

PHS UNIT HANDBOOK

2025 - 2026



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AWARDS

1.1 **General:** The information in this section amplifies that in the awards section of the Cadet Field Manual and sets forth unit policies. Awards serve as recognition of exceptional achievement or performance by an individual or group, as well as providing a means of measuring dedication to the school, the unit, and the program.

1.2 **Eligibility:** It should be known that awards are given out upon fair and equal standards. NJROTC does not discriminate based on race, appearance, sexual orientation, or religious belief. Every cadet has equal opportunity and should strive for recognition.

1.3 **Consecutive/Subsequent Awards:** Awards exist for the cadet who qualifies for multiple awards to receive multiple recognitions. A star may be worn on MOST ribbons after each subsequent awarding of said ribbon. (check Cadet Reference Manual for more information.)

1.4 **Medals:** When an authorized award consists only of a medal, with no corresponding ribbon given, the medal may be worn on the uniform, centered below the ribbon bar and 1 / 4 inch below the top of the pocket. Medal awards are worn in the order received, subject to the precedence outlined in the Cadet Field Manual. That order is: Academic first, then Rifle awards, and then all others. (Note: if an award has a medal and a ribbon, only ONE can be worn at a time, either the medal or the ribbon.)

1.5 **Required Wear:** When you earn an NJROTC award or medal, it becomes a required part you must wear on the uniform. Ribbons must be worn whenever you wear a non-working uniform. Ribbons must be kept clean and in presentable condition. Replacement ribbons may be issued when the SNSI/NSI deem it necessary and appropriate. Since medals are usually irreplaceable and keeping them clean and presentable is important, their wear is optional except for special occasions such as picture day, change of command, and unit inspections.

1.6 **Awards Night:** Several awards are normally presented only at the end of the academic year, usually at the Annual Change of Command Ceremony. Cadets will usually receive their end-of-year awards at the annual Area Manager's Inspection in the spring. These awards include, but are not limited to: Honor Cadet Ribbon, Military Aptitude Ribbon, Outstanding Cadet Ribbon, Exemplary Conduct Ribbon, Academic Ribbon, and Exemplary Personal Appearance Ribbon

1.7 **Ribbons:** For ribbon information such as looks, order, and how to achieve them, that is all listed in the cadet reference manual

1.8 **Cords/Aiguillettes:** Awarded as further recognition of service to teams, the unit awards shoulder cords to be worn on the left shoulder only. Should a cadet be awarded more than one cord, they may wear the cord of their choice. Criteria for awarding the cords vary from team to team, but the philosophy is to recognize prolonged service to the team; therefore, should a cadet no longer be active on the team, the privilege of wear may be withdrawn. In general, cords will be awarded to those who show up at practices, are available and willing to perform and compete, and have been consistent in their support of the team and unit.

Unit Organization

2.1. **Cadet Staff Organization:** Being apart of staff can induce a sense of responsibility and offer more leadership opportunities. Ranks are assigned by seniority, experience, and unit needs. In general, the following guidelines apply:

a. **Cadet Staff Position**

Cadet Rank/Rate

Commanding Officer /Company Commander

C/Lieutenant Commander (C/LCDR)

Executive Officer

C/Lieutenant (C/LT)

Senior Enlisted Leader (SEL) Command Master Chief (CMC)

C/Master Chief Petty Officer (C/MCPO)

Operations Officer (OPS)

C/Lieutenant Junior Grade (C/LTJG)

Supply Officer (SUPPO)

C/Lieutenant Junior Grade (C/LTJG)

1st Lieutenant

C/Lieutenant Junior Grade (C/LTJG)

Admin Officer (AO)

C/Ensign (C/ENS)

Public Affairs Officer (PAO)

C/Ensign (C/ENS)

Assistant Chiefs/Department Assistants

C/Chief Petty Officer (C/CPO)

Platoon Commander/Squad Leader

C/Petty Officer Second Class+ (Po2+)

2.2. Basic duties and responsibilities: The basic duties and responsibilities of specific roles are outlined below. Note that these Handbook descriptions are not all-inclusive. It goes without saying that all Handbook descriptions include the phrase "other duties as assigned." Likewise, not all responsibilities will be assigned but may also be combined. The Handbook's assignments should reflect unit enrollment. (some roles are combined to fit our units specific needs.)

Each cadet is expected to seek out and complete those additional tasks that will make the Handbook and the unit function more smoothly. The primary responsibility of leadership for all cadet officers and senior cadet petty officers is to set the highest standards of performance—to lead by example—and to do the best job possible. Extra effort and time will be required to do the job assigned, particularly when the duties and responsibilities of multiple billets are combined into a single billet.

Enthusiasm, a positive attitude, strong motivation, and outstanding performance are expected of each cadet in a position of leadership. Cadets who routinely fail to perform the duties of their jobs can expect to be replaced by those who will.

The importance of a competitive drill team is a rallying point for the unit and its morale and fortunes for each year. While the Drill Team is not the only contributing team, it assumes a position of great importance in the area's end-of-year rankings. A winning drill team depends upon experienced cadets for its success; therefore, all cadet staff members must consider themselves to be members of the drill team and/or be proficient in drill and able to perform in a drill competition if needed.

Prior to applying for an officer position, cadets must be at minimum: NS2 cadet, Cadet First Class/eligible for Cadet Chief, active member of a team, have a school GPA of 2.5 or higher. Officer applications are reviewed by the Officer Board (CO, XO, and SEL). The SNSI/NSI will select from those applications for further review and appointments.

2.3. Cadet Commanding Officer (CO)— The Company Commanding Officer is the most senior cadet in the company and is expected to constantly show great leadership principles, skills, and traits. They should have academic achievement, maturity, and self-confidence. The CO's tasks include, but are not limited to.

- a. Set the highest standard of performance, conduct, military bearing, and appearance as an example to all.
- b. Maintain high morale and enthusiasm within the unit. Advise the SNSI/NSI on matters of unit morale, activity scheduling, training, and personnel.
- c. Develop team spirit and a desire to excel in the unit.
- d. Ensure timely execution of unit activities, taking lead in planning transportation schedules for events, and taking actions to involve the maximum number of cadets in NJROTC activities.
- f. Act as the head mentoring officer, make every effort to ensure each cadet achieves their utmost academic potential, and coordinate unit presentations and recruiting efforts in the middle school.
- g. Participate in the Cadet Advancement Review Board. Recommend all qualified cadets for advancement/promotion and specific assignments.
- h. Direct and coordinate the efforts of the company staff and take charge of all company formations
- g . Be familiar with the duties and responsibilities of all company officers and be prepared to comment in writing on the performance of each officer.
- i. acts as the chairman for staff meetings and the Cadet Advancement Review Board.

2.4. Cadet Executive Officer (XO) - The Executive Officer is under the direction of the Commanding Officer and assists the CO in the execution of their duties. The XO should be prepared to act as the CO at any given time. The XO is to lead by example, and their responsibilities are:

- a. As the senior staff officer, supervise and coordinate the activities of the cadet staff and preside over staff meetings
- b. Act as reviewing officer, when appropriate, on cadet evaluations.
- c. Participate in the Cadet Advancement Review Board and act as chairman in absence of the CO
- e. Keep staff officers and other commanders informed
- f. Assist with projects and events and work closely with the SNSI/NSI
- g. Works with SNSI/NSI in preparation for AMI
- h. Report any discrepancies and keep forms orderly
- i. Responsible for the training and proficiency of team commanders. Responsible for holding timely meetings to ensure smooth running of unit team schedules

2.5. **Cadet Senior Enlisted Advisor** (SEA) Senior Enlisted Leader (**SEL**) Cadet Command Master Chief (**CMC**) Cadet Master Chief Petty Officer (c/MCPO) or Cadet Senior Chief Petty Officer (c/SCPO)— The Senior Enlisted Leader is responsible for all the Cadet Chiefs and all the Cadet Enlisted. Specific duties include:

- a. Participating in all staff meetings to represent the views of the cadet rank and file to the staff. The senior non-commissioned cadet in the company is the advisor on all matters pertaining to all enlisted cadets.
- b. Act as enlisted OMBUDSMAN. Duties include acting as a point of contact for cadets dissatisfied with or who have a complaint about the unit. Investigate and report on all complaints and/or suggestions.
- c. Vice Chair of the Cadet Advancement Review Board and of staff meetings
- d. Act as a member of the Cadet Advancement Review Board. As the senior enlisted member, will represent the best interests of any enlisted cadet before the board.
- e. Setting the standard and example of policies for all cadet chief petty officers, cadet petty officers, and cadet enlisted.
- f. Ensuring all tasks and knowledge are understood.
- g. Help for AMI and look-over/inspect all cadets, making sure their uniform is worn in proper regulation
- h. Ensure all cadets are reaching rank as quickly as they can or as soon as available.

2.6. Cadet Operations Officer (OPS) - The Operations Officer reports to the Executive Officer for administrative matters and to the Company Commander for operational matters. They are responsible for the tasks listed below and others as assigned.

a. The primary duty of the OPS Officer is to plan, schedule, and coordinate all unit operations not associated with team or Color Guard activities and events. This includes special events. The following is a representative but not all-inclusive listing of such operations:

- (1) Field trip/sea cruises
- (2) Platoon and company drill
- (3) School, civic and other activities in which there is NJROTC participation, such as parades, assemblies, meetings, recruiting efforts, etc
- (4) Annual inspection
- (5) Fundraising activities

b. Ensure that adequate files and records of field trips and associated activities are maintained.

c. Ensures unit information flyers/notes/forms are on the unit information board (NSI-NSIII classes) for all to see, keeping them current. OPS keeps the events board updated with accurate information.

d. Prepares the plan of the week & generates an agenda for staff meetings, takes minutes during staff meetings, and generates a report highlighting significant discussions and decisions.

e. Runs the operations of NJROTC (should we fuse with treasurer?)

2.7. Supply Officer (SUPPO) - The Supply Officer is the principal assistant to the NSI for the management of the unit's inventory of Navy uniforms and equipment. He/she reports directly to the NSI on supply matters and to the Executive Officer for other military matters. Specific duties and responsibilities include:

- a. assisting with receipt, storage, issue, and inventory management of Navy uniforms and equipment.
- b. Ensuring that the uniform store rooms are kept clean and neat at all times.
- c. Informing the NSI of uniform items, ribbons and insignia which need to be ordered because of high usage and/or short supply
- d. Conduct inventories as directed.
- e. Train and supervise all supply assistants. The assistants will act in the stead of the Supply Officer for immediate-need types of supply issues or inventory matters.

2.8. **Admin Officer (AO)** - The Administrative Officer reports to the Executive Officer. He/she is responsible for the administrative, personnel, and communications functions of the unit. Specific responsibilities include:

- a. Assisting the SNSI/NSI with the preparation of required reports and records.
- b. Maintaining cadet records in CDMIS as directed by the SNSI/NSI
- c. Filing merit/demerit reports as directed (if we do it)
- d. Publishing a paper of community service hours at the end of each marking period so that cadets might better track their awards. (should we do this again?)
- e. Tracks personnel awards, lettering qualifications, and advancement dates.
- f. Ensures a list of cadets eligible for advancement or awards is given to the SNSI/NSI before awards night

2.9. 1st Lieutenant (fused with weapons/armorer) - The 1st Lieutenant reports to the XO and is responsible for ensuring the cleanliness of the unit and the unit's supplies. is responsible for assisting the SNSI/NSI in all matters relating to assigned weapons and related equipment. Specific duties include:

- a. Conducting a weekly walk-through inspection of unit spaces and reporting the results to the staff during the staff meetings. Should major structural, safety, or material hazards exist, the SNSI/NSI is to be informed immediately.
- b. Maintaining the unit armory/BOSN'S locker in a secure, orderly, and neat manner
- c. Conducting weapons-related inventory functions, as directed.
- d. Overseeing drill rifle issuing procedures.
- e. Maintaining all assigned drill rifles, swords, and guard belts are in proper operating condition.
- f. Assisting with proper care and stowage of swords, belts, guard belts, and other weapons-related equipment.

2.10. Public Affairs Officer (PAO) - The POA reports to the XO and is responsible for all public relations/publicity matters. Specific duties include:

- a. Preparing a periodic (no less than one per month) newsletter, highlighting individual cadet achievements and unit activities and accomplishments. (don't know if we should do.)
- b. Maintaining a unit scrapbook and staff photo board.
- c. Ensuring that comprehensive files for PAO-related material are established and maintained.
- d. Providing/arranging photographic coverage of unit activities and field trips. (take photos on trips.)
- e. Know when events are to prepare and plan to take photos there.
- f. Keep a photographic history of photos and events (we could try to make something on the NJ website to store and date photos or use some sort of app)
- g. If students/parents have photos, POA could coordinate to receive a copy of those photos

2.11. Assistant Chiefs/Department Assistants- From time to time, the cadet staff will include a number of assistants. Administratively and operationally, they will report to their departmental head and are responsible for the completion of duties assigned. These duties may include but are not limited to: inventory, filing, issuing, etc. These personnel will be assigned on an as-needed basis by an instructor.

For example: Assistant Admin, Assistant Supply, Assistant OPS, Assistant PAO

Or: Admin Chief, Supply Chief, Operations Chief, Public Affairs Chief

2.12. Platoon Commander/Squad Lead (Class Lead, Second Class Lead):

- a. Responsible for the appearance, conduct, and drill proficiency of the squad at all times.
- b. Assures accurate musters of squad daily.
- c. Presents proper military appearance and bearing at all times.
- d. Has a thorough knowledge of individual, squad, and platoon drill, plus guide-on, inspection, and sword manual portions of the drill manual.
- e. Responsible for the appearance, discipline, and conduct of the platoon at all times.
- f. Maintains high proficiency in drills, ceremonies, and appearance of self and platoon.
- g. Administrative processing of merit/demerit report forms for cadets in their class, as required. Primary cadet for promotion recommendations.
- h. Keep your cadets informed. As well as making sure tasks are understood and completed.

2.13. Cadet Athletics Coordinator /Commander - The Athletic Coordinator reports to the XO and is responsible for coordinating unit athletic activities. Specific duties include:

- a. Coordinating, scheduling, and supervising unit practice sessions for field meets and other athletic competitions; maintaining a record of attendance and performance comments on each participating cadet.
- b. Assisting with scheduling athletic activities for weekly PT sessions
- c. motivate cadets to keep going and to do their best

2.14. Cadet Academic Team Commander - The Academic Team Commander reports to the Executive Officer and is responsible for organizing and training cadets to participate in NJROTC and other academic competitions. Specific duties include:

- a. Establishing and conducting a regular schedule of training sessions, including administering practice academic tests.
- b. Nominating qualified cadets to participate in competitions.
- c. Maintaining a file of material that will assist cadets in preparing for tests.
- d. Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Admin Officer.

2.15. **Cadet Drill Team/Color Guard Commander -** The Drill Team Commander and Color Guard Commander report to the Executive Officer. They are responsible for organizing, directing, training, and managing the competitive team that they command. Specific duties include:

- a. Being prepared to meet all scheduled appearances and to react at short notice to requests for special appearances.
- b. Establishing a schedule of practices that will result in training value and which will cause the least inconvenience to cadets and their families.
- c. Developing a strong working knowledge of the contents of the Drill and Ceremonies Manual, as well as the drill/color guard card, as it affects their respective team.
- d. Managing respective team equipment, ensuring periodic inventories are conducted and all equipment is accounted for by working with the 1st Lieutenant.
- e. Maintaining an accurate roll of team members attending scheduled practices, competitions, and events. Make recommendations to the SNSI regarding the issuance of awards for team participation.
- f. Providing the cadets with information about team activities and preparing for said events. Look at the events board for the events list, and inform OPS of incorrect information.
- e. Conducting proactive team recruiting efforts, when required
- g. Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Administrative Officer for record update.

2.16. **Cadet Rifle Team Commander -** The Rifle Team Commander reports to the Executive Officer and the Rifle Team Advisor and is responsible for the organization and training of the Rifle Team. Specific duties include:

- a. Overseeing the functioning of team members and all other casual shooters.
- b. Ensuring that range safety rules are observed at all times and that any violations are reported to the Rifle Team Advisor without delay.
- c. Maintaining a current roster of cadets eligible to shoot. To be eligible, a cadet must watch the rifle safety training tape and satisfactorily complete a formal safety exam.
- d. Establishing and maintaining a regular schedule of proficiency maintenance practices, keeping records of cadet attendance and shooting scores for each. Compute average scores for each participant at least once monthly using the ten most recent targets (ten for each firing position).
- e. Advise the Rifle Team Advisor regarding target, ammunition, and other supply requirements with ample lead -time for procurement.
- f. Ensure that the range is kept in good repair, is properly set up for each practice, is cleaned after practice, and that all spent pellets are removed periodically.
- g. Ensure all equipment is periodically inventoried and accounted for.
- h Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Administrative Officer for record update.

2.17. **Cadet Orienteering Commander** - The Orienteering Team Commander reports to the Executive Officer and is responsible for the organization and training of the Orienteering Team. Specific duties include:

- a. Overseeing the events to ensure orderliness and success in competition. Particularly important is the matching of cadets with partners and assignment to appropriate levels of competition.
- b. Ensuring all participating cadets understand safety rules and emergency procedures.
- c. Maintaining a roster and scheduling appropriate training, events and competitions

RANKS, PROMOTION AND EVALUATIONS

3.1. Cadet Enlisted Advancement Requirements

Personal Qualification Standards (PQS)

Cadet Seaman Apprentice (C/SA)

- 4 weeks Time In Grade (TIG) as C/SR
- 4 weeks Time In Program (TIP)
- Have all required NJROTC Program forms on file in the Admin Department
- Cadet Seaman Apprentice physical fitness requirements (1 minute plank, 3 push-ups, ¼ mile in 2:30 male & 3:15 female)
- 11 General Orders (fill in blank test)
- Knowledge of basic stationary drill
 - Entering Classroom
 - Dismissal
 - Right/Left Face
 - About Face
 - Parade Rest
 - Hand Salute
- Recommended by platoon commander and approved by Cadet Advancement Review Board and/or SNIS/NSI

Cadet Seaman (C/SN)

- 4 weeks TIG as Cadet Seaman Apprentice
- 8 weeks TIP
- Participated in 3 NJ events (eligible for participation ribbon)
- Complete 1 hour of community service
- Complete the required practical factors for C\SN (1:15 plank, 8 push-ups, ½ mile in 5:15 male & 6:45 female).
- Knowledge of Squad drill
 - Open/Close Ranks
 - Dress Right
 - Cover/Uncover
 - Mark Time March
 - Left/Right Step
- Knowledge of 11 general orders (tested written and verbally)
- Recommended by platoon commander and approved by Cadet Advancement Review Board and/or SNIS/NSI

Cadet Petty Officer 3rd Class (C/PO3)

- 6 weeks as TIG as cadet Seaman
- 14 weeks TIP
- Pass rank knowledge test
- Pass Chain Of Command test
- Pass military alphabet test
- 5 hours community service
- 6 NJ events attended
- Proficient in basic marching drill
 - Left/Right Flank
 - To the rear
 - Column Left/Right
 - Oblique Left/Right
 - Extend/Close March
- Knowledge of AMI questions defined in the CFM & CRM
- Recommended by platoon commander or staff and approved by Cadet Advancement Review Board and/or SNIS/NSI

Cadet Petty Officer 2nd Class (C/PO2)

- Successfully completed 1 year of NJROTC or be an outstanding freshman. Minimum 22 - weeks TIP
- 8 weeks as Petty Officer 3rd class
- Participated in 9 NJ events
- 10 hours of community service
- Pass Marine rank test
- Knowledge of AMI questions defined in the CFM & CRM
- 15 push-ups in 2 minutes (females) 32 push-ups, 2 minutes (males)
- 1-mile run in 13:30 (females), 10:30 (males)
- 1 minute, 30 seconds plank for both genders
- Proficient in all basic drill enough to teach another cadet
- Recommended by platoon commander, self-recommendation, or staff recommendation and cadet is approved by Cadet Advancement Review Board and the SNIS/NSI

Cadet Petty Officer 1st Class (C/PO1)

- 12 weeks as Petty Officer 2nd class (if done in a year sometime in May or awards ceremony)
- Usually is assigned some sort of responsibility or position of leadership
- Participated in 12 NJ events
- 15 hours of community service
- Proficient in Honor Color guard and armed drill
- Proficient guide-on
- Wear uniform whenever asked and have exemplary personal appearance.
- Recommended by platoon commander, self-recommendation, or staff recommendation and cadet is approved by Cadet Advancement Review Board and the SNIS/NSI

Cadet Chief Petty Officer (C/CPO)

- Successfully completed 2 years or NJROTC or be an exceptional sophomore
- 12 weeks as Petty Officer 1st class
- Cadet Chief must be in a staff/leadership position
- Recommended advancement from peers and pass the cadet chief review board
- 25 hours of community service (eligible for community service ribbon)
- Must be eligible for the exemplary conduct ribbon and the exemplary personal appearance ribbon.
- Knowledge of all drill (armed and unarmed) well enough to teach cadets
- Knowledge of colorguard well enough to teach cadets
- Knowledge of guide-on manual
- Knowledge of swords manual
- Knowledge of general orders, ranks, alphabet, chain of command, and navy terminology
- PFA requirements Males are as follows: 10:30 minimum, 1:30 forearm plank minimum, and 32 push-ups minimum
- PFA requirements Females are as follows: 13:30 minimum, 1:30 forearm plank minimum, 15 push-ups minimum

Cadet Senior Chief Petty Officer (C/SCPO) & Cadet Master Chief Petty Officer (C/MCPO)

- All CPO requirements
- TIG as Cadet Chief Petty Officer for 16 weeks
- Selected by SNSI/NSI, but recommendations could be made
- Selected by seniority and experience