule, keep the ferrule to the front. Otherwise, wear these cords based on the procedures of your local unit. Special JROTC team arcs are approved for wear on the right chest pocket. Team arcs approved for wear are color guard, flag detail, drill team, JROTC bands, drum and bugle, academic, rifle team, honor guard, cadet challenge, raider team, JCLC, orienteering, and physical training excellence. Arcs will be centered on the pocket and 1/8” apart. The Unit Crest or Distinctive Unit Insignia (DUI) will be worn ¼” above the right chest pocket or 1/8” above the unit rating insignia or academic wreath above the right chest pocket.

**POLISHING YOUR IMAGE**

***Guidelines for Wearing Your JROTC Uniform***

Wear a clean and neatly pressed uniform. Tuck shirt into trousers; keep its seam aligned with the seam of the zipper flap of the trousers and the edge of the belt buckle (gig-line).

Male cadets wear a T-shirt under the Class A and B uniforms. Male and female cadets wear a T-shirt under ACU’s and as a physical training uniform. Wearing T-shirts prevents underarm precipitation from affecting your uniform.

Button all buttons, with the exception of the top collar button of the shirt or blouse.

Clean, polish, and properly display all brass on the uniform.

Push the belt through the left front loop of the trousers first and adjust to allow only the tip of the belt to protrude from the buckle.

Wear only issued socks and shoes with the uniform. The wearing of a wrist watch, a wrist identification bracelet, and not more than two rings is authorized with Army uniforms (unless prohibited for safety or health reasons) as long as the style is conservative and in good taste.

Female cadets may also wear small circular earrings (not to exceed ¼ inch in diameter).

Do not carry bulky objects in any pocket of the uniform.

Wear the hat at all times when out of doors.

***Guidelines for personal appearance in the JROTC Uniform***

Male Cadets: Keep your hair neatly trimmed with sideburns no lower than the bottom of the ear opening and be clean shaven.

Female Cadets: Keep your hair styled so that it does not touch the top of the collar and the cap can be worn easily.

Keep fingernails short and clean.

A good personal appearance includes good grooming, which you can only achieve by cleaning your hair, teeth, and the rest of your clothing-making sure that it is cleaned and pressed. In JROTC, you must maintain your uniform.

**Guidelines for Care and Cleaning of Your JROTC Uniform**

Place coats on hangers wide enough to keep the shoulders of the coat in shape. Do not use wire hangers.

Keep shirts on hangers to prevent creasing.

Clean and shine shoes and boots.

Keep trousers and slacks on hangers that allow them to hang at full length. Use clothes brush with stiff bristles to loosen dust and dirt. This also helps freshen the nap and should be done each time the uniform is worn. Dry clean wool uniforms at a competent cleaner to take out stains or spots.

***Guidelines for Taking Care of Brass Articles***

Brightly polish the lapel insignia. The brass buttons are an exception. Do not use polish on the brass buttons; instead scrub them with ammonia and water.

Perspiration tarnishes brass on contact, so be careful when putting the insignia back on the uniform and when handling the belt buckle. One helpful hint is to wipe any brass with cleaning fluid to remove the extra polish. This avoids dulling the shine that you worked hard to get and slows down any corrosion.

**UNIFORM CHECKLIST**

\_\_Garrison Cap \_\_ Placement

\_\_Coat \_\_ Belt

\_\_Shirt \_\_ Shoes

\_\_Neck Tab/Tie \_\_ Socks

\_\_Pants/Slacks

**CHECKING YOUR LOOK/THE PRE- INSPECTION**

The uniform inspection is an important part of JROTC. As a cadet, you should know how to care for your uniform and how to present yourself for inspection. Doing well on the inspection increases pride in yourself and in your accomplishments. Learning how to care for and maintain the JROTC uniform can also improve your self-discipline. When every cadet does well on the uniform inspection, it makes the unit look good and increases unit pride.

The **pre-inspection** is your chance to make sure that everything is in its proper place on your uniform and looks sharp. After learning how to wear your uniform and the placement of awards, it is now a matter of carefully checking your appearance. If your pre-inspection is done properly, there should be no surprises during the actual inspection. Pre-inspections are conducted in the classroom just prior to the inspections.

*GETTING READY*

Inspect your uniform before you ask someone else to check it. First, ensure that you have all the basics. Following is a list of the major areas of concern for your uniform.

*PLACEMENT*

Follow the previous instructions for the specific locations and proper placement of awards, insignia, and other uniform accessories.

*A PRELIMINARY CHECK*

For all cadets, the black belt with brass buckles is an important item. Line the tip of the belt with the end of the brass buckle so that none of the belt shows. This makes the belt buckle appear as one solid unit. The female belt tip pints to the right. The male belt tip points to the left.



The most obvious sign of a correctly worn uniform is the formation of the gigline. Properly done, the edge of the shirt, belt buckle, and zipper flap should form an unbroken vertical line.

The following sample form shows you some items that the cadet staff and the instructors will look for during an inspection. You should use it only as a guide because your unit may have a different inspection form.

**SAMPLE INSPECTION CRITERIA**

Headgear: Clean? Brass shined? Brass properly placed?

Hair: Properly styled/groomed? Off the ears/collar?

Shirt/Coat: Properly sized? Clean and pressed? Grade insignia placement? Nameplate placement? Honor Star placement? Ribbons/badges placement? DUI placement? Shoulder cord(s) placement? Pockets buttoned? Strings?

Trousers: Properly sized? Clean and pressed? Belt Buckle shined? Gigline straight?

Shoes: Shined/dusted? Black socks?

**HEAD TO TOE/THE INSPECTION**

Prior to the actual graded inspection, it is a good idea to ask a fellow cadet to look at your uniform and check it for anything that does not meet regulations. Make a final check of yourself, and then proudly present yourself for inspection. Always strive to be the cadet who scores the most points during each uniform inspection. All leaders will personally check their immediate subordinates.

**WHEN TO WEAR THE UNIFORM**

You may wear the prescribed issued uniform in the United States and its possessions:

* During Military ceremonies—this shows that you are a proud part of the Army JROTC Program.
* When attending or participating in JROTC activities (such as on the prescribed uniform day at school, during formal inspections, while instruction cadets in JROTC courses, etc.)
* When traveling to and from school where you attend JROTC.
* When visiting a military installation if you are taking part in drills, exercises, and/or summer camp.
* When required by your instructors.

**Precedence and wearing of ribbons and medals**

If a Ribbon and Medal are issued, only the ribbon or medal may be worn at any given time on the cadet’s uniform.

*Precedence.* Ribbons will be worn in order of precedence from the wearer’s right to left in one or more rows either with no space between the rows, or 1/8 in. spaces between rows. Order of precedence 1. DA awards 2. Academic Awards 3. Military awards 4. Athletic awards 5. DAI/SAI awards 6. Association awards …… Wear precedence will be listed elsewhere in this SOP.

* ***Male Cadets.*** Medals will be worn in order of precedence from the wearer’s right to left. Medals will be worn to the right of badges. The top of the medal will be to the stitching at the top of the pocket flap.
* ***Female Cadets.*** Ribbons will be worn centered on the left side of the uniform coat with the bottom row positioned parallel to the bottom edge of the name plate. The ribbons and nameplate are worn between 1 and 2 in. above the top of the button placements of the ribbons and nameplate may be adjusted to conform to individual figure differences. On the AG 415 shirt, the bottom line will be positioned parallel to the top edge of the second button from the top. Medals will be positioned parallel to the top edge of the second button from the top. Medals will be positioned 3/8 in. below the ribbons in order of precedence from the wearer’s right to left. Medals will be worn to the right of badges.

**Shoulder Cords**

* Distinctive shoulder cords loop insignia’s will be issued as appropriate and worn as follows:
* Shoulder cords are authorized to be worn on all uniforms but the Army Combat Uniform (ACU).
* Although an individual cadet may be a member of two or more of the following activities, they will be limited to wearing no more than four shoulder cords (two on the coat shoulders and two on the shirt shoulders.)
* A Single cord will be worn on the left shoulder. When two cords are worn, the cord of highest precedence will be worn on the left shoulder and the second cord will be worn on the right shoulder.
* Cadets who are wearing staff cords and are not currently a member of the staff are not authorized to wear the staff cord and must return it to supply.

**Shoulder Cord colors represent the following in order of precedence from highest to lowest:**

* Battalion Leaders/Staff – Red, White, & Blue
* Color Guard – White
* Drill Team – Red
* Rifle Team – Tan
* Honor Company/NHS – Gold
* Raider Team – Black
* Honor Guard – Orange
* Saber Team – Maroon
* Cadet of the Year - Green

**Special Team pins (Arcs)-**Special team pins (arcs) designate various JROTC teams and activities. These arcs may be worn on the right chest pocket with SAI approval. These arcs are worn centered on the right pocket of the Class A jacket or AG-415 shirt for males with 1/8” separation between multiple arcs. On the female uniform, these arcs are worn between the first and second buttons on the Class A jacket or AG-415 shirt with 1/8” separation between multiple arcs. Team arcs approved for wear are listed below:

* Academics
* Color Guard
* Drill Team
* Rifle Team
* Raider Team
* Honor Guard
* Saber Team
* JCLC
* Orienteering
* Rappelling
* Miscellaneous Arcs

**Special Team and Award Standardization**

*Special Team Beret Wear*

All team members will wear the white beret. Wearing of the beret is currently optional. Cadets will purchase their own berets if they desire to wear one. The cost of the beret is $20.00.

*Special Team Items*

Special Team Pins (Arcs). The special team arcs are awarded to team members when they meet the shoulder cord requirements for their respective team. These items are presented at the same time by the Senior Army Instructor. Arcs may be retained upon the completion of a season on the special team. Arcs will be returned to supply if the cadet does not complete the season. Arcs will be worn in the correct order of precedence:

1. Academic

2. Color Guard

3. Drill Team

4. Rifle Team

5. Raider Team

6. Honor Guard

7. Saber Team

8. JCLC

9. Orienteering

10. Rappelling

11. Miscellaneous Arcs

Shoulder cords and arcs will be awarded before the first performance or competition for the Color Guard, Saber, Honor Guard and Drill Teams. Raider and Rifle team members must earn 50 points in order to be authorized a shoulder cord. Cadets who are currently wearing a shoulder cord and are not currently an active member of the team in the current year are not authorized to wear the items. A cadet may only wear the cord if they are an active part of the team and are in good standing. Otherwise, shoulder cords will be returned to supply.

*Varsity Letter*

Students participating in special teams must meet the following criteria:

Drill Team – 3 competitions or 2 years on the team

Color Guard, Saber Team, Honor Guard – 20 performances

Rifle Team – 80% of total team average points

Raider Team – 3 competitions with 80% of total team average points

**Introduction to Awards**

The awards program is for any JROTC cadet who excels. It recognizes high levels of performance, excellence, and achievement. Since the JROTC program recognizes that not all cadets have the same abilities and skills, the Army designed its awards program to recognize as many personal traits as possible in cadets. There are two kinds of awards, Unit awards, which recognize excellence, and Individual awards, which recognize personal achievement.

The army rewards cadets for extracurricular activities, excellence in competition, contributions to unit goals, and outstanding service. Also, you may receive national recognition from patriotic or civic organizations for outstanding academic and military achievements.

**Unit Awards**

When you are in JROTC, you are part of a team. Team efforts can lead to unit awards. The JROTC Awards Program offers three types of unit **decorations:** Honor Unit and Honor Unit with **Distinction and Merit Unit**. These awards are chosen based on results of a formal inspection and on exceptionally high standards of training and discipline throughout the school year. All service academies reserve twenty appointments for honor graduates of schools that have been designated Honor Unit with Distinction. These cadets may apply for appointment to one of these service academies.

http://www.otsd.org/Teachers/OTHS/JROTC/Awards_files/image019.gif Department of the Army adopted the Honor Unit insignia for Army JROTC cadets of units designated as Honor Units. It is a small blue enamel five-pointed star. You wear this insignia above the right pocket of the Class A or B uniforms.

http://www.otsd.org/Teachers/OTHS/JROTC/Awards_files/image018.gif

MERIT UNIT HONOR UNIT HONOR UNIT WITH DISTINCTION

*White Blue Gold*

*Honor Unit Insignia*

The Honor Unit with Distinction Insignia is similar to the Honor Unit insignia. While the Honor Unit is blue, The Honor Unit with Distinction is yellow. Department of the Army also adopted this device for all Army JROTC cadets of units designated as Honor Unit with Distinction. You wear this insignia in the same manner as the Honor Unit insignia. The Merit Unit star is white.

**INDIVIDUAL AWARDS**

Each Army JROTC unit can award various types of individual awards to its cadets for recognition of excellence, outstanding achievement, or superior performance. There are two main categories of individual awards: Institutional and national awards.

*Institutional Awards*

Superintendents, principals, and Army Instructors can present institutional awards to individual JROTC cadets for reasons of academic excellence, military and athletic achievement or performance, and for participation in community parades, excelling in recruiting programs, and/or other reasons that are determined by your instructors. You have the opportunity to earn as many of these awards as you possibly can.

Indicated below is the order of merit (or importance) for these awards along with the number of ribbons for each type. Within each category, you wear these award (or ribbons) in their numerical order. You will find a description of these awards (win their numerical sequence) at the end of this text in Supplemental Material.

1. **Academic Awards --** 10 ribbons
2. **Military Awards –** 15 ribbons
3. **Athletic Awards –** 5 ribbons
4. **Miscellaneous Awards –** 5 ribbons

*National Awards*

National awards recognize individual JROTC cadets for heroic, distinguished, meritorious, and other commendable acts and achievements. These ribbons or medals are worn below the others. Precedence of for these awards is as follows:

1. **Sons of the American revolution (SAR) Award**
2. **The Military Order of the World Wars (MOWW) Award**
3. **Daughters of the American Revolution (DAR) Award**
4. **Association of Military Colleges and Schools (AMCSUS) of the U.S. Award**
5. **American Legion Awards**
6. **The National Sojourners Award**
7. **Scottish Rite of Free Masonry Award**
8. **U.S. Army Recruiting (USAREC) Award for JROTC**
9. **Association of United States Army (AUSA)**
10. **The Military Officers Association (MOA)**
11. **Military Order of the Purple Heart**
12. **Veterans of Foreign Wars (VFW)**
13. **Order of Dandelions Award**
14. **Special Forces Association Award**
15. **Elks Lodge Award**
16. **The Retired Enlisted Association Award**
17. **Armed forces Top Enlisted Association Award**

**INSPECTIONS**

* *General.* To insure a high standard of personal appearance is maintained within the corps of cadets, the SAI/AI will perform frequent inspections. These inspections will focus personal appearance and cadet knowledge.
* *Weekly inspections/ leadership lab days.*In addition, cadet officers will conduct weekly inspections on leadership lab days. Cadets will receive a grade for the appearance of their uniform, knowledge of JROTC subjects and knowledge of drill and ceremonies.
* *Formal inspection.* A board of officers designated by the Commanding General, U.S Army Cadet Command will inspect each JROTC units once every three years. Between formal inspections, JROTC units will be evaluated every year based on the activities listed on its annual unit report. **The bottom line—the JROTC Department is evaluated every year!!!**
* *Formal Inspection = Super Bowl.*  The purpose of the formal inspection is to evaluate the efficiency of the unit. It goes without saying, that the formal inspection is one of the most important days of the school year for the JROTC Corps of Cadets. It can be compared to a football team competing in the Super Bowl!!!
* *Pra*ctice *makes perfect.* Like any championship team, the formal inspection is when the JROTC corps of cadets will have the opportunity to “showcase its many talents.” If cadets have followed their instructions throughout the year, the formal inspection will be an enjoyable event and not one filled with emotional turmoil and anxiety.
* *Come to school.* If the corps of cadets is to do well collectively, it is imperative for each cadet to pull his or her share of the load. Believe it or not, showing up for the inspection is more than half of the battle!!!
* *Be knowledgeable and look sharp.* Next, each cadet must know the knowledge questions he or she has been given well in advance of the inspection. Finally, having a sharp uniform is a must for every cadet attending the inspection.
* *Work as a team.* Teamwork is important. The inspectors will check attendance, classroom instruction, prevention maintenance, administration, supply and security, and policies and procedures to insure that the highest standards are being maintained by the JROTC Department.

**Authorized Cadet Ranks (by Position)**

***Battalion Headquarters***

Commanding Officer One Cadet Lieutenant Colonel

Executive Officer One Cadet Major

S-1 (Adjutant) One Cadet Captain

S-2 (Security) One Cadet Captain

S-3 (Training) One Cadet Captain

S-4 (Supply) One Cadet Captain

S-5 (Public Affairs) One Cadet Captain

S-6 (Technology) One Cadet Captain

Command Sergeant Major One Cadet Command Sergeant Major (E-9)

**Each Lettered (Line) Company**

Commanding Officer One Cadet Captain

Executive Officers One Cadet First Lieutenant

Platoon Leaders One Cadet Second Lieutenant per Platoon

First Sergeant One Cadet First Sergeant (E-8)

Platoon Sergeants One Cadet Platoon Sergeant per Platoon (E-7)

Squad Leaders One Cadet Staff Sergeant per Squad (E-6)

Team Leaders Two Cadet SGTs (E-5) per Squad (Team Leaders)

Clerk/ Guidon Bearer One Cadet Corporal (E-4)

Cadets Cadet Corporals (E-4) (Depends on unit size)

NOTE: the above are AUTORIZED positions and ranks. The actual filling of each position will be determined by the SAI based on the number of cadets enrolled in the JROTC program and cadet demonstrated qualifications for filling the position(s). The SAI may make reasonable deviations from the above authorizations as required.

**Cadet Bulletin Boards**

Official notices are posted on the cadet bulletin boards. The precise location of the bulletin board in the JROTC Department will be pointed out to cadets during their orientation in the first week of school.

Cadets are responsible for reading the bulletin board daily before class begins. Cadets are also responsible for complying with all information posted on the bulletin boards. Merit/demerit list and uniform inspection list will be posted every Friday for the week.

Each company consists of a headquarters section and at least two platoons. The company headquarters contains the following key personnel:

* Company Commander
* Company Executive Officer
* Company First Sergeant
* Guidon Bearer
* Supply Sergeant
* Armorer

Each platoon is composed of a headquarters section and at least two or three squads, with two teams per squad. The key platoon personnel are as follows:

* Platoon leader
* Platoon Sergeant
* Two or three Squad Leaders
* Four to six team leaders

*Conclusion*

The cadet battalion structure is set up to ensure a quick and clear flow of commands. Each individual cadet has a job to do, which is part of the squad task, and so forth up the chain of command until that individual task is part of the battalion’s overall mission.   
 What this means to you is an effective JROTC organization. Each cadet knows that he or she is responsible for and what added responsibilities come from advancement in rank.

How far you climb in rank is up to you. Each cadet battalion, depending on unit requirements, has opportunities for advancement. You will receive the necessary training and have the opportunity to demonstrate excellence in what skills and knowledge you have learned. Your actions and abilities ultimately will let your battalion leaders know if you are ready to move up.

Taking on added responsibility in a leadership position is part of what JROTC is all about. Moving up in JROTC takes three things – desire, time, and work. JROTC will give you the time, but you must have the desire and be willing to put in the work.

*Rank and Grade*

“Rank” and “grade” are terms used by the military to classify soldiers. Rank is the actual title held by the soldier, while grade is a letter/number combination that means the same thing. Soldiers are classified as either enlisted or officers. The following chart identifies the rank and grade for soldiers in the US Army.

Within the enlisted ranks are two divisions based on experience and skill. The first three enlisted positions are usually entry level. (Note: Personnel designated as specialists are comparable to the noncommissioned officer rank of corporal, are commonly referred to as technicians, and they are not placed in command of other enlisted personnel.

Noncommissioned officers are those personnel who have advanced above the first three entry level positions and are in a supervisory position over personnel in lower grades.

Commissioned officers are appointed by the President and confirmed by the Senate. Commissioned officers have authority over lower ranking officers, warrant officers, and enlisted personnel. Warrant officers rank between an enlisted person and a second lieutenant and primarily hold positions as technicians or administrative supervisors.

Advancement to higher ranks and grades is based on ability, skill, experience, and one’s potential.

*Duties and Responsibilities*

This section provides an outline of the duties and responsibilities for the personnel in a model cadet battalion organization. Your cadet battalion may contain additional positions or list duties and responsibilities different from these; however, the JROTC instructor staff will determine the exact positions and duties for your organization. Cadet leaders are expected to become familiar with their own duties and responsibilities as well as those of their superiors and subordinates.

Use the following duties and responsibilities as a guide only. As you can see by this list, a model cadet battalion organization has a clearly defined chain of command.

**COMMAND POSITIONS**

*Battalion Commander*

This position is the most demanding in your cadet battalion. The instructor staff selects the cadet for this position based upon demonstrated leadership ability and academic standing. The appointed cadet must be able to apply common sense and judgment in the solving of problems that affect the entire cadet corps.

The battalion commander must be mature, willing to accept responsibility, and able to effectively delegate authority and supervise subordinates. The battalion commander controls the staff through the battalion executive officer and the companies through the company commanders, while maintaining the final approval authority in the cadet chain of command.

The specific duties of the battalion commander are to:

* Command the battalion at all training of the battalion on drill days.
* Prepare for and conduct the training of the battalion on drill days.
* Maintain a direct and personal relationship with the staff and the company commanders
* Encourage the company commanders to communicate freely
* Use the staff to assist in gathering information and preparing plans for conducting training and controlling the battalion.
* Designate staff officers to assist in the preparation, execution, and supervision of orders.
* Ensure that feeling of mutual respect and confidence exist between the staff and company commanders
* Ensure that staff members are capable and that they understand their responsibilities to the battalion commander, battalion executive officer, and to the corps of cadets.
* Ensure orders and actions are in compliance with JROTC regulations, policies, and directives quickly and completely
* Execute all responsibilities in the name of the SAI; seek advice and assistance from the instructor staff and carry out all of their directives quickly and completely.
* Arrange the required meetings and assemble the required command or staff personnel to determine any actions that may be necessary in fulfilling the obligations of the cadet battalion.
* Be prepared to evaluate any member of the battalion, but specifically the battalion head quarters personnel and the company commanders.
* Make operational decisions for the cadet battalion
* Preside over officer calls
* Work with school authorities in coordinating activities of the cadet battalion with the organizations of the school, ensuring that battalion activities are in accordance with school policy
* In coordination with the SAI, assign missions to all extracurricular team captains (drill team, rife, color guard, ect.)
* Be responsible for all the battalion does or fails to do

*Company Commanders*

A good company commander is outstanding leader with lots of initiative. If you are a company commander, you get things done. Until orders reach you, they are just plans, something that someone would like to have accomplished. Rather than waiting to be told what to do, you think and plan ahead what seems best for the company., You use common sense action and try not to worry about making mistakes, knowing that the greatest mistake is to do nothing when action is required., You use all available help to accomplish company duties and to keep subordinates informed while also ensuring that the goals of the mission remain in focus.

You provide the why and how to accomplish the assigned mission. Then, you must check and inspect to ensure that what you wanted done is being accomplished. You must be an outstanding leader with plenty of initiative.

The Company Commander:

* Is responsible for all the company does or fails to do.
* Keeps the battalion commander apprised of the status of the company at all times
* Ensures the company is prepared to accomplish its assigned mission in a satisfactory manner
* An Expert in Drill
* The Principle duties of the Company Commander are to:
* Command the company at all formations
* Ensure that all members of the company know and use the chain of command
* Consult the training schedule, study the drill references, and ensure that you and your subordinates are prepared to instruct
* Check with the instructor staff daily prior to formation to obtain any changes or other information that they may want announced.
* Seek advice from the battalion commander or the instructor staff when encountering a problem to which you do not know the answer
* Execute the orders of the battalion commander as if they were your orders, even though you may personally disagree with them
* Conduct short inspections at every formation, making on-the-spot corrections as necessary; following-up to ensure that deficiencies from earlier inspections are corrected
* Make each cadet an effective member of the team; take an interest in them and their problem; offer advice and help them to solve their problems
* Make on-the-spot corrections at any time to ensure that all members of the company understand and comply with cadet regulations
* Keep the company executive officer informed in case of your absence

*Battalion Executive Officer*

The cadet battalion XO supervises, directs, and coordinates the cadet battalion staff to prevent overlapping efforts and to ensure that the commander’s desires are understood and achieved.

The primary duties of the cadet battalion XO are to:

* Organize the cadet battalion staff properly and ensure that it works as a team.
* Inspect the work of the cadet battalion staff
* Ensure that the battalion staff officers prepare and submit reports
* Act as the commander of troops during ceremonies.
* Ensure that instructions and orders issued to the cadet battalion are in accordance
* with the established polices of the cadet BC; report all violations of orders to the cadet BC
* Perform other duties as assigned by the cadet battalion commander or the instructor staff

**Battalion Coordinating Staff Officers**

*Battalion Adjutant (S-1)*

The battalion adjutant is the administrative assistant to the BC. The adjutant is also responsible for performing other administrative duties as assigned by the battalion commander, battalion XO, or the instructor staff.

The specific duties of the battalion adjutant are to:

* Assist in aligning the battalion at all battalion formations
* Receive the report at battalion formations from company commanders and receive the names of absentees from the SGM
* Plan for the conduct of special ceremonies
* Prepare and publish any orders necessary for the operation of the cadet battalion
* Maintain the qualification records and personal files on all cadets
* Publish and execute the cadet battalion’s recruiting plan
* Collect, consolidate, post, and maintain all merit and demerit reports and records.
* Coordinate with the company commanders and the staff on recommendations to the instructor staff on reassignments and organization; assign cadets to the various companies and maintain a record of those assignments
* Maintain all personnel data in JUMS

*Battalion Intelligence or Security Officer (S-2)*

The Battalion S-2 assists the battalion commander and the instructor staff in matters pertaining to unit security and enforces the provisions of the security requirements for the battalion

The duties of the S-2 are to:

* Assist in making periodic inspections of the security of weapons
* Maker periodic inspections of the security of the supply room and storage areas
* Make necessary on the spot corrections resulting from the security inspections and keep the BC and instructor staff informed.
* In coordination with the S-1, report incidents that occur which are prejudicial to good order and discipline, and submit reports to the instructor staff, the cadet BC, and the XO
* Insure all JROTC equipment is labeled as “Property of the U.S. Government”.

*Battalion Operations and Training Officer (S-3)*

The battalion S-3 assists the battalion commander in preparation, conduct, and supervision of all training activities of the cadet battalion. Additionally, the S-3 keeps the commander advised on the progress of training within the battalion.

* Prepare the weekly training schedules
* Prepare the Master Training Schedule
* Maintain the Unit Report in JUMS
* Select and designate cadet instructors in coordination with the instructor staff, post the weekly training schedules not later than one week in advance of training on all bulletin boards.
* Assign areas for outdoor training and ensure classrooms are available and prepared for instruction
* Inspect the drill field prior to use by the battalion and prepare it for ceremonies
* Coordinate the training of the rife teams, drill teams, color guard, and the honor guard
* Organize events such as reviews, parades, and activities
* Plan and supervise field events
* Inspect cadet training portion of cadet records
* Assume command of the battalion in the absence of both the BC and XO
* Supervise the activities of the battalion communications officer
* Update all LET level training records in JUMS

*Battalion Logistics or Supply Officer (S-4)*

The battalion logistics or supply officer is responsible for the maintenance, security, record keeping, issue, and turn-in of all US government property (except ordinance). The S-4 coordinates the securing of property with the S-2. Some of the duties of the S-4 are to:

* Create a JROTC clothing and equipment record
* Maintain accountability of all equipment and supplies used by the unit
* Conduct inventories.
* Keep supply rooms clean and orderly
* With the SGM, make periodic inspections of the flags
* Maintain security of all items of clothing and equipment
* Maintain the supply room
* Maintain a running inventory of all supplies/property
* Issue clothing
* Collect and dispose of excess salvage equipment and clothing
* Supervise the activities of the battalion ordinance officer
* Perform other duties as assigned by the battalion commander, battalion XO, or the instructor staff.

*Battalion Public Affairs (Information) Officer (S-5)*

This officer acts as the contact between the corps of cadets and all news media and student publications. This officer publicizes as many of the activities of the Army JROTC program as possible to create an outstanding image of the cadet battalion and to reinforce the image of the school. Some of the specific duties of the public affairs/information officer are to:

* Maintain the cadet information board in the correct state showing news events of local, national, and international interest.
* Keep abreast of news worthy events in the cadet battalion; prepare and distribute news releases, articles, or announcements on events of the JROTC program to appropriate news agencies. Submit all articles to the instructor staff for approval prior to their release.
* Act as the battalion’s point of contact with the school newspaper and yearbook committees. Ensure at least one item of JROTC interest makes every publication of the school newspaper.
* Maintain the cadet battalion scrapbook.
* Make recommendations to improve morale and welfare of the cadet battalion.
* Publish the Battalion Newsletter quarterly

*Technology Officer (S-6)*

The duties of the cadet battalion technology if assigned, officers are to:

* Create, Maintain, and update the Battalion website.
* Make sure the computers, cameras, printers, and all technological equipment is up to date and functioning properly.
* Know how to operate and maintain CPS system and other computer programs
* Responsible for setting-up and maintaining all signal or public address/projections/sound equipment issued to the cadet battalion. Additionally this officer ensures that all equipment is operational and that spare parts are on hand at all times.

*Battalion Command Sergeant Major*

The battalion command sergeant major is the principal cadet enlisted assistant to the battalion commander. As the senior enlisted member of the cadet corps, the command sergeant major supervises the other noncommissioned officers (NCOs) of the battalion and the companies. Specific duties of the command sergeant major are to:

* Assist subordinate NCOs, the battalion XO, and the adjutant with the administrative duties/details.
* Advise and assist the battalion commander in all matters pertaining to the enlisted members of the cadet battalion.
* Assist the adjutant in the formation and alignment of the battalion at all battalion formations.
* Receive lists of the absentees from the companies and submit them to the adjutant.
* Supervise the color guard and all flag details. Ensure that company first sergeants submit their weekly flag details on time, post those rosters, and ensure that members selected for the detail receive their notification slips prior to the assignment.
* Ensure the flag details are properly trained.

Ensure the battalion area, including the drill field, is maintained in a high state of police at all times and that JROTC offices and classrooms are kept neat and orderly.

* Preside over all NCO promotion boards.
* Assume command of battalion in the absence of all officers.
* Perform other duties as assigned by the battalion commander, battalion XO, or instructor staff.

**Special Team Commanders**

Primary duties are:

* Hold practices on a regular basis after school.
* Prepare for upcoming performances directed by the SAI/AI
* Mentor team members and plan team training
* Be accountable for all equipment and anything the team may use.

**OTHER COMPANY, PLATOON, AND SQUAD PERSONNEL**

*Company Executive Officers*

The company executive officer (XO) assists the company commander in the training of the company and performs such administrative duties as designated by the commander. The company XO should be well versed in all functions of the company and prepared to assume command of the company in the absence of the company commander.

*Company First Sergeants*

The company first sergeant is responsible to the company commander for administrative matters. The company first sergeant is responsible for company formations, submits absentee reports to the battalion sergeant major, checks all merits and demerits with the company commander before submitting them to the S-1, and keeps the company commander informed on all matters pertaining to health and welfare of the unit. The first sergeant assumes command of the company in the absence of all officers.

*Platoon Leaders*

The platoon leader is a very desirable position. If you are a platoon leader, you have a platoon of cadets for whom you are directly responsible. Primarily, you job is one of leadership, training, and discipline. You also have the opportunity and privilege to be a role model, coach, and counselor. The duties and responsibilities of a platoon leader are to:

* Keep the company commander apprised of the status of the platoon at all times.
* Organize and maintain an effective chain of command. Learn the name of every one in your platoon and use their names when addressing them.
* Conduct an inspection of the platoon at formations.
* Use the chain of command to accomplish tasks; work mainly with the platoon sergeant and the squad leaders.
* Know all cadet regulations and ensure that all member of the platoon also know and follow them.
* Enforce orders from superiors whether you agree with them or not; however, if you think an order is wrong, discuss it with the chain of command or the instructors, as necessary. Develop a spirit of teamwork so as to instill respect, obedience, and cooperation in the unit.
* Know all phases of drill; be able to supervise/ conduct platoon drill and, if you are the senior officer present in a formation, be able to conduct company drill.
* Set high standards of personal appearance and conduct for yourself. Remember, the platoon leader sets the example for the platoon to follow.
* Make an effort to resolve all leadership, training, and disciplinary problems at your level; if you cannot solve a problem, seek the advice and assistance of the company commander, company XO, or first sergeant.
* Provide assistance. Counseling to personnel in the platoon, especially when requested by a squad leader or the platoon sergeant, and/ or when necessary for performance or disciplinary reasons.

*Platoon Sergeants*

Platoon sergeants: set the example at all times, assist in the supervision of the squad leaders, develop a spirit of teamwork in the platoon, submit absentee reports to the company first sergeant, assist the platoon leader in training the platoon, counsel personnel at a squad leader’s request, and assume control of the platoon in the absence of the platoon leader.

*Squad Leaders*

Squad leaders are responsible to their platoon leader/ sergeant for the appearance, conduct, training, and discipline of their squad. They ensure that each squad member learns and does what is expected, and maintains high standards of behavior. Squad leaders must:

* Set the example at all times.
* Know the number, names, and personal information on all assigned personnel.
* Counsel/ assist squad members with JROTC matters or help them find solutions to other issues when possible; refer to the platoon sergeant/ leader if you are unable to handle/ resolve an issue.
* Form the squad correctly. Make an accurate report by the name of those persons present and absent during common hour activities, company platoon/ formations, and other cadet battalion activities.
* Be thoroughly familiar with individual, squad, and platoon drill. When conducting drill, instruct/ demonstrate the movement, allow time for individual performance, then supervise team leaders and squad members to ensure they perform properly. Conduct inspections to ensure personnel are prepared for training.
* Develop responsibility and leadership in team leaders and be the first person that they turn to for assistance and advice.
* Maintain squad books on all squad members

*Team leaders*

Team leaders are responsible for the formation, appearance, training, and discipline of their team members. Team leader A must be ready to assume control of the squad in the absence of the squad leader. Team leaders assist their squad leaders as directed and must

* Set the example at all times
* Know the number, names, and personal information on all assigned personnel.
* Assist team members with JROTC matters when possible; refer them to the squad leader for assistance if you are unable to handle/ resolve an issue.
* Be thoroughly familiar with individual and squad drill; inspect team members during formations, ensuring they know what is required of them.

*Team members*

Your duties and responsibilities are to:

* Maintain and wear the entire uniform immaculately when prescribed.
* Properly safeguard and care for all equipment and materials issued to you and for which you are responsible.
* Ensure you are on time for all official formations requiring your presence.

**Cadet Battalion Organization**

**Battalion Commander and Staff**

Battalion Commander (CO)

Executive Officer (XO)

Personnel Officer (S1)

Security Officer (S2)

Operations Officer (S3)

Logistics Officer (S4)

Publicity Officer (S5)

Technology Officer (S6)

Command Sergeant Major (CSM)

**Cadet Company**

Company Commander (CO)

Company Executive Officer (XO)

Company First Sergeant (1SG)

Platoon Leader (Plt Ldr)

Platoon Sergeant (PSG)

Squad Leader (Sqd Ldr)

Squad Member

**Promotion Board SOP**

As a rule, Promotion Boards will grant one grade advancement at a time. The SAI may approve accelerated promotions for selected cadets based on potential. A cadet entering the Battalion will be granted the rank of Cadet Private (E-1). A promotion board will be administered to cadets seeking the rank of Cadet Corporal and above. At regular intervals, Platoon Leaders and Platoon Sergeants will submit recommendations to the Company 1SG of cadets that are deserving of the promotion. The promotion board will normally be conducted by the Battalion Commander, Battalion Executive Officer and the Command Sergeant Major.

Standards and procedures for promotion boards:

* Cadets will knock on the door twice upon which time the president of the promotion board announces that they may enter.
* The cadet will then march up to the chair placed before the board, execute a facing movement upon being in front of the chair.
* The cadet will salute then say, “cadet (state rank then name) reports before the president of the promotion board.” The president of the board will return the salute, then say take your seat. Then the cadet will drop their salute and take their seat.
* Upon the president of the board telling the cadet to take their seat, they will sit at attention with their hands on their knees, back straight and parallel against their seat.
* A series of questions will be asked. The cadet will have had a chance to study the questions prior to the board.

Upon the end of the questioning the cadet will stand at attention, salute and say thank you, drop the salute, execute a facing movement nearest to the exit, and march out the door.

Promotion Boards will be convened at regular intervals to accomplish the promotions mentioned above. The Battalion Commander will preside over promotion boards. 90% is the minimum score a cadet must achieve on the board to be considered for promotion.

Cadet non-commissioned officer and officers will be detailed to be members of promotion boards as they are convened. Members who must be excused from a board or absent from a board session must obtain permission from the SAI or AI.

Cadets scheduled to appear before a promotion board will be notified in advance that they will be appearing before the board. They will be briefed on the promotion board procedures and promotion board study questions. Cadets are encouraged to “master” the promotion board study questions prior to appearing before the promotion board. The SAI is the final authority for resolving disputes pertaining to promotion boards.

Cadet of the Month Boards are done in conjunction with the promotion boards. A cadet may be considered for both boards simultaneously.

**Cadet of the Month Board**

The cadet of the month board is a competition between cadets of each let level, one from every company. Cadet of the month boards are scheduled for every month (same day as promotion board). The most outstanding cadet of each LET level will be awarded the cadet of the month honor. To win, however, one cadet from each LET level from each company will be in competition with cadets of their own LET level. The battalion Commander and the Executive officer will preside over the board.

* Some cadet officers or non commissioned will sit in on the board as they are required. Cadets that are up for the board are required to have knowledge of their let and formal inspection questions. Members who must be excused from a board or absent from a board session must obtain permission from the SAI or AI; there are no others who can excuse a member from a cadet of the month board.
* Cadets scheduled to appear before the Cadet of the Month Board will be notified in advance that they will be appearing before the board. They will also receive handouts outlining board procedures. Cadets are encouraged to “master” there LET questions before appearing before the board.
* The cadet with the highest board score for his/her LET level will be designated the cadet of the month for their LET level. If there is a tie score between two or more cadets for the cadet of the month honor, the cadets will appear before the SAI/AI who will break the tie score.

The SAI will be the final authority in settling disputes concerning the conduct/results of the cadet of the month board.

*Standards and procedures for cadet of the month boards:*

1. Cadets will have to knock on the door twice upon the time the president of the cadet of the month board announces that they may enter; then they may do so.
2. The cadet will then march up to the chair in placed before the board, execute any necessary facing movements upon being in front of the chair.
3. The cadet will salute then say, ’cadet (state rank then name) reports before the president of the board.’ The president of the board will return the salute then say take your seat. Then the cadet will drop their salute and take their seat.
4. Upon the president of the board telling the cadet to take their seat, they will sit at attention with their hands on their knees back straight and parallel against their seat.
5. A series of questions will then be asked. The cadet will have had a chance to study the questions prior to the board.
6. Upon the end of the questioning the cadet will stand at attention salute and say thank you, drop the salute, execute a facing movement nearest to the exit, and march out the door.

Extracurricular Activities

JROTC cadets participate in many extra activities throughout the school year.

Participation in these activities demonstrates that you are a “team player” and want to excel as a JROTC cadet.

Color guard. The color guard presents and posts the colors for school or community activities. They also compete for trophies during drill competitions during the spring. To become a member of the color guard, you must have time to practice/ perform and be willing to work hard!

Saber team. The saber team helps to present the colors by making an arc which the color guard will march through. Saber team also performs at other events where something is being honored.

Honor guard. Honor guard has the soul duty of raising and lowering the flags on any uniform day. They also perform certain ceremonies where the flag will be lowered to half staff.

Drill team. These teams can be all men, all women, or mixed. Each team makes up its own drill routine. It takes a lot of time and you must be willing to work hard to present a precision routine during drill performances. The teams perform for special occasions when asked and competes throughout the year in a series of drill competition.

Rifle team. Rifle team members train and compete as marksmen with air pellet rifles. They require a lot of practice and dedication. They compete at many competitions with other JROTC schools throughout the year.

Raider team. To be on raider team requires a HIGH level of physical fitness and dedication to improve yourself. Every month you must take a PT test in order to keep your raider team cord. There are fitness competitions with other JROTC schools. Being on raider team is a guaranteed way to get in good shape as long as you are dedicated.

**Chain of Command**

* Commander in Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Secretary of Defense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Secretary of the Army\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chairman of the Joint Chief of Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chief of Staff of the Army\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Commanding General, TRADOC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Commanding General, Accessions Command\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Commanding General, Cadet Command\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Commander, Western ROTC Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Commander, 5th Brigade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Senior Army Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Army Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non- Commissioned Officer Support Chain**

* Sergeant Major of the Army \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Command Sergeant Major, TRADOC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Command Sergeant Major, Accessions Command\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Command Sergeant Major, Cadet Command\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Command Sergeant Major, Western ROTC Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Command Sergeant Major, 5th Brigade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honor Company SOP**

Honor Company is a competition to distinguish the best company in the Trojan Battalion. The competition is composed of an overall company’s inspection score, the average current grade of each cadet enrolled in the course, number of news, weather and sports violations, tardies each cadet had earned, number of suspensions each cadet has earned, and the total number of merits each company has. Following the inspection, the score of each company will be averaged and the company with the highest average will receive a gold shoulder cord. The gold cord will only be worn until the next Honor Company is determined.

**Elements of inspection**

Each company will be inspected by the Battalion Commander. The inspection will consist of every cadet’s uniform being evaluated on correctness and hygiene. Cadets will also be asked a series of prearranged questions. During this time period the number of news weather and sports violations, tardies, suspensions and merits each company has will also be averaged into each company’s final score.

**Evaluating the Scores**

The scores of the inspection will be averaged and the company with the highest inspection score will be proclaimed the winner of Honor Company.

Tardies per cadet: -0.5 pts

Number of suspensions per cadet: - 5 pts

News Weather and sports violations: -1 pts per violation

Merits per company: 250-200(30 pts) 200-150(20 pts) 150-100(10 pts) 100-50(5 pts) 50-0(0pts)

Below 0 merits will result in -30 pts. Demerits count against total amount of merits.

Average grade in the course: A-20pts B-15pts C-10pts D-5pts F-0pts

Overall uniform inspection: 100 %( 50pts) 99 %( 49pts) 98 %( 48pts)…………….

**Merit/Demerit System** Merits and demerits are used to encourage positive behavior by cadets.

**Merits.** Additional points can be earned by cadets for doing more than is normally expected.

Examples of activities which can result in merits are below. These examples are not all inclusive.

**Demerits**. Negative points can also be earned for demonstrated shortcomings either inside or outside the classroom. Demerits will be used when other methods of encouraging positive behavior have not produced the desired results. Examples of activities which can result in demerits are below; these examples are not all inclusive.

**Procedures.**

a. Cadets in leadership positions may recommend cadets for merits/demerits to the

Instructors.

b. Authorized cadets can obtain merit/demerit forms from the instructor office.

c. When preparing the form, cadets will be specific as to why they are making their recommendation. For example, if a cadet is being recommended for demerits for “insubordination,” details of the incidence of insubordination should be described on the demerit form.

d. Once completed the forms will be turned in to the SAI/AI.

e. Merit/demerit forms will be processed by the S-1.

**Impact.** Points earned or lost through merits/demerits will affect promotions / demotions.

**MERIT ACTIVITIES**

Recruiting +20

Successful Participation in Community/School Service Projects +20

Participating in Parades +20

Special Team Performances +10

Clean Up After School +5

**DEMERIT ACTIVITIES**

Ejection from Class -20

Failure to Participate in Physical Training (Totally) -10

Unexcused Absence from Class (Each Instance) -10

Failure to Do Class Assignment -10

Each day of suspension -10

Not in Class when Bell Rings (Each Instance) -5

Insubordination -5

Swearing/Vulgar language/Name calling -5

Storing Items in JROTC Room (Per Day) -5

Throwing Things in Class -5

Chewing Gum in Class -5

**Special Team and Award Standardization**

The following criteria apply to the Command, Staff, and Special Teams at FFCHS for the JROTC Program.

*Special Team Beret Wear*

All team members will wear the white beret. Wearing of the beret is currently optional. Cadets will purchase their own berets if they desire to wear one. The cost of the beret is $20.00.

*Special Team Items*

Special Team Pins (Arcs). The special team arcs are awarded to team members when they meet the shoulder cord requirements for their respective team. These items are presented at the same time by the Senior Army Instructor. Arcs may be retained upon the completing a year on the special team. Arcs will be worn in the correct order of precedence:

1. Academic

2. Color Guard

3. Drill Team

4. Rifle Team

5. Raider Team

6. Honor Guard

7. Saber Team

8. JCLC

9. Orienteering

10. Rappelling

11. Miscellaneous Arcs

Shoulder Cords will be awarded after the completion of the first performance or competition for the Color Guard, Saber, Honor Guard and Drill Teams. Raider and Rifle team members must earn 50 points in order to be authorized a shoulder cord. Cadets who are currently wearing a shoulder cord and are not currently an active member of the team in the current year are not authorized to wear the items. A cadet may only wear the cord if they are an active part of the team and are in good standing. Shoulder cords will be returned to supply if not authorized for wear.

*Varsity Letter*

In order to earn a Varsity Letter, students participating in special teams must meet the following criteria:

Drill Team – 3 competitions or 2 years on the team

Color Guard, Saber Team, Honor Guard – 20 performances

Rifle Team – 80% of total team average points

Raider Team – 3 competitions with 80% of total team average points

Outline needed for squad books

1. State name, rank, and position of cadet
2. Write the current grade of cadet in JROTC
3. Write how many merits/ demerits the cadet has earned
4. Address all discrepancies on uniform inspection
5. State whether or not the cadet has completed weekly battalion, company, platoon, or squad

Objectives in a list, for example:

1. For each movement there are three ratings: T for Trained, P for Practice, and U for Untrained.\*the following chart must be done in the following format.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Johnson,J | Wright, A | Gallwas,J |
| Right face | T | P | T |
| Left face | T | P | T |
| About face | P | U | T |

Stating Criteria considering promotions through private first class

The following states the minimum criteria for cadets to be promoted to pv2 after the first quarter:

1. In good standing with the instructor and the company commander
2. Have a JROTC grade of 79.5% or higher
3. No missing assignments in Jrotc
4. At least fifteen (15) merits
5. Earn at least one (1) ribbon
6. No suspensions/ discipline referrals
7. Perform stationary and facing movements properly

The following states the minimum criteria for all cadets to be promoted after the second quarter:

1. Remain in good standing with instructor and the company commander
2. Have a JROTC grade of 79.5% or higher
3. No missing assignments in Jrotc
4. At least (30) merits
5. Earn at least two (2) ribbon
6. No suspensions/ discipline referrals
7. Perform stationary and facing movements properly and performs marching movements